

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**COUNCIL CHAMBERS**  
**WILLMAR MUNICIPAL UTILITIES BUILDING**  
**WILLMAR, MINNESOTA**

February 16, 2016  
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 Denis Anderson, Audrey Nelsen, Ron Christianson, Rick Fagerlie, and Shawn Mueske. Present 6, Absent 3. Council Members Steve Ahmann, Andrew Plowman and Tim Johnson were excused from the meeting.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Police Chief Jim Felt, Community Education and Recreation Director Steve Brisendine, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Sergeant Michael Jahnke and City Attorney Robert Scott.

There were no additions or deletions to the agenda.

Council Member Anderson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of February 1, Willmar Municipal Utilities Board Minutes of February 8, Application for Exempt Permit – Willmar Fests, Inc., Application for Exempt Permit – Willmar Sertoma Club, Application for Exempt Permit – West Central Ducks Unlimited, Accounts Payable Report through February 11, Building Inspection Report for January, 2016, and committee applications for appointment as follows: Jill Benson – Human Rights Commission, Rebecca Trongaard – Planning Commission, Tom Butterfield – Zoning Appeals Board, Julie Asmus – Planning Commission, Kristal Dahlager – Human Rights Commission and Richard Engan – Human Rights Commission. Council Member Nelsen seconded the motion which carried with 4 Ayes and 1 No. Council Member Christianson cast the “No” vote. (See City Attorney’s comments at end of meeting).

At 7:02 p.m. Mayor Calvin opened the hearing for consideration of an Ordinance for the Sale of City-Owned Real Estate to Dooley Bros. LLP. Planning and Development Services Director Bruce Peterson addressed the Council stating Dooley Bros. LLP have agreed to purchase three lots in Industrial Park at full market value subject to the City’s application of the Write-Down Policy. The Planning Commission has reviewed the proposal and recommended to the Council that the sale occur. It is also staff’s recommendation to adopt the ordinance approving the sale of land to Dooley Bros. LLP and direct staff and the City Attorney to bring about the closing.

There being no one to speak for or against the Ordinance for sale of City-owned property, Mayor Calvin closed the hearing at 7:03 p.m. and opened it up for discussion by the Council. Council Member Christianson offered a motion to adopt, assign a number and order final publication of the Ordinance for the Sale of City-Owned Property. Council Member Anderson seconded the motion, which carried on a roll call vote of Ayes 5, Noes 0.

Mayor Calvin acknowledged Ross Magnuson, 1454 Hansen Drive SW, who wished to speak during the Open Forum. Mr. Magnuson commented on Vision 2040 and handed out a four-panel brochure and invitation to a conversation event on February 29<sup>th</sup> from 6-8 p.m. at the Willmar Conference Center.

Community Education and Recreation Director Steve Brisendine presented the Park Development Plan along with the Chair of the Joint Powers Board Darin Strand and member Rachel Skretvedt. In 2016 there is \$706,000 available in the CIP to be used for park development and Rice Park was identified as the location where those funds would be utilized. Mr. Stand came forward to discuss the Board’s recommendations for the funds that have been allocated for the parks for 2016. In February of 2015 SRF

Consulting provided the City Council with a Parks and Recreation Master Plan. The Joint Powers Board discussed how to proceed with improvements with the funding available. The Board realized that to spread the funds over all the parks the improvements would be minimal. It was the consensus of the Board to focus all of the 2016 funds on one park where the improvements will not go unseen. Rice Park was selected for its central location within the community and being one of the most highly-visited parks within the community.

Ms. Skretvedt presented a layout of the proposed improvements to Rice Park to include two areas of new play equipment, green space, plaza area, half basketball courts, walking path and splash pad with connecting shelter that contains restroom and changing rooms. These amenities total approximately \$1.5 million. The money allocated for 2016 would implement the shelter, splash pad, removals, a plaza with walkways and includes furnishings, landscaping and lighting.

It was staff's recommendation to adopt a resolution authorizing staff to proceed to implement the 2016 Capital Improvement Plan for Rice Park in the amount of \$706,000 as presented and enter into an agreement with SRF Consulting Services to provide consultation services realizing staff will bring plan modifications and major purchasing to the Public Works/Safety Committee.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Mueske, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar, to authorize staff to move forward with executing the Rice Park Plan in the amount of \$706,000 as allocated within the 2016 Capital Outlay Program, negotiate and enter into an agreement for SRF Consulting Group to provide professional consulting services, seek the Joint Powers Board guidance on major implementation decisions and direct staff to bring plan modifications and major purchasing to the Public Works/Safety Committee.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

The Finance Committee Report for February 8, 2016 was presented to the Mayor and Council by Council Member Anderson. There were six items for consideration.

Item No. 1      There were no comments from the public.

Item No. 2      Staff presented to the Committee the criteria for the U.S. Bank Places to Play Program. Staff is looking for permission from the Council to apply for a grant of \$50,000 to match dollars available in the 2016 CIP for Rice Park. The two major facets of the Rice Park project would be the shelter and the splash pad. The Advisory Board has discussed this, and is looking for Council approval to apply for the grant with a deadline of February 18, 2016, for submission. The 2016 CIP has \$706,000 available for City parks. The Committee was recommending the Council direct staff to write a grant for \$50,000 to U.S. Bank for their Places to Play Program. Council Member Anderson moved the recommendation of the Committee. Council Member Fagerlie seconded the motion, which carried.

Item No. 3      Staff informed the Committee of \$40,000 allocated in the 2016 CIP to install a pool heater at the Dorothy Olson Aquatic Center. Quotes were submitted by Plumbing & Heating of Willmar, Inc., Bullet Proof Mechanical Service Inc., and Chappell Central, Inc. Council Member Anderson informed the Committee that the specifications were put together by Scott Ledeboer and Justin DeLeeuw and that the City

will be eligible for a CenterPoint Energy rebate to be given after the work is completed in the amount of \$3,600.

It was the recommendation of the Committee to award the low quote to Plumbing & Heating of Willmar, Inc. in the amount of \$34,901 for the 97% efficiency heater. Council Member made a motion to approve accepting the quote of Plumbing & Heating of Willmar to install the pool heater. Council Member Mueske seconded the motion, which carried.

Item No. 4 Staff presented to the Committee a donation which came in after the Agenda was distributed. The Northland Group has an employee of the month program and that employee picks an organization or group that they would like to donate to. The Northland Group employee has chosen to donate to the Willmar Fire Department for firefighter safety. In conversations with Fire Chief Hanson, he has indicated that they will purchase gloves with this donation. Staff's recommendation is to accept the \$164.00 by resolution and send a letter of thanks to the Northland Group. The Committee was recommending the Council to accept the \$164.00 donation by resolution. Council Member Mueske seconded the motion which carried.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

#### RESOLUTION NO. 2

WHEREAS, the Willmar Fire Department has received a donation in the amount of \$164.00 from Northland Group for the purchase of gloves;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar, Minnesota, that the City accept the donation from Northland Group and that the City Administrator be directed to express the community's appreciation.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff explained that City Administrator Kruse had given staff direction to review the City purchasing policy and purchasing levels. City Finance Officers have a statewide organization that periodically sends out emails to those that belong to the organization asking for samples of various policies throughout the year. Staff has compiled a file for purchasing policies, personnel policies, and various other policy documents like that. There had been some confusion at the City level that we have \$5,000 as the Capital Improvement level, an informal requirement of items over \$10,000 to be brought back to the Council for review prior to the purchase, a \$20,000 authority for the City Administrator, and the State Statute limit of \$25,000 to \$100,000 can be by quotes, anything over \$100,000 must be bids.

Staff looked at the various policies from Arden Hills, Becker, Stewartville, and Brooklyn Park that they shared with the state organization and decided that Arden Hills best mirrored the State Statute bidding requirements of anything up to \$25,000 could be purchased, \$25,000 to \$100,000 required at least two quotes, and over \$100,000 required sealed bids. Items in the draft policy would basically replace the \$10,000 limit, the \$20,000 authority for the City Administrator, and propose to set the limit at \$25,000 prior to purchases and put that responsibility on the City Administrator's Office to inform the Council of those items. It would also allow a level of up to \$5,000 for department directors. Also, one item on page two of the draft policy on the last paragraph, under the notes, anything that had been preapproved by the City Council, be it a

vehicle replacement program, a capital improvement program, or any budgetary items that had been preapproved would basically give that authority to the City Administrator to allow.

Stating that in the past Council retreat, he understood that the Council would like less information in the Council packets. Such as vehicle purchases which have already been through a CIP process to purchase. This will reduce the extra information on already preapproved budgeted items. Limited unbudgeted items would address if there is an unbudgeted item but yet still can be covered within a departmental budget; the Council has set the department as the budgetary control level. This would allow the City Administrator authority to approve items as long as they are within the departmental budget.

The Committee requested to continue review at the next Finance Committee meeting.

#### Purchase Policy

##### Recommended Changes

- a) Page 2 Change City Administrator unbudgeted limit from \$25,000 to \$10,000
- b) Page 2 Last paragraph insert "for capital purchases" after all payments.
- c) Page 2 Insert second sentence under Note: monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator.
- d) Page 3 Insert "or designee" after the City Administrator in middle paragraph

Following discussion, Council Member Anderson requested staff make the recommended changes to the policy draft and bring back an updated policy document to the Committee for formal adoption at the February 22, 2016, Council meeting. This was received by the Council for information only at this time.

Item No. 6 The Committee received the following reports: 12/31/15 Quarterly Investment Activity, 12/31/15 10-Year Historical Quarterly Investment Balances, 12/31/15 Cash Investment Portfolio, 12/31/15 Quarterly Interest/Dividends, 12/31/15 10-Year Historical Quarterly Interest/Dividends, 12/31/15 Quarterly Rice Trust, 12/31/15 Outstanding Indebtedness. The Council received the reports for information only.

Council Member Anderson made a motion to approve and file the Finance Committee Report for February 8, 2016. Council Member Fagerlie seconded the motion.

The Public Works/Safety Committee Report for February 10, 2016 was presented to the Mayor and Council by Council Member Anderson. There were ten items for consideration.

Item No. 1 Mary Lou Arne spoke to address if any resolutions had been made for the issue of safety for pedestrians not using the crosswalk when exiting the library. Mrs. Arne requested to try a solution for a short period of time to see if it will remedy the concerns. Staff noted when a temporary solution is put in place, traffic becomes trained to it and if it's taken away there will be conflict of some citizens following the new rules and some following old rules. Staff noted multiple crossing points to the library from the Block 50 parking lot, and placing one crosswalk mid-block would not resolve the issue. The possibility of lowering the speed limit in the Central Business District was discussed. The Committee questioned any pedestrian accidents in the past and adding additional handicapped parking spaces. The concept offering flags to carry as pedestrians cross the street was discussed. The Council received this for information only.

Item No. 2 Police Chief Jim Felt noted the jail census for February 10, 2016 was 136; 75 inmates from the Department of Corrections, 52 inmates from Kandiyohi County, 6 inmates from Swift County, 1 inmate from Benton County, 1 inmate from Big Stone County, and 1 inmate from Stevens County. The calls for service the previous two weeks totaled 767 and are 6 days ahead of this date last year. The majority of the calls for the previous two weeks were for traffic stops, followed by public assists and family service reporting. Snow removal parking violations were discussed as well as calls for unlocking car doors. The Department does not unlock car doors unless there is an immediate safety issue.

Chief Felt noted the total Fire Department calls for service for the previous two weeks totaled 12. The calls included 6 alarm activations, 2 car accidents, 2 carbon monoxide alarms, 1 natural gas leak, and 1 building fire with damage to the basement. Year to date calls for 2016 totals 42, and is 5 calls down from this time last year. The Police and Fire Department updates were received for information only.

Item No. 3 Staff brought forth, for approval, the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$472,000. The Committee discussed staff completing the engineering for these projects in house, with it noted these are more of a specialty project requiring more resources and dedicated time. The Committee was recommending the Council to approve the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 3

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1510 (Country Club Drive Lift Station) for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read on the 10th day of March, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 4 Staff brought forth, for approval, the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$851,000. It was the recommendation of the Committee to the Council to approve the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids.

Resolution No. 4 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 4

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1511 (Westwood Court Lift Station) for the City of Willmar;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar that:

Final plans and specifications are hereby approved, and publication of the advertisement for bids is herewith authorized. Bids will be publicly opened and read on the 10th day of March, 2016, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, a resolution to authorize execution of the Minnesota Department of Transportation Airport Maintenance and Operations grant contract. Every year the City submits eligible airport maintenance costs to the state for reimbursement. The new contract has been updated from past years for up to 75% of eligible expenses for reimbursement, with the cap raised to not to exceed \$54,863.00 each year. More items are now eligible and reporting is now mandatory quarterly instead of annually. Previously it was up to 67% of eligible expenses reimbursed. The Committee was recommending the Council approve the execution of the resolution to authorize the Minnesota Department of Transportation Airport Maintenance and Operations grant contract.

Resolution No. 5 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 5

AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

IT IS RESOLVED by the City of Willmar as follows:

1. That the State of Minnesota Contract No. 1001076, "Airport Maintenance and Operation Grant Contract," at the Willmar Municipal Airport is accepted.
2. That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Willmar.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10, in accordance with the Capital Outlay Program. The unit will be purchased through Municipal Pricing and is a multi-task vehicle to be used for snow removal as well as various tasks throughout streets, parks and ball diamond maintenance. It was the recommendation from the Committee to approve the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Bobcat Toolcat is accepted through Municipal Pricing, 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 Farm-Rite Equipment for the terms and consideration of the contract in the amount of \$46,551.10.

Dated this 16th day of February, 2016.

/s/ Marv Calvin \_\_\_\_\_  
Mayor

/s/ Kevin Halliday \_\_\_\_\_  
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-150 Pickup from Nelson Auto Center in the amount of \$29,924.15, in accordance with the Vehicle/Equipment Replacement Policy. The current unit, a 2006 Ford F-150 would be transferred to the Fire Department for various tasks such as hydrant painting. It was the recommendation of the Committee to introduce a resolution to approve the purchase of a 2016 Ford F-150 from Nelson Auto Center Fleet Department in the amount of \$29,924.15.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 7

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Ford F-150 pickup is accepted through the Southwest/West Central Service Cooperative, 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 Nelson Auto Center Fleet Department for the terms and consideration of the contract in the amount of \$29,924.15.

Dated this 16th day of February, 2016.

/s/ Marv Calvin \_\_\_\_\_  
Mayor

/s/ Kevin Halliday \_\_\_\_\_  
Attest: City Clerk

Item No.8 Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-350 Pickup and dump body from Nelson Auto Center and Tow Master, Inc. in the total amount of \$42,536.72. The current unit, a 2004 Ford F-350 has engine and suspension concerns and will be sold at the City auction in May. The Capital Outlay Program has included \$49,000 for the purchase of the pickup and dump body. The Committee was recommending the Council approve the purchase and replacement of the Public Works Ford F-350 pickup and dump body from Nelson Auto Center and Tow Master, Inc. in the amount of \$42,536.72.

Resolution No. 8 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 8

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of one Ford F-350 pickup with dump body is accepted through the

Southwest/West Central Service Cooperative and State Contract #102066, 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 Nelson Auto Center Fleet Department and Tow Master, Inc. for the terms and consideration of the contract in the amount of \$42,536.72.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 9 Staff brought forth, for approval, the purchase and replacement of Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75. The current equipment is just over ten years old and no replacement parts are being manufactured any longer because it is so obsolete. Staff is requesting to replace it with a GPS rover, robotic total station and tablet controller; with quotes solicited from Frontier and Leica. The equipment from Frontier is considerably more accurate than the current unit and offers an enhanced customer support above what is offered by Leica. The current equipment would be traded in for \$6,500.00 and is reflected in the purchase price. The Committee discussed if the equipment was made in the United States. It was the recommendation of the Committee that the Council approve the purchase and replacement of the Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75.

Resolution No. 9 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 5, Noes 0.

RESOLUTION NO. 9

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the purchase of Trimble GPS Survey Equipment 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 Frontier Precision for the terms and consideration of the contract in the amount of \$47,101.75.

Dated this 16th day of February, 2016.

/s/ Marv Calvin  
Mayor

/s/ Kevin Halliday  
Attest: City Clerk

Item No. 10 Staff discussed the opportunity of Meeker County and the City of Litchfield potentially merging with CCT. The Committee discussed the reduced oil prices reflecting possible lower project costs this year, and the potential to complete additional projects with the cost savings. Staff noted there are no bids to evaluate at this time so it is too early to determine how the oil prices will affect the bid prices. Additionally, oil prices only contribute to a portion of the total project construction costs. It was also noted the design and preparation of plans and specifications along with a short construction season hinder the addition of projects after initial bids are received. The option of adding more seal coating and crack sealing was offered as an option. The Committee discussed the Southwest Regional Transportation meeting and the funding sources and needs from the County and other communities. The Committee discussed sidewalk maintenance issues and crack sealing. It is noted the City no longer owns a crack sealing machine and solicits quotes each year for the service. There were no comments from the public.

Council Member Christianson made a motion to approve and file the Public Works/Safety Committee Report for February 10, 2016. Council Member Fagerlie seconded the motion.



The Community Development Committee Report for February 11, 2016 was presented to the Mayor and Council by Council Member Fagerlie. There were four items for consideration.

Item No. 1 There were no comments from the public.

Item No. 2 Paul Rasmussen, MnDOT District 8 Wye Project Manager, presented concept drawings of the proposed railroad wye project. Two options for Highway 12 were viewed and discussed. Both options require significant changes to County Road 55. The rail route remains the same under both options.

As of now, proposed changes at the south end of the route relative to County roads are not part of the project. It was noted that BNSF has purchased some property. Land acquisition is on hold pending a final route decision for Highway 12.

A public meeting is scheduled for February 25<sup>th</sup> to review the project options. A meeting location has not been finalized, but will be conveyed to the Council once the location has been identified. The Council received the presentation of the proposed railroad wye project for information only.

Item No. 3 The Committee discussed next steps to address the issue of regulating sex offender housing. The City Attorney had offered several options to regulate such housing using zoning restrictions. Following significant discussion, it was a consensus of the Committee that the City continue to pursue regulation of housing for sex offenders. Staff will work with the City Attorney to put together information and prepare draft documents. The Council received this for information only.

Item No. 4 Staff presented a proposal by Mark and Bonnie Nelson to gift a small piece of land to the City of Willmar. The piece of land is a remnant piece from when the Highway 12 bypass was constructed years ago. The land abuts property already owned by the City of Willmar. Because of the size and location of the parcel in question the City had actually been maintaining it since the City acquired the adjacent property. The parcel measures less than a couple hundred square feet. Council Member Fagerlie made a motion to accept the gift from Mark and Bonnie Nelson. Council Member Nelsen seconded the motion, which carried.

Council Member Fagerlie made a motion to approve and file the Community Development Committee Report for February 11, 2016. Council Member Nelsen seconded the motion.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall, February 22; Public Works/Safety, 4:45 p.m. at City Hall, February 23; Labor Relations/Full Council, 4:45 p.m. at City Hall February 24, 2016.

Mayor Calvin reminder the community of the Vision 2040 Community Meeting to be held on February 29<sup>th</sup> from 6 – 8 p.m. at the Willmar Conference Center.

City Attorney Robert Scott clarified the vote on the Consent Agenda stating the majority of the Council approved the consent items which was adequate for a most of the items with the exception of the three appointments made to the Charter Commission established boards, including the Planning Commission and the Board of Zoning Appeals, which require the approval of five Council members to ratify the Mayor's appointment so three of the appointments have not yet become in effective. All other items on the Consent Agenda did pass.

Council Member Mueske announced that on February 8<sup>th</sup> the Willmar Police Department responded to a call of a gentleman who had collapsed shoveling his driveway, was taken by ambulance and later passed away. Two officers, Helgeson and Vazquez stayed behind and finished shoveling their driveway. Council Member Mueske wanted to applaud the Willmar Police Department for that action.

Council Member Christianson offered a motion to adjourn the meeting with Council Member Anderson seconding the motion, with carried. The meeting adjourned at 8:15 p.m.

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY TO THE COUNCIL