**WILLMAR CITY COUNCIL PROCEEDINGS**

**BOARD ROOM**

**HEALTH AND HUMAN SERVICES BUILDING**

**WILLMAR, MINNESOTA**

**& BY ELECTRONIC MEANS (GOTO MEETING)**

October 19, 2020

7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Marv Calvin, Council Members Rick Fagerlie, Shawn Mueske, Kathy Schwantes, Vicki Davis, Fernando Alvarado, Julie Asmus, Andrew Plowman, and Audrey Nelsen.   
Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Police Chief Jim Felt, Fire Chief Frank Hanson, Public Works Director Sean Christensen, Park and Recreation Director Rob Baumgarn, Human Resource Director Samantha Beckman, City Clerk Judy Thompson, and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Mueske moved to approve the agenda, as presented. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

A. City Council Minutes of October 5, 2020

B. Willmar Municipal Utilities Commission Minutes of October 12, 2020

C. Accounts Payable Report for October 1 through 14, 2020

D. Police Commission Minutes of August 11, 2020

E. Building Report for the Month of September, 2020

F. Invest in Willmar Board Minutes of September 9, 2020

Council Member Mueske offered a motion to approve the Consent Agenda. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

Willmar Ten Investors Representative Dione Warne presented a proposal to utilize the current J.C. Penny building in the Uptown Mall for development of a City Hall and Community Center. The group had met with the City Hall Task Force Committee and the Invest in Willmar Community Center Sub-Committee on September 16, 2020 to hear and discuss the proposal. It was the recommendation of these Committees to pursue discussions with the full Council.

Following the presentation and discussion, Council Member Schwantes offered a motion directing City Staff and City Attorney to work with Willmar Ten Investors to explore the pros, cons, costs, and financing options for redevelopment of the former J.C. Penney site at Uptown Willmar, as a separately described parcel, for possible use as City Hall and Community Center. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Public Works Committee Report for October 7, 2020 was presented to the Mayor and Council by Council Member Plowman. There were six items for consideration.

Item No. 1 Staff brought forth, for information, the police and fire statistics for the month of September. This item was for information only.

Item No. 2 Staff brought forth, for discussion, the snow emergency practices for both Central Business District and City-wide emergencies. The Committee discussed how well things worked last year and no changes were recommended at this time for the upcoming winter season. The City will continue to use as

many forms of notification as possible to inform residents of the emergencies. Staff reminds residents to keep garbage and recycle cans off the street and behind the curb.

Item No. 3 Staff brought forth, for information, an update on the 2020 street improvement construction projects currently underway.

Item No. 4 It was the recommendation of the Committee to approve the purchase of an outdoor community display sign from Quick Signs of Willmar in the amount of $27,675 to be installed at the Fire Station along 1st Street. The City was granted over $1.6 million to be spent in the response to the COVID-19 pandemic. The purchase of an outdoor community sign would meet the requirements and could be used for pandemic information as well as community and City announcements. Two quotes were received, with the low from Quick Signs of Willmar in the amount of $27,675.

**Resolution No. 2020-135 Awarding the Purchase and Installation of a Community Sign to Quick Signs of Willmar in the Amount of $27,675** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 5 It was the recommendation of the Committee to adopt a resolution authorizing Change Order No. 1 in the amount of $21,250 for Project No. 2003-A 1st Street Overlay. It was also the recommendation of the Committee to adopt a resolution authorizing Change Order No. 2 in the amount of $100 for Project No. 2003-A 1st Street Overlay. The project includes the overlay of 1st Street South from 19th Avenue to the west bound TH 23 ramps. Change Order No. 1 resulted from modifications to catch basin castings to correct curb alignment. Change Order No. 2 resulted from adjustments to catch basin iron castings to correct grade and alignment.

**Resolution No. 2020-136 Accepting Change Order No. 1 for Project No. 2003-A** was introduced by Council Member Plowman. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

**Resolution No. 2020-137 Accepting Change Order No. 2 for Project No. 2003-A** was introduced by Council Member Plowman. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Item No. 6 It was the recommendation of the Committee to adopt a resolution approving Change Order No. 13 of Construction Contract No. 180701 with MnDOT in the amount of $210,139.92. The Change Order was due to additional design in the amount of $34,114.63 and construction for the watermain in the amount of $176,025.29 for the Willmar Wye project. It will be split 50/50 with MUC per the Master Utility Agreement with each entity responsible for $105,069.96.

**Resolution No. 2020-138 Accepting Change Order No. 13 for the Willmar Wye Project** was introduced by Council Member Plowman. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Public Works Committee Report of October 7, 2020, was approved and ordered placed on file in the City Clerk’s Office upon motion by Council Member Plowman. Council Member Alvarado seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Community Development Committee Report for October 12, 2020 was presented to the Mayor and Council by Council Member Fagerlie there were three items for consideration.

Item No. 1 Staff presented the history on the Renaissance Zone adopted by City Council on  
May 4, 2020. Staff then presented additional incentives and protections to the Renaissance Zone that have been developed and will be presented to the Planning Commission for review and approval. Council Members Mueske, Schwantes and Davis all voiced their support and appreciation to staff for their efforts to both open up a part of the community to creative proposals and at the same time preserve Willmar’s heritage.

It was the consensus of the Committee to endorse the concept of the changes presented to the amended

Zoning Ordinance to the Planning Commission, which include the Heritage District, Voluntary Heritage Designation, and Open Zoning.

This item was for information only.

Item No. 2 Staff presented an update on Tiny Home Standards (“Appendix Q”), an item the Planning Commission has initiated exploration discussion of new policies in response to the updated Minnesota Building Code in March, 2020. A Tiny Home is defined by Minnesota Building Code as those less than 400 square feet. As Willmar continues to see a decreasing trend in household size, we also continue to see a low housing supply. Currently, the City does not have a minimum square footage for building size, but there is a minimum lot size. Staff shared current Vision 2040 Housing Subcommittee goals, current City of Willmar Comprehensive Plan goals, and Tiny Home Standard examples from around the country. The Planning Commission anticipates a review of a draft Ordinance in November. The amendment will then be forwarded to City Council for review and approval or denial. Council Member Mueske stated he would like to see clear direction and some type of restriction on where a Tiny Home development would go. Council Member Schwantes suggested that Ridgewater College Carpentry program be informed if this progresses, as this may be of interest to them. This item was for information only.

Item No. 3 Staff informed the committee an RFP is being drafted that would promote development of a hotel in downtown Willmar with a skyway connection to the hospital. Council Member Fagerlie voiced concerns about the length of hospital stays being shortened and/or patients being sent to other hospitals, how this might affect the success of such a hotel, and if this project would create a disadvantage to the existing hotels. Staff stated a market study would be required to be part of the project proposal. Staff also mentioned the RFP would be open to anyone who might be interested in pursuing such a development, including current Willmar hotel owners. In addition, some stated restrictions on land use were questioned and staff stated they would clarify and restate so it was not so all-encompassing. Staff will bring this item back at a later time when the RFP is ready for committee review, approval or denial. This item was for information only.

The Community Development Committee Report of October 12, 2020, was approved and ordered placed on file in the City Clerk’s Office upon motion by Council Member Fagerlie. Council Member Mueske seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Thompson presented a recommendation to approve an on-sale liquor license holder permit for Willmar Community Golf Club Inc. dba Eagle Creek Restaurant, LLC to serve alcohol for the Willmar Warhawks hockey season running from October 2020 through March 2021.

Council Member Mueske offered a motion to approve staff’s recommendation. Council Member Fagerlie seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin offered the following comments: Willmar Assemblies of God Church will be holding a food give-away on Sunday, October 25th starting at 12:30 p.m. This will be on a first-come, first-serve basis and there is no income limit.

Council Member Fagerlie offered the following comments: urged everyone to get out and vote.

Council Member Davis offered the following comments: be careful in the snow.

Council Member Asmus offered the following comments: reminder to keep leaves out of the street and off the curbs so they don’t clog the drainage system; Halloween is coming, will be different, and urged everyone to be safe.

Council Member Alvarado offered the following comments: drive according to road conditions; please vote; watch out for little ones.

Council Member Plowman offered the following comments: continual work on Highway 12 construction; watch out for the construction workers and equipment – slow down.

The upcoming Committee meetings will be as follows: Public Works/Safety Committee – Wednesday, October 21st at 5:00 p.m.; Finance Committee –Thursday, October 22nd at 5:00 p.m.; Community Development Committee – no meeting scheduled at this time; and Labor Relations Committee – will meet sometime in November.

At this time, Mayor Calvin turned the meeting over the Council Member Mueske.

Council Member Mueske stated the next agenda item is to discuss labor negotiations strategy. This portion of the meeting will be closed for labor negotiations strategy pursuant to Minnesota Statutes,   
Section 13D.03, subdivision 1(b).

At 8:30 p.m. Council Member Fagerlie offered a motion to enter into closed session. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The meeting was reopened at 10:44 p.m. by Mayor Calvin.

Council Member Mueske offered a motion to adjourn the meeting with Council Member Asmus seconding the motion which carried. The meeting adjourned at 10:45 p.m.

s/s Marv Calvin

MAYOR PRO TEMPORE

Attest:

s/s Judy Thompson

SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2020-135**

**A RESOLUTION AWARDING THE PURCHASE AND INSTALLATION OF A COMMUNITY SIGN TO QUICK SIGNS OF WILLMAR IN THE AMOUNT OF $27,675.**

Motion By: Plowman Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Quick Signs of Willmar of Willmar, MN for the purchase and installation of an outdoor community sign at the Fire Station is accepted, and be it further resolved that the Mayor and City Administrator of the City of Willmar are hereby authorized to enter into an agreement with the bidder for the terms and consideration of the contract in the amount of $27,675.

Dated this 19th day of October, 2020

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

**RESOLUTION NO. 2020-136**

**A RESOLUTION ACCEPTING CHANGE ORDER NO. 1 FOR PROJECT NO. 2003-A.**

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2003-A between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 1 in the increased amount of $21,250.

Dated this 19th day of October, 2020

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

**RESOLUTION NO. 2020-137**

**A RESOLUTION ACCEPTING CHANGE ORDER NO. 2 FOR PROJECT NO. 2003-A.**

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for Project No. 2003-A between the City of Willmar and Duininck, Inc. of Prinsburg, Minnesota by Change Order No. 2 in the increased amount of $100.

Dated this 19th day of October, 2020

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk

**RESOLUTION NO. 2020-138**

**A RESOLUTION ACCEPTING CHANGE ORDER NO. 13 FOR THE WILLMAR WYE PROJECT.**

Motion By: Plowman Second By: Asmus

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the Mayor and City Administrator of the City of Willmar are hereby authorized to modify the contract for MnDOT Construction Contract 180701 between the City of Willmar, Kandiyohi County and MnDOT with Hoffman Construction Company by Change Order No. 13 in the increased amount of $210,139.92 to be split between the City and Willmar Municipal Utilities.

Dated this 19th day of October, 2020

s/s Marv Calvin

Mayor

Attest:

s/s Judy Thompson

City Clerk