

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

April 18, 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, Shawn Mueske, Andrew Plowman and Tim Johnson. Council Member Steve Ahmann was excused from the meeting. Present 8, Absent 1.

Also present were City Administrator Larry Kruse, City Clerk Kevin Halliday, Community Education and Recreation Director Steve Brisendine, Public Works Director Sean Christensen, Finance Director Steve Okins, Fire Chief Frank Hanson, Planning and Development Services Director Bruce Peterson, Police Officer Ross Livingood and City Attorney Robert Scott.

As an addition to the agenda, Council Member Fagerlie commented on the Good Food Access event, a community gathering to discuss food access solutions which is being held on Thursday, April 21st from 1:00 – 2:30 pm. at 313 SW 4th Street. Council Member Anderson asked to make a comment at the end of the meeting.

Council Member Christianson offered a motion to adopt the Consent Agenda which included the following items: City Council Minutes of April 4, Labor/City Council Minutes of April 4, Council Work Session Minutes of April 11, Willmar Municipal Utilities Board Minutes of April 11, Planning Commission Minutes of April 13, Accounts Payable Report through April 13 and Willmar Community and Activity Center Minutes of April 8, 2016. Council Member Fagerlie seconded the motion which carried.

At 7:04 p.m. Mayor Calvin opened the hearing for an Annexation Ordinance for the William and Carol Cairns property. Planning and Development Services Director Bruce Peterson presented the annexation which includes .96 acres on 19th Avenue SW and has been reviewed and approved by the Planning Commission. They owners plan to utilize municipal services and it is staff's recommendation to adopt the ordinance approving the annexation.

There was no one to speak for or against the Ordinance for Annexation. Mayor Calvin closed the hearing at 7:05 p.m. and opened it up for discussion by the Council. Council Member Anderson offered a motion to adopt, assign a number and order final publication of the Ordinance for Annexation. Council Member Nelsen seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

At 7:05 p.m. Mayor Calvin opened the ordinance hearing for amending Section 2.03 of the City Charter. City Clerk Kevin Halliday brought forth four separate amendments to the City Charter proposed by the Charter Commission. Clerk Halliday commented that by State Statute, the Council has thirty days to act on these amendments. It is staff's recommendation that the Council pass a motion after each hearing to continue the hearing until May 16th. Clerk Halliday presented the first amendment which was to Section 2.03, the General Powers and Duties of the Council. The Charter Commission is recommending adding a new subdivision where a structure is set up to compel future City Councils to develop a vision, mission statement and strategic plan. The Charter Commission is recommending this be included under Section 2.03 – General Powers and Duties of the Council.

There was no one to speak for or against the amendment to the Charter. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Fagerlie seconded the motion, which carried.

At 7:06 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 7.05 – Recall of the City Charter. City Clerk Kevin Halliday stated this section strikes out the current language whereby the Charter Commission desires to not address the issue of any reimbursements for legal services, supplies, printing, and notarial fees, and simply makes it clear that no City funds are to be expended for the actions of the Citizen Recall Committee nor can any committee member accept any remuneration for services performed on such a committee.

There was no one to speak for or against the amendment to the Charter Section 7.05. Council Member Johnson expressed his concern of the language being stricken referencing legal services and does not favor removing what he considers a strong hint that the recall committee gets good legal advice. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion. Kelly Welch, 1304 23rd Street SE, stated the word “but” is what turns this language around. The Charter Commission felt with the word “but” in there it allows an opening to push for reimbursement. The motion was voted on with 5 Ayes and 2 Noes. Council Members Johnson and Christianson cast the “no” votes.

At 7:17 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 2.11 – Procedure. City Clerk Kevin Halliday stated this section of the Charter strikes through current language detailing the known versions of parliamentary rules defaulting to the word “established” set of parliamentary rules. The Charter Commission believes this will properly position the City for the ever-changing rules and names in the future.

There was no one to speak for or against the amendment to the Charter Section 2.11. Council Member Anderson made a motion to continue the hearing until May 16, 2016. Council Member Mueske seconded the motion, which carried.

At 7:23 p.m. Mayor Calvin opened the ordinance hearing for amending City Charter Section 9.04 – Oath of Office. City Clerk Kevin Halliday informed the Council this amendment adds detail to the current oath which is administered to elected or appointed officials and board and commission members. The Charter Commission believes clarity of individual offices and positions is beneficial for this City.

There was no one to speak for or against the amendment to the Charter Section 9.04. Council Member Christianson made a motion to continue the hearing until May 16, 2016. Council Member Anderson seconded the motion, which carried.

Bob Skor, 617 SW 14th Street, was signed up to speak during the Open Forum. Mr. Skor referenced his sign “Recall Mayor Calvin” which references our First Amendment Right – Freedom of Speech. He addressed the downtown flower issue stating he would rather see the City plant the flowers and the business owners’ care for them. If the maintenance for the flowers stays as it is, the job should be bid. Last year the job paid about \$9,000 for three months. Mr. Skor stated it will take more than flowers to beautify the downtown area. He opined he sees no need for a Local Option Sales Tax and the citizens of Willmar are unable to absorb the spending practices. He would rather see the City use Reserve Funds.

The Public Works/Safety Committee Report for April 12, 2016 was presented to the Mayor and Council by Council Member Christianson. There were nine items for consideration.

Item No. 1 Three staff from Divine Home Care approached the Committee with the request to temporarily remove the two-hour parking on 2nd Street SW between Becker Avenue and Litchfield Avenue. They previously used Heritage Bank’s parking lot and were told they cannot park there during the bank’s construction and their facility is not big enough to allow adequate private parking for staff. Public Works Director Christensen stated the company should look into leasing spaces from other neighboring lots before the City would consider proceeding with other options. This was received by the Council for information only.

Item No. 2 Police Chief Jim Felt noted the jail census for April 12, 2016 was 122; 43 inmates from the Department of Corrections, 71 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Pine County, 1 inmate from Redwood County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 768 and are 10 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 abandoned vehicles. Chief Felt noted the department will be starting Coffee with the Cops on April 21st from 7:30 to 9:00 a.m. at Cornerstone Coffee. The event, tentatively scheduled for every other month at various Willmar coffee shops, invites citizens to sit down with several police officers to ask questions or discuss topics. The committee discussed the Fire Department will be doing a controlled burn this Saturday at 7:00 a.m. at 621 6th Street SW. This update was received by the Council for information only.

Item No. 3 The Public Works Director brought forth, for information, an update on department purchases and activities. Wastewater is proceeding with the purchase of a Polaris Ranger in the amount of \$13,550.89 and Nuhn Honey Wagon in the amount of \$59,335, pavement marking quotes were received and Traffic Marking Services of Maple Lake was awarded the project in the amount of \$13,318. Bids were received for the Public Works garage roof replacement with West Central Roofing Contractors being the apparent low bidder in the amount of \$86,642.86 with a request for bid award and authorization of signatures to be brought forth at a later date. The Committee discussed the clarification of the purchasing policy details and the threshold allowing staff to proceed with purchases without Council approval. Spring road restrictions will be lifted on Friday, April 15th at 12:01 a.m. A large water main break took place just off the corner of 19th Avenue and 22nd Street SW affecting approximately 150 feet of pavement. The Committee discussed the effectiveness of the removal of the parking space in front of the entrance of the library on east side of 5th Street SW. The Council received the update on purchases and activities for information only.

Item No. 4 Staff brought forth, for approval, the re-appropriation of unused funds from the purchase of a skid loader in 2014 for the purchase of the flex fiber ground cover for the seven new playground units being installed at six park locations. The Committee was recommending the Council re-appropriate \$18,655.00 from CIP funds designated in 2014 for the purchase of a Bobcat T4 skid loader for the purchase of fiber flex for park ground cover.

Resolution No. 1 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to reallocate \$18,655.00 in the 2014 Public Works Capital Budget designated for purchase of a Bobcat T4 skid loader to purchase 1,612 cubic yards of Flex Fiber for playground cover of seven playground units.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 5 Staff brought forth, for approval, the resolution supporting regional park designation for Robbins Island Park Complex. The application identifies the facility meeting high standards for a natural resource-based outdoor recreation and provides eligibility to apply for Regional Parks and Trails Legacy funding. The Committee was recommending the Council adopt the resolution supporting regional park designation for Robbins Island Park Complex. Council Member Johnson expressed his concern if passing the resolution would obligate the City in future due to legislation that may be passed. The City Attorney will research the issue and provide an answer to staff in the near future if so directed. Council Member Nelsen mentioned the discussion at the Committee meeting can be recapped by staff if there are questions as to why

the City should pursue this regional park designation. Council Member Christianson noted this designation will aid the City is receiving legacy dollars.

Resolution No. 2 was introduced by Council Member Christianson, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED that City of Willmar as lead applicant, has the authority to act as legal public sponsor for the application described in the Request for Designation as a Regional Park or Trail in Greater Minnesota. As applicant, the City of Willmar formally supports and authorizes the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should Robbins Island Park Complex receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 6 Staff brought forth, for approval, to declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on City Projects Nos. 1601, 1602, 1603-A and 1603-B. Bids were opened on April 5th and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. The Committee was recommending the Council declare costs to be assessed, order preparation of the assessment roll, and to call for the Assessment Hearing on May 16, 2016 for Project Nos. 1601, 1602, 1603-A and 1603-B.

Resolution No. 3 was introduced by Council Member Christianson, seconded by Council Member Fagerlie, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

**CALLING HEARING ON ASSESSMENTS FOR PROJECT NOS. 1601, 1602, 1603-A, AND 1603-B
2016 STREET AND OTHER IMPROVEMENTS**

WHEREAS, the City Clerk-Treasurer with the assistance of the City Engineer has prepared an assessment roll for Project Nos. 1601, 1602, 1603-A, and 1603-B of the 2016 Street and Other Improvements, and said proposed assessment roll is on file with the Clerk-Treasurer and open to public inspection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. The Clerk-Treasurer shall publish notice that this City Council will meet to consider the proposed assessments on May 16, 2016, at 7:01 p.m. in the Council Chambers, Municipal Utilities Building, 700 West Litchfield Avenue, Willmar, Minnesota.

2. Said notice shall also be mailed to the owners of each parcel of property described in the assessment roll.

3. Such notice shall be in substantially the following form:

(For Notice in its entirety, see 2016 Assessments File, located in the City Clerk's Office)

4. Said notice shall be published by the City Clerk-Treasurer in the official newspaper at least two weeks prior to the hearing and mailed by said Clerk-Treasurer to the owners of each parcel described in the assessment roll.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 7 Staff brought forth, for approval, to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize necessary signatures. The project includes the parking lot repair adjacent to 1801 Technology Drive NE. It was the Committee's recommendation to the Council to accept the bid, award the contract to Duininck, Inc. in the amount of \$34,787.00, adopt the project budget for Project No. 1604 and authorize signatures.

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 7, Noes 0.

RESOLUTION NO. 4

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Duininck, Inc. for Project No. 1604 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 \$34,787.00.

Dated this 18th day of April, 2016.

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

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 7, Noes 0.

RESOLUTION NO. 5
PROJECT NO. 1604

OTHER SERVICES:		RECEIVABLES:	
Mtce. of Other Impr.	\$34,787.00	State Aid	<u>\$43,483.75</u>
Other Services	<u>\$3,478.70</u>	TOTAL	\$43,483.75
TOTAL	\$38,265.70		

OTHER CHARGES:		FINANCING:	
Prof. Serv.	<u>\$5,218.00</u>	State Aid	<u>\$43,483.75</u>
TOTAL	\$5,218.00	TOTAL	\$43,483.75
GRAND TOTAL	\$43,483.75		

Dated this 18th day of April, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 8 Staff brought forth, for approval, Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502. The project includes sanitary sewer and water main improvements on Benson Avenue SE, Lakeland Drive NE, Airport Drive SW and East TH No. 12. The Committee was recommending the Council approve Change Order No. 1 in the amount of \$1,800.00, accept the project and authorize final payment to Land Pride Construction, LLC in the amount of \$6,168.42 for Project No. 1502.

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 7, Noes 0.

RESOLUTION NO. 6

ACCEPTING PROJECT AND AUTHORIZING FINAL PAYMENT

IMPROVEMENT: Project No. 1502 – Sanitary Sewer & Water Main Improvements

CONTRACTOR:	Land Pride Construction
DATE OF CONTRACT:	April 20th, 2015
BEGIN WORK:	June 3, 2015
COMPLETE WORK:	August 28, 2015
APPROVE, ENGINEERING DEPT:	September 30, 2015

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that:

1. The said City of Willmar Project No. 1502 be herewith approved and accepted by the City of Willmar.
2. The following summary and final payment be approved:

ORIGINAL CONTRACT AMOUNT:	\$88,933.00
CHANGE ORDER NO. 1:	\$1,800.00
FINAL NET CONTRACT AMOUNT, PROPOSED:	\$89,168.47
ACTUAL FINAL CONTRACT AMOUNT AS CONSTRUCTED:	\$89,168.47
Less Previous Payments	\$83,000.05
FINAL PAYMENT DUE CONTRACTOR:	\$6,168.42

Dated this 18th day of April, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Item No. 9 The Committee discussed the potential of the Willmar Public School District cutting

the position of crossing guards. A citizen concern of other infrastructure needs to be prioritized instead of investing funds only into the Park Plan was discussed. The recent resignation of MUC Director Wes Hompe was noted. The Council received these items for information only.

The Public Works/Safety Committee Report for April 12, 2016, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Christianson, seconded by Council Member Fagerlie. Council Member Nelsen made a motion that the Purchasing Policy go back to the Finance Committee for clarification. Council Member Christianson seconded the motion, which carried. The motion on the table to file the minutes carried.

The Labor Relations Committee Report for April 13, 2016 was presented to the Mayor and Council by Council Member Mueske. There were six items for consideration.

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

Item No. 2 City Administrator Kruse brought forth for consideration a recommendation to extend work hours on a Department by Department (building by building) basis effective May 22, 2016 through September 3, 2016. Extended hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one half day from 7:00 a.m. to 12:00 noon on Friday. City Administrator Kruse overviewed his experience with extended hours in other communities and stated departments participating need to have a plan to cover most unforeseen events which may occur on the shorter day. It was noted represented groups must agree to the change and this is not a contract right. The Committee discussed the pros and cons for both the public and the employees. It was the consensus of the committee to receive this for information only. This was also received by the Council for information only.

Item No. 3 City Administrator Kruse requested the Committee consider an organizational structure which includes the position of an Administrative Services Director. He explained with the announced retirement of Clerk-Treasurer Halliday in September, the position of City Clerk-Treasurer will be modified to be more of a traditional City Clerk. The treasurer and human resource duties presently done by Clerk-Treasurer Halliday would be moved to the Finance Director and Administrative Services Director. The proposed job description for the Administrative Services Director would have the primary function of managing the Human Resources within the City and provide administrative oversight of internal operations. This would be a Director level position reporting to the City Administrator and in the absence of the Administrator would be second in command. City Administrator Kruse was asked to explain the benefit of this organizational structure versus the present organization. He proposed advertising for the Administrative Services Director and City Clerk with a goal of having them both hired by July 1, 2016. This allows the new City Clerk to have the opportunity to be trained for the August primary election as City Clerk Halliday will not be present for the General Election in November and the Administrative Services Director will be able to assist with the implementation of the Classification and Compensation study. It was the recommendation of the City Administrator to approve both job descriptions and forward them onto Springsted to have them incorporated in the study to identify a wage range.

The Committee discussed the proposed reorganizational structure. Council Member Christianson questioned the change of duties for the City Administrator should this position be created and expressed his concern that two current department director positions would no longer be considered as directors. Council Member Anderson expressed his concern that the Council take action on this in the near future. It was the consensus of the Committee to have this item discussed by the full Council at the next Labor meeting which will be scheduled for either April 20th or 27th. The Council received this item for information only.

Item No. 4 City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. Kruse stated meetings continue to be held to work on developing an agreement which is expected to be brought before the City Council and County Board on May 2nd and 3rd. The Council received this for information only.

The Labor Relations Committee Report for April 13, 2016, was approved as presented and ordered

placed on file in the City Clerk's Office upon motion by Council Member Mueske, seconded by Council Member Anderson. Council Member Nelsen questioned the date for the Labor Relations/Full Council meeting that was mentioned on tape by the Labor Committee. The Council was polled to determine if April 20th or 27th was the preferred date. It was the consensus of the Council to meet on April 27th. The motion to file the minutes carried.

City Clerk Kevin Halliday informed the Council that pursuant to direction from the Minnesota Department of Transit, conversations have been in place to expand the Central Community Transit activities (currently Renville County, Kandiyohi County and the City of Willmar) to include Meeker County and the City of Litchfield. It is the recommendation of the Central Community Transit Powers Board to adopt the new agreement which will supersede all previous agreements. Tiffany Collins, Central Community Transit Director, was present to give more details to the new joint powers agreement.

Resolution No. 7 was introduced by Council Member Fagerlie, seconded by Council Member Nelsen, reviewed by Mayor Calvin, and approved on a roll call vote of Ayes 7, 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 Mayor and City Administrator be authorized to execute the Transit Joint Powers Agreement between the Counties of Kandiyohi, Renville and Meeker and the Cities of Litchfield and Willmar, Minnesota.

Dated this 18th day of April, 2016

/s/ Marv Calvin
Mayor

/s/ Kevin Halliday
Attest: City Clerk

Planning and Development Services Director Bruce Peterson introduced an Ordinance to Rezone Erickson Land Co. parcels from Agricultural to General Business and One and Two-Family Residential. Erickson Land Co. wishes to expand two existing parcels for development of an assisted-living facility that requires larger lots to meet setback requirements. Erickson Land Co. is combining existing lots with land they own to the north with a replat. The land to the north is zoned AG and thus to be combined with the existing parcels in Trentwood Estates and rezoned to the current zoning of the lots GB and R-2 respectively. The rezoning was approved by the Planning Commission. Council Member Fagerlie made a motion to introduce the Ordinance to Rezone for a hearing on May 2, 2016. Council Member Anderson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson presented a request for approval of a preliminary plat. Erickson Land Co. wishes to enlarge two existing parcels in Trentwood Estates Third Addition by 24 feet to allow room for development of an assisted-living facility and meet the setback requirements. Erickson Land Co. owns the agricultural land to the north of the two existing lots and a simple replat is required. The proposed plat has been approved by the Planning Commission and it is the recommendation of staff to approve the preliminary plat as submitted. Council Member Anderson made a motion to approve the preliminary plat for Trentwood Estates Third Addition. Council Member Christianson seconded the motion, which carried.

Planning and Development Services Director Bruce Peterson brought a text amendment to the zoning ordinance before the Council for consideration. He explained that the Planning Commission formed a subcommittee in 2015 to work on the draft ordinance with the assistance of the Downtown Development Inc. to provide Central Business District design standards. The standards address building placement, general design of buildings, scales, materials, entrances, window architectural projections, awnings and design review. Also included are specifics on landscaping, parking, stormwater and signs. The Planning Commission

conducted a public hearing at their past meeting and subsequently approved the ordinance text amendment. It is staff's recommendation to the Council to introduce the ordinance for a hearing. Council Member Nelsen made a motion to set a hearing on the text amendments to the Zoning Ordinance for May 2, 2016 at 7:02 p.m. Council Member Mueske seconded the motion, which carried.

Mayor Calvin introduced the continuation of the Local Options Sales Tax discussion and asked the Council if they wanted to proceed with the discussion at this time or wait until all the members can be present. Council Member Nelsen suggested that a community conversation should be held to involve the public before further conversations of the Council are held. Council Member Anderson felt the Council should make a decision if it is interested in a Local Option Sales Tax and if they are, then the projects should be developed and brought before the citizens by means of a ballot question. Council Member Christianson felt the projects and costs should be determined first and then the means of funding. He spoke against a Local Option Sales Tax. Council Member Johnson spoke against the procedure and indicated we may have the cart before the horse. Council Member Plowman felt this is ultimately a good way for the local community and the citizens to take part in spending and decide where the money should be designated giving them ownership.

City Administrator Larry Kruse overviewed the 13 projects of regional significance and the "next steps" that coincide with the requirements of state statute. Following further discussion, Council Member Anderson made a motion to place the Local Option Sales Discussion on the next Community Development Committee agenda to develop a process to gather input. Council Member Plowman seconded the motion, which carried. Council Member Nelsen opined that we need to see what other communities are funding with their Local Option Sales Tax dollars.

City Administrator Larry Kruse informed the Council there is no money budgeted in 2016 for downtown flower baskets. In 2015 \$9,000 was budgeted and approximately \$4,500 was spent on the flowers and another \$4,500 on watering. He noted the Wilmar Downtown Development is not involved this year and it would be up to the City to put something together. City Administrator Kruse was seeking direction from the Council. Bev Dougherty, Willmar Downtown Development, came before the Council to brief the Council on the history of the installation and maintenance of downtown flower baskets. Council Member Nelsen suggested the City establish a Beautification Committee for future years.

Announcements for Council Committee meeting dates were as follows: Finance, 4:45 p.m. at City Hall April 25; Public Works/Safety, 4:45 p.m. at City Hall, April 26; Labor Relations/Full Council, 4:45 p.m. at City Hall, April 27; Community Development, 4:45 p.m. at Council Chambers, April 28, 2016.

Council Member Anderson stated that filings will soon begin for City Council. He announced that it has been his honor to serve on the City Council representing the First Ward for the past 18 years and that he will not be filing for re-election. He thanked the residents for the privilege of serving them.

Council Member Anderson offered a motion to adjourn the meeting with Council Member Christianson seconding the motion, with carried. The meeting adjourned at 8:55 p.m.

Attest:

MAYOR

SECRETARY TO THE COUNCIL