

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

July 1, 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 Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Rick Fagerlie, and Jim Dokken; Present 9, Absent 2 – David Chapin and Nancy Houlahan were 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, Finance Director Steven Okins, 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 an announcement regarding Celebrate Arts/Celebrate Coffee and filings for public office.

Council Member Fagerlie offered a motion adopting the Consent Agenda which included the following: City Council Minutes of June 17, Rice Hospital Board Minutes of June 12, Municipal Utilities Commission Minutes June 24, Planning Commission Minutes of June 26, Kandiyohi Area Transit Board Minutes of May 28, Airport Commission Minutes of June 25, 2002; and Application for Exempt Permit – Main Street Willmar. Council Member DeBlieck seconded the motion, which carried.

At 7:02 p.m. Mayor Heitke opened a hearing on an Ordinance Providing for Issuance of Dog and Cat Licenses by Agents of the City Clerk and Providing for an Administrative Issuance Fee. City Clerk Halliday presented to the Mayor and Council details of the proposed Ordinance. There being no one present to speak for or against the proposed Ordinance, Mayor Heitke closed the hearing at 7:03 p.m.

Following discussion, Council Member Reese offered a motion to adopt, assign a number and order final publication of the Ordinance Providing for Issuance of Dog and Cat Licenses by Agents of the City Clerk and Providing for an Administrative Issuance Fee. Council Member Christianson seconded the motion which carried on a roll call vote of Ayes 6, Noes 0.

At 7:06 p.m. Mayor Heitke opened a hearing on an Ordinance Authorizing the Sale of Land Owned by the City of Willmar. Planning and Development Services Director Peterson presented to the Mayor and Council details of the proposed Ordinance. There being no one to present to speak for or against the proposed Ordinance, Mayor Heitke closed the hearing at 7:07 p.m.

Following discussion, Council Member DeBlieck offered a motion to adopt, assign a number and order final publication of the Ordinance Authorizing the Sale of Land Owned by the City of Willmar. Council Member Dokken seconded the motion which carried on a roll call vote of Ayes 6, Noes 0.

At this time Council Member David Chapin arrived at the meeting.

Mayor Heitke recognized Commander Jake Koetje and Honor Guard Bruce Nichols of the VFW Post 1639 who presented flags to the City of Willmar. Mayor Heitke thanked the officers for the VFW's generosity of supplying flags on an annual basis to be flown throughout the City.

Mayor Heitke recognized Margaret Olson, Program Administrator with the Minnesota Department of Trade and Economic Development, who presented to the Mayor and Council certification of community E-Commerce readiness. This program started when the 1999 Legislature recognized the need for E-Commerce preparedness to improve economic opportunities in a world of technological advances. Mayor Heitke thanked Ms. Olson for her presentation.

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

The Community Development Committee Report of June 20, 2002, was presented to the Mayor and Council by Council Member DeBlieck. There were four items for Council consideration.

Item No. 1 Loretta Motley, owner of numerous rental properties in the City, appeared before the Committee to present a number of complaints regarding the Rental Housing Inspection Program. The Committee thanked Ms. Motley for her comments and no action was taken. This matter was for information only.

Item No. 2 The Committee discussed the issue of mechanical permits. Several mechanical contractors were present to provide comments. Staff outlined the issue from a historical perspective. It was a consensus of the contractors that oversight of mechanical contracting was needed. Licensing of mechanical contractors was suggested as an alternative to a separate mechanical permit.

Due to the Building Official being unable to attend this meeting to answer questions, the matter was received for information only and placed on a future agenda for additional discussion. This matter was for information only.

Item No. 3 Staff explained to the Committee the process for generating a formal proposal for the helicopter base project. City contributions to the project could include: land contribution, public works assistance in the form of plowing/mowing, joint arrangements for fire protection, and possible assistance with infrastructure issues.

Staff said a public/private coordinated effort is underway to craft a proposal. Numerous community organizations and institutions are involved in, and supportive of, the process. It was anticipated that a formal proposal would be submitted the first week in July. This matter was for information only.

Item No. 4 The Committee reviewed updates presented on a variety of projects including airport acquisition, airport appraisals, the census challenge, Home Depot, and a major residential planned unit development. This matter was for information only.

The Community Development Committee Report of June 20, 2002, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member DeBlieck, seconded by Council Member Dokken, and carried.

The Labor Relations Committee Report of June 26, 2002, was presented to the Mayor and

Council by Council Member Reese. There were three items for Council consideration.

Item No. 1 Pursuant to a recommendation from the Housing and Redevelopment Authority, the Council was being asked to remove Glynda DeLeon from office as a Commissioner to the Authority. Her frequent absenteeism was cited as the reason for removal. It was noted that Ms. DeLeon had missed or arrived late to 22 of the 30 meetings since her appointment and that she had been notified by certified mail of the Committee meeting and her right to contest the proposed action. Following a brief review of the records and discussion, the Committee was recommending to the Council that Glynda DeLeon be removed as a Commissioner to the HRA. Council Member Reese moved to remove Ms. DeLeon and to give her notice and opportunity to be heard at the next Council meeting. Council Member Anderson seconding the motion, which carried.

Item No. 2 The Committee reviewed with staff the status of the proposed Planning position approved in the 2002 Budget. The Committee reviewed the progress of various departmental activities and discussed workload distribution for the Director, Planner, Inspectors and Clerical staff. The Committee was recommending to the Council endorsement of the hiring of the proposed Planner.

Council Member Reese moved to approve the recommendation of the Labor Relations Committee with Council Member Anderson seconding the motion. Council Member Christianson opposed this action pending full details of the County action regarding the replacement of KCEPA Director Wilt Croonquist. Council Member Christianson moved to table the matter with Council Member Dokken seconding the motion which failed on a roll call vote of Ayes 3, Noes 4 – Council Members Reese, Anderson, Chapin and DeBlieck voted “No.” The motion calling for the approval of the Planner position then failed on a roll call vote of Ayes 3, Noes 4 – Council Members Christianson, Chapin, Dokken and Fagerlie voted “No.”

Council Member Reese moved to refer the proposed Planner position back to the Labor Relations Committee with Council Member DeBlieck seconding the motion, which carried.

Item No. 3 The Committee meeting was closed to meet with Rice Hospital and Municipal Utilities Labor Relations Committees to discuss strategies for 2003 contract talks with the various City bargaining groups. This matter was for information only.

The Labor Relations Committee Report of June 26, 2002, was approved as presented and ordered placed on file in the City Clerk’s Office upon motion by Council Member Reese, seconded by Council Member Anderson, and carried.

City Administrator Schmit informed the Mayor and Council that the Willmar Housing and Redevelopment Authority was successful in obtaining funding from the Minnesota Department of Trade and Economic Development for the City’s North Side Housing Rehabilitation Program. The HRA is requesting the City enter into a contract with the HRA to administer the project and adopt the Displacement Minimization Plan and Residential Antidisplacement/Relocation Assistance Plan.

Resolution No. 1 was introduced by Council Member Reese, seconded by Council Member DeBlieck, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 1

APPROVING AND AGREEING TO ENTER INTO ADMINISTRATIVE CONTRACT
FOR SMALL CITIES DEVELOPMENT PROGRAM

WHEREAS, the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota, has drafted an application on behalf of the City of Willmar, Minnesota, for the North Side Housing Rehabilitation Project requesting funding via the Small Cities Development Program administered by the Minnesota Department of Trade and Economic Development;

NOW, THEREFORE, BE IT RESOLVED that the City of Willmar, Minnesota, hereby approves the attached Administrative Contract By and Between the City of Willmar, Minnesota, and the Housing and Redevelopment Authority In and For the City of Willmar, Minnesota; and

BE IT FURTHER RESOLVED that the Mayor of the City of Willmar, Minnesota, is hereby authorized to execute said agreement upon notification from the Minnesota Department of Trade and Economic Development that funding has been approved for the North Side Neighborhood Housing Rehabilitation Program.

Dated this first day of July, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

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

RESOLUTION NO. 2

ADOPTING DISPLACEMENT MINIMIZATION PLAN AND
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

BE IT FURTHER RESOLVED that the City of Willmar, Minnesota, hereby adopts the Displacement Minimization Plan and the Residential Antidisplacement and Relocation Assistance Plan for the City of Willmar.

Dated this first day of July, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

The Mayor and Council considered bids opened for Project No. 2001-05, First Street Signal Project, which includes nine signal systems on First Street. Following discussion, Resolution No. 3 was introduced by Council Member Reese, seconded by Council Member Dokken, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 3

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, that the bid of Design Electric. of St. Cloud, Minnesota for City Project No. 0105

– First Street Signal Improvements 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 \$219,670.00.

Dated this first day of July, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Public Works Director Odens informed the Mayor and Council that the City received a request to participate in a partnership with the Minnesota Department of Transportation and Kandiyohi County to retain the services of a professional consultant to perform a Willmar Area Transportation and Planning Study. Following discussion, Resolution No. 4 was introduced by Council Member Dokken, seconded by Council Member Chapin, read by Mayor Heitke, and approved on a roll call vote of Ayes 7, Noes 0.

RESOLUTION NO. 4

WHEREAS, the City of Willmar wishes to enter into a partnership with the Minnesota Department of Transportation (MnDOT) and Kandiyohi County to retain the services of a professional consultant to perform a Willmar Area Transportation and Planning Study which will result in the development of a 20-year transportation plan to address anticipated growth in the area; and

WHEREAS, said consultant study will be guided and directed by a Technical Advisory Team which shall include technical expertise in the areas of transportation planning and engineering; and

WHEREAS, said Technical Assistance Team shall include two (2) representatives from the City of Willmar; and

WHEREAS, the cost of the study will be limited to \$75,000; and

WHEREAS, MnDOT is willing to fund 80 percent of the study's cost, the balance to be shared by the City of Willmar and Kandiyohi County.

NOW, THEREFORE, BE IT RESOLVED that the City of Willmar supports said study and instructs MnDOT to assume responsibility for overall project management, which will include the drafting of a Cooperative Agreement between MnDOT, Kandiyohi County, and the City of Willmar.

Dated this first day of July, 2002.

/s/ Lester Heitke
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Planning and Development Services Director Peterson presented to the Mayor and Council a plat for Cottages of Willmar, a 56-lot plat for a planned unit development. It was noted that the

Planning Commission has approved the preliminary plat with conditions relating to the dedication of 25th Street Southeast and the identification of common area as easements. Council Member DeBlieck moved to approve the plat for Cottages of Willmar with Council Member Fagerlie seconding the motion, which carried. Council Member Christianson abstained from voting.

Planning and Development Services Director Peterson presented to the Mayor and Council a plat for Richland Estates Second Addition, a two-lot plat intended to be part of the Richland Estates PUD and accommodate one twin home. It was noted that the Planning Commission has approved the plat with the condition that assessments be reapportioned. Council Member Christianson moved to approve the plat for Richland Estates with Council Member Fagerlie seconding the motion, which carried.

Planning and Development Services Director Peterson presented to the Mayor and Council a plat for Pheasant Run Twelfth Addition, a three-lot re-plat of land in the Pheasant Cove PUD. It was noted that the Planning Commission has approved the plat with the condition that an existing easement be shown on the plat. Council Member Reese moved to approve the plat for Pheasant Run Twelfth Addition with Council Member DeBlieck seconding the motion, which carried.

Planning and Development Services Director Peterson presented to the Mayor and Council a plat for Fifth Addition to Lakewood, a nine-lot plat west of Country Club Drive. It was noted that the Planning Commission has approved the final plat as presented. Council Member Anderson moved to approve the plat for Fifth Addition to Lakewood with Council Member Fagerlie seconding the motion, which carried.

Planning and Development Services Director Peterson presented to the Mayor and Council an Ordinance Amending Municipal Ordinance No. 1060, the Willmar Zoning Ordinance to allow mini-storage business as a conditional use in Limited Business Districts. Following discussion, Council Member Reese offered a motion to introduce the Ordinance and schedule a hearing for July 17, 2002. Council Member Dokken seconded the motion which carried. Council Member Christianson abstained from voting.

Announcements for Council Committee meeting dates were as follows: Finance, July 8, and Community Development, July 11, 2002.

Mayor Heitke informed the Council that the Celebrate Arts Celebrate Coffee art unveiling was scheduled for August 1, 2002.

Mayor Heitke thanked the Willmar Fests volunteers for a wonderful week-long celebration, noting the great weather and good turnout for the events.

Mayor Heitke called on City Clerk Halliday to report on the dates of filing for office, costs and other regulations.

Council Member Anderson and Reese requested to be excused from the July 17, 2002, Council meeting.

There being no further business to come before the Council, the meeting adjourned at 8:50 p.m. upon motion by Council Member Christianson, seconded by Council Member DeBlieck, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL