

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

March 6, 2002
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Lester Heitke. Members present on a roll call were Mayor Heitke, Council Members Ron Christianson, Bruce DeBlieck, Denis Anderson, Nancy Houlahan, Rick Fagerlie, Jim Dokken, and David Chapin; Present 8, Absent 1 – Council Member Doug Reese was excused from the meeting.

Also present were City Administrator Michael Schmit, City Attorney Richard Ronning, Police Chief Jim Kulset, Fire Chief Marv Calvin, Public Works Director Mel Odens, Planning and Development Services Director Bruce Peterson, Community Education and Recreation Director Steve Brisendine, and City Clerk Kevin Halliday.

Proposed additions to the agenda included a discussion of the Willmar Regional Treatment Center and update on discussions with the Blue Line Club regarding a second sheet of ice.

Council Member Dokken requested the Municipal Utilities Commission, Planning Commission, and Community Education and Recreation Board Minutes be removed from the Consent Agenda.

Council Member Christianson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of February 20; Kandiyohi Area Transit Board Minutes of January 22, February 6 and 19; Senior Citizens Council Minutes of February 6; Zoning Appeals Board Minutes of February 25, 2002; and Mayoral appointment of Arnold Plowman to the Airport Commission. Council Member Fagerlie seconded the motion, which carried.

Council Member Dokken questioned the Utility's 2002 Underground Conversion Project. Following discussion, the Municipal Utilities Commission Minutes of February 25, 2002, were approved as presented and ordered placed on file in the City Clerk's Office. Council Member Christianson seconded the motion, which carried.

Council Member Dokken questioned the Sage Conditional Use Permit. Following discussion, Council the Planning Commission Minutes of February 27, 2002, were accepted as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Fagerlie, and carried.

Council Member Dokken questioned the wages for lifeguards and campground discussion. Following discussion, the Community Education and Recreation Board Minutes of February 28, 2002, were accepted as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Christianson, and carried.

At 7:17 p.m. Mayor Heitke opened a hearing on an Ordinance to Amend the Zoning Ordinance. Planning and Development Services Director Peterson informed the Mayor and Council that a local water conditioning contractor proposes limited bottling and sales of water and that the

Zoning Ordinance currently does not specifically allow this use in a General Business District. There being no one present to speak for or against the proposed Ordinance, Mayor Heitke closed the hearing at 7:18 p.m.

Council Member Christianson offered a motion to adopt, assign a number, and order final publication of the Ordinance to Amend the Zoning Ordinance. Council Member Chapin seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Mayor Heitke acknowledged that no one had signed up to address the City Council during its scheduled Open Forum.

The Finance Committee Report of February 25, 2002, was presented to the Mayor and Council by Council Member Anderson. There were six items for Council consideration.

Item No. 1 The Committee reviewed data showing the total cost incurred for the first and second waves of the 2002 Safe & Sober Campaign. The amount of overtime the Willmar Police Department incurred amounted to \$5,464.58. The Committee was recommending to the Council to amend the General Fund budget to account for the increased revenues and expenditures.

Resolution No. 1 was introduced by Council Member Anderson, seconded by Council Member Houlahan, read by Mayor Heitke, 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 make the following changes within the Police Department General Fund:

Increase:	Estimated Revenue/Grant Revenue	\$5,465.00
Increase:	Appropriations/Overtime Salaries	\$5,465.00

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee considered a request from KandiLink for a \$500.00 membership fee for the year 2002. The Committee was recommending to the Council approval of the membership and requested an update of KandiLink's progress at a future Council meeting. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Chapin seconding the motion, which carried.

Mayor Heitke recognized Dean Bouta, representing KandiLink, who reviewed local issues that have been addressed by KandiLink including PUC, advanced services, redundancy for voice and data dependency, the proposed Qwest sale to Citizens, and the City of Willmar E-Commerce readiness application. Mr. Bouta advised the Mayor and Council on the goals for 2002 which included working with telecom providers to create redundant paths, removal of LATA boundaries within the State, educate the community on telecommunication concerns, and sponsoring speakers

for educational seminars to area interest groups. Mr. Bouta briefly discussed TNT funding efforts in southwest Minnesota. The Mayor thanked Mr. Bouta for his presentation.

Item No. 3 Staff informed the Committee that formal action was needed to approve the Rice Trust Investment Allocation of 60 percent stocks and 40 percent bonds that had been included in an earlier review of the Rice Trust Investment Policy. The Committee was recommending to the Council approval the allocation. Council Member Anderson moved to approve the recommendation of the Finance Committee with Council Member Chapin seconding the motion, which carried.

Item No. 4 The Committee reviewed proposed budgets for the last three Sno-Cross races. The Convention and Visitors Bureau had conducted two races in 2001 and three races in 2002 and the numbers presented would cover the 2002 races only. The Committee was recommending to the Council to amend the 2002 CVB Budget as requested.

Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Chapin, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to make the following changes within the Convention and Visitors Bureau Fund:

Increase: Estimated Revenue

Admissions	\$30,000.00
Advertising Sales (Sponsorship/Vendor Fees)	1,750.00

Increase: Appropriations

General Supplies	\$ 620.00
Printing	800.00
Travel-Conferences-Schools	4,236.00
Maintenance of Other Improvements	6,250.00
Cleaning and Waste	600.00
Other Services	800.00
Rents	5,450.00
Professional Services	4,850.00
Advertising	600.00
Commissions (Sno-Cross 40%)	4,718.00
Fund Balance	2,826.00

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 5 Staff informed the Committee that there are funds available from prior years Mighty Ducks program funding for new construction and remodeling of ice arenas. Due to the

activity being discussed with the present City Ice Arena, staff requested permission to submit a grant request to cover a portion of future costs. The Committee was recommending to the Council approval of the request as presented.

At this time, City Administrator Schmit updated the City Council on the progress of his discussions with Blue Line Club representatives. It was noted a second resolution would be required if a grant application as to be submitted for a second sheet of ice.

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

RESOLUTION NO. 3

WHEREAS, the Minnesota Amateur Sports Commission (MASC), via the State Capital Bonding Fund, provides for capital bonds to assist political subdivisions of the State of Minnesota for the development of sports facilities; and

WHEREAS, the City of Willmar desires to construct additional locker room space to accommodate men and women's high school hockey, high school and recreational figure skating, recreational hockey, organized youth hockey, high school physical education ice programs, and other ice-related programs and activities.

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

1. Estimates that the total cost of developing said facility are \$400,000, that City of Willmar is requesting \$50,000 from the Mighty Ducks Capital Bonding Fund and will assume responsibility for the balance of project costs.
2. That City of Willmar agrees to own, assume 100 percent operation costs for said sport facility, and will operate said sport facility, and will operate said facility for its intended purpose for the functional life of the facility which is estimated to be 40 years.
3. That City of Willmar agrees to enter into necessary and required agreements with the Minnesota Amateur Sports Commission for the specific purpose of constructing a sport facility and long-term program direction.
4. That an application be made to the State of Minnesota, Minnesota Amateur Sports Commission, to be included in the Minnesota Amateur Sports Commission's (Governor's) Budget for an amount presently estimated to be \$50,000.
5. The City Administrator is authorized and directed to execute said application, and that the City Administrator serve as the official liaison with the Minnesota Amateur Sports Commission.

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Resolution No. 4 was introduced by Council Member Anderson, seconded by Council

Member Fagerlie, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

WHEREAS, the Minnesota Amateur Sports Commission (MASC), via the State Capital Bonding Fund, provides for capital bonds to assist political subdivisions of the State of Minnesota for the development of sports facilities; and

WHEREAS, the Blue Line Club desires to construct and develop a Civic Center second sheet of ice for the sports of men and women's high school hockey, high school and recreational figure skating, recreational hockey, organized youth hockey, high school physical education ice programs, and other ice-related programs and activities.

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

6. Estimates that the total cost of developing said facility are \$350,000, that Blue Line Club is requesting \$250,000 from the Mighty Ducks Capital Bonding Fund and will assume responsibility for the balance of project costs.
7. That City of Willmar agrees to own, assume 100 percent operation costs for said sport facility, and will operate said sport facility, and will operate said facility for its intended purpose for the functional life of the facility which is estimated to be 40 years.
8. That Blue Line Club to enter into necessary and required agreements with the Minnesota Amateur Sports Commission for the specific purpose of constructing a sport facility and long-term program direction.
9. That an application be made to the State of Minnesota, Minnesota Amateur Sports Commission, to be included in the Minnesota Amateur Sports Commission's (Governor's) Budget for an amount presently estimated to be \$250,000.
10. The Willmar Blue Line Club, subject to review and final approval of the City Administrator, is authorized and directed to execute said application, and that the City Administrator serve as the official liaison with the Minnesota Amateur Sports Commission.

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee reviewed the following reports: Central MN Community Foundation, December 31, 2001, Interest and Dividend, and Fourth Quarter Cash/Investment reports. There was some discussion on the status of the Central Minnesota Community Foundation balance and future contributions. It was the feeling of the Committee that the City's participation should be reviewed and discussed with the Mayor and the possibility of other alternatives be explored. This matter was for information only.

The Finance Committee Report of February 25, 2002, was approved as presented and

ordered placed on file in the City Clerk's Office upon motion by Council Member Anderson, seconded by Council Member Fagerlie, and carried.

The Public Works/Safety Committee Report of February 26, 2002, was presented to the Mayor and Council by Council Member Christianson. There were five items for Council consideration.

Item No. 1 The Committee reviewed the current Liaison Officers' Agreement with the School which will expire at the end of the school year. City and School staff from have held meetings to discuss recommended changes. The recommendations developed were taken to the Superintendent of Schools and received School Board approval at their last meeting. The revised agreement has a three-year term with an annual increase of approximately 2.5 percent. The Committee was recommending to the Council to accept the agreement and authorize the City Administrator to sign on behalf of the City.

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

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator be authorized to enter into an agreement between the City of Willmar and Independent School District No. 347 for School/Police Liaison Officers services.

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 The Committee reviewed plans and specifications for the 2002 Improvements and proposed a bid opening of April 8, 2002. Estimated cost for the project is \$2.677 million. The Committee was recommending to the Council approval of the plans and specifications and authorize advertisement of bids.

Resolution No. 6 was introduced by Council Member Christianson, seconded by Council Member Houlahan, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 6

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for the 2002 Improvements 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 at 1:30 p.m. on the 8th day of April, 2002, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee reviewed the proposed budget for the 2002 Improvements and staff explained the various receivables to fund the work. The Committee was recommending to the Council approval of the preliminary budget for the 2002 Improvements as presented.

Resolution No. 7 was introduced by Council Member Christianson, seconded by Council Member Anderson, read by Mayor Heitke, and carried on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 7

PRELIMINARY 2002 IMPROVEMENTS BUDGET
ESTIMATED TOTAL COST \$3,052,864.00

PERSONNEL SERVICES:		RECEIVABLES:	
Overtime Reg. Employees	\$ 500.00	Property Owners	\$ 1,653,064.00
Salaries Temp. Employees	6,000.00	City-MUC (9 th ST)	71,800.00
Employer Pension Contr.	<u>1,500.00</u>	State Aid	510,610.00
Total:	\$ 8,000.00	City-WTP (\$200,000 lift)	244,500.00
SUPPLIES:		City-Transfer 2001	177,800.00
Office Supplies	\$ 1,500.00	City-SWMP	45,000.00
Small Tools	2,000.00	City-TIF	254,490.00
Motor Fuels & Lubricants	1,000.00	Developer Agree (Cash)	<u>95,600.00</u>
Postage	2,000.00	Total:	\$3,052,864.00
General Supplies	<u>3,500.00</u>	FINANCING:	
Total:	\$10,000.00	Bonds	\$1,653,064.00
OTHER SERVICES:		State	510,610.00
Printing & Publishing	\$ 2,000.00	City	721,790.00
Mtce. of Other Impr.	2,677,334.00	Developer Agree (Cash)	95,600.00
Other Services (pond,signals,s/w)	<u>130,000.00</u>	MUC	<u>71,800.00</u>
Total	\$2,809,334.00	Total:	\$3,052,864.00
OTHER CHARGES:			
Licenses & Taxes	\$ 1,500.00		
Professional Serv. (BMI, MnDOT)	20,000.00		
Advertising	1,000.00		
Adm. OH (Transfer)	158,030.00		
Other Charges	<u>45,000.00</u>		
Total:	\$ 225,530.00		
GRAND TOTAL:	\$3,052,864.00		

Dated this 6th day of March, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 The Committee discussed the intersection of 3rd Street West and Litchfield Avenue, which was referred back to Committee with the request that staff present an accident analysis. After review of the analysis, it was determined the accident rate was not high enough to warrant placement of stop signs on Litchfield Avenue at this particular intersection. This matter was for information only.

Item No. 5 The Committee discussed the following items: 1) tree planting - planting larger trees or pre-planting on streets in the street reconstruction program; 2) speed Issues - a concern for high speeds on 3rd and 9th Streets SE; 3) CBD parking - the question was raised as to whether or not an evaluation was done on any changes in the downtown parking since the law enforcement center has moved; and 4) debris in lakes - It was noted that City staff and Community Service workers will be picking up debris around the lakes. This matter was for information only.

The Public Works/Safety Committee Report of February 26, 2002, 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 Houlahan, and carried.

Planning and Development Services Director Peterson informed the Mayor and Council that Perkins Lumber Company proposes to rezone a tract of land west of the current facilities from R-2 to I-2 to allow the construction of a storage building. It was noted the Planning Commission has conducted a public hearing on the proposal and approved the rezoning as requested. Following discussion, Council Member DeBlieck offered a motion to introduce the Ordinance Amending Ordinance No. 1060 to Rezone Certain Property and schedule a hearing on March 20, 2002. Council Member Fagerlie seconded the motion, which carried.

Planning and Development Services Director Peterson presented to the Mayor and Council for consideration a final plat for Valley View Court First Addition, a 14-lot plat in SE Willmar. The plat is an extension of the original Valley View Court town home development and includes a private street. It was noted the Planning Commission has approved the final plat. Council Member Anderson moved to approve the final plat for Valley View Court First Addition with Council Member Chapin seconding the motion, which carried.

Announcements for Council Committee meeting dates were as follows: Public Works/Safety, March 12; and Community Development, March 14, 2002.

Mayor Heitke addressed the State Budget Bill that is intended to protect the Willmar Regional Treatment Center for one year in order to plan for future uses. Locally a "facility" reuse task force is reviewing options with the assistance of State Health and Human Services consultants.

Mayor Heitke called for a recess at 8:23 p.m. and reconvened the meeting at 8:36 p.m.

City Clerk Halliday presented to the Mayor and Council the 2001 City Clerk-Treasurer

Departmental annual report. Following a question and answer period, the report was ordered placed on file in the City Clerk's Office.

Public Works Director Odens presented to the Mayor and Council the 2001 Public Works Departmental annual report. Following a question and answer period, the report was ordered placed on file in the City Clerk's Office.

Mayor Heitke presented to the Council for consideration the followings appointments: Jim Schammel to the Municipal Utilities Commission and Daniel Reigstad to the Pioneerland Library Board. Council Member Christianson moved to approve the appointments as presented. Council Member Anderson seconded the motion, which carried.

There being no further business to come before the Council, the meeting adjourned at 9:15 p.m. upon motion by Council Member Christianson, seconded by Council Member Chapin, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL