

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

May 21, 2012
7:00 p.m.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Frank Yanish. Members present on a roll call were Mayor Yanish, Council Members Doug Reese, Ron Christianson, Bruce DeBlieck, Denis Anderson, Steve Ahmann, Rick Fagerlie, Jim Dokken, and Tim Johnson; Present 9, Absent 0.

Also present were City Administrator Charlene Stevens, Police Chief David Wyffels, Fire Chief Marv Calvin, Public Works Director Holly Wilson, Finance Director Steve Okins, Community Education and Recreation Director Steve Brisendine, Planning and Development Services Director Bruce Peterson, City Attorney Robert Scott, and City Clerk Kevin Halliday.

The Agenda item, consideration of City Park Special Event Permit, was to be moved up on the Agenda.

Council Member Anderson offered a motion adopting the Consent Agenda which included the following: City Council Minutes of May 7, Special Council Minutes of May 7, Council Work Session Minutes of April 16, Rice Hospital Board Minutes of May 9, Planning Commission Minutes of May 9, Municipal Utilities Commission Minutes of May 14, Accounts Payable through May 2, Exempt Permit - Men's Auxiliary VFW Post 1639, authorization for Council Member DeBlieck to attend American Public Power Conference in Seattle, WA, June 18-20, and Housing and Redevelopment Authority Board Minutes of April 9, 10 and 23, 2012. Council Member Ahmann seconded the motion, which carried.

City Administrator Stevens read into the record a Proclamation recognizing May 20 through 26, 2012, as Minnesota Orchestra Week. Sarah Hicks, Conductor of the Minnesota Orchestra was present to receive the Proclamation and reviewed schedule of events.

Mayor Yanish recognized Willmar Fests Board Member Lori Tostenson, who introduced Shelly Sommers, Queen of Festivals, Alexandra Wodash, Aqua Princess, and Tiffany Sieu, International Princess. Ms. Tostenson presented a history of the City celebration, reviewed Board Members, and shared details of several pictures from the Willmar Fests current website. Ms. Tostenson thanked the Mayor and Council for their financial support. Following comments, Mayor Yanish thanked Ms. Tostenson and Willmar Fests royalty for representing the City of Willmar.

The Mayor and Council considered a City Park Special Event by On-Sale Liquor License Holder Permit. City Clerk Halliday informed the Mayor and Council that Dave Baker of Baker's Eagle Creek Eatery LLC, a current on-sale liquor license holder, is requesting authorization to hold a concert in Robbins Island Park and sell alcohol beverages at the event. The area proposed includes the beach parking lot with access to the beach restrooms to be coordinated with the times of the Willmar Fests Beach Party, Ski Show and Fireworks. Following discussion, Council Member Anderson moved to approve the City Park Special Event by On-Sale Liquor License Holder Permit as presented. Council Member Dokken seconded the motion, which carried on a roll call vote of Ayes 8, Noes 0.

At 7:21 p.m. Mayor Yanish opened a hearing the consideration of a proposed Downtown Plan. Planning and Development Services Director Peterson informed the Mayor and Council that following much public input and stakeholder involvement, a new Downtown Plan has been drafted, focusing on 19 plan elements. Following additional review by staff, the Steering Committee, Planning Commission, and Community Development Committee, the Plan is ready for adoption. The Plan features 19 elements

organized into five topics: A - Access, Movement and Parking; B - Open Space, Green Space and Trails; C - Building Conditions and Aesthetics; D - Business Mix and Redevelopment; and E - Housing.

Following discussions, Resolution No. 1 was introduced by Council Member Ahmann, seconded by Council Member Anderson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 1

ADOPTING A NEW WILLMAR DOWNTOWN PLAN AND REPEALING
CHAPTER 5, SECTION H, OF THE COMPREHENSIVE LAND USE PLAN

WHEREAS, the City Council of the City of Willmar did, in 2009, adopt a Comprehensive Land Use Plan; and

WHEREAS, the Comprehensive Land Use Plan included Chapter 5, Section H, stating goals, objectives and policies for downtown development/redevelopment; and

WHEREAS, a planning process has been conducted beginning in December, 2011, to draft a new, more relevant plan for the Downtown; and

WHEREAS, Staff, the Planning Commission, and the Community Development Committee of the Council, following considerable public outreach, research and review, has presented to the Council a recommendation to adopt a new Downtown Plan, including maps, figures, and appendices; and

WHEREAS, a public hearing was conducted by the City Council on May 21, 2012, to gather additional public comment.

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

1. That the new Willmar Downtown Plan, dated May 2012, be adopted.
2. That Chapter 5, Section H, of the Comprehensive Land Use Plan be repealed and replaced by the new Downtown Plan, dated May 2012.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Mayor Yanish recognized John Sullivan and Carol Laumer who had signed up to address the Council during its scheduled Open Forum. Mr. Sullivan commented on an article that appeared in the West Central Tribune regarding the budget, Community Development Committee concerning a building inspection services agreement, and funding street improvements. Ms. Laumer expressed her appreciation for the Council approving the Downtown Plan.

The Labor Relations Committee Report for May 8, 2012, was presented to the Mayor and Council by Council Member Ahmann. There were three items for Council consideration.

Item No. 1 Dave Baker, Municipal Utilities Commission Chair, provided the Committee with an update on the organizational analysis conducted by Springsted, Inc. as well as the MUC's desire to move forward with the hiring process for a General Manager. Mr. Baker shared copies of the proposed job description and profile for the position of General Manager and discussed the potential of using Springsted, Inc. to conduct the executive search for the Willmar Municipal Utilities. Mr. Baker discussed

the challenges in filling such a position and stated that a salary range could be from \$90,000 to \$140,000 or \$150,000.

Committee Members present expressed their support for the proposed hiring process, specifically the use of Springsted, Inc. to conduct a search and stated a preference that the City Administrator be included in the search process. This matter was for information only.

Item No. 2 Mr. Baker discussed with the Committee possible changes in the WMU operating structure, such as organizing by function rather than department. Mr. Baker also stated that the report had identified some possible opportunities for partnership between the City and WMU, such as human resources, information technology, accounting, safety or environmental compliance. Mr. Baker said that he hoped the City would be open to such discussions. This matter was for information only.

Item No. 3 City Administrator Stevens informed the Committee that Police Officer Del Wagner had given his retirement notice to the City and would be retiring at the end of June.

Ms. Stevens stated that she was also going to be clarifying how employees provide proper notice, in order to be eligible for the City's early retirement program. Ms. Stevens stated that open-ended notices would no longer be accepted.

Ms. Stevens updated the Committee on preparations for arbitration with LELS.

Council Member Anderson suggested that the City consider conducting an organizational analysis and utilize Springsted for the same, much like Kandiyohi County and Willmar Municipal Utilities. Ms. Stevens stated that she would develop a scope of work and obtain a cost estimate from Springsted and bring it back for further discussion. This matter was for information only.

The Labor Relations Committee Report for May 8, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Ahmann, seconded by Council Member Reese, and carried.

The Finance Committee Report for May 14, 2012, was presented to the Mayor and Council by Council Member Anderson. There were ten items for Council consideration.

Item No. 1 Staff explained to the Committee that with the change in retirement plans from the Firefighter Relief Association to the State PERA system, the City experienced a \$14,552 obligation in the transition period. As discussed during previous meetings, this annual cost should be reduced to zero until the year 2017. The 2012 Budget currently reflects \$25,000 appropriated for this expenditure. It is being requested that the 2012 budget be amended by reducing the amount allotted for this expenditure from \$25,000 to \$14,552 to more accurately reflect costs. Further, the budgeted difference should be transferred to Non-Departmental to be available for future budget issues that may surface.

The Committee was recommending the Council pass a resolution amending the 2012 Budget by reducing Fire Department Expenditures by \$10,448 and increasing Non-Departmental Expenditures. Resolution No. 2 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 2

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Budget as follows:

Increase:	2012 Non-Departmental Expense	\$ 10,448.00
Decrease:	2012 Fire Department Pension Expense	\$ 10,448.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 2 Rice Hospital CEO Mike Schramm and CFO Bill Fenske reported to the Committee that the first quarter of 2012 reflects a net loss of \$476,101. Hospital revenues were less than budgeted in part because inpatient services and surgeries were significantly lower than anticipated. Net expenses for the quarter were at budget. Debt service coverage was 2.0 which remains greater than the debt covenant requirement of 1.25. This matter was for information.

Item No. 3 MUC Interim Co-Manager Larry Heinen reported to the Committee that the first quarter of 2012 reflects a net income of \$965,109. Utility revenues have increased overall, yet water consumption continues to decline. Expenses also show a decrease to date in 2012. This matter was taken for information.

Item No. 4 HRA Executive Director Jill Bengtson explained to the Committee that the HRA has received a request from Bethesda Health and Housing to issue conduit bonds for the purpose of consolidating existing principal bond debt and saving interest expense. The HRA Board of Commissioners has formally approved this request and it was noted that since this is a refunding project, a public hearing is not required. Bethesda is looking to refinance 1998, 2004, and 2009 Nursing Home Revenue Bonds. This bond issue will not be an obligation of the City nor will it reduce the City's bonding capabilities.

The Committee was recommending the Council introduce a resolution approving the issuance of Nursing Home Revenue Refunding Notes for Bethesda in an amount not to exceed \$10,400,000. Resolution No. 3 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 3

RESOLUTION APPROVING THE ISSUANCE OF NURSING HOME REVENUE REFUNDING NOTES UNDER MINNESOTA STATUTES, CHAPTERS 469.152 TO 469.1651 (BETHESDA PROJECT)

(Fore Resolution in its entirety, see City Council Proceedings file dated
May 21, 2012, located in the City Clerk's Office)

Item No. 5 Staff presented details of the current statutory tort liability limits to the extent of the coverage purchased from the League of Minnesota Cities Insurance Trust. A decision must be made annually whether to waive the limits.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover in a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. If the City waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants. Staff was recommending to not waive the statutory tort limits at this time.

The Committee was recommending the Council pass a resolution stating the City will not waive the statutory tort limits. Resolution No. 4 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 4

WHEREAS, cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of coverage purchased, and

WHEREAS, the City Council has reviewed the various options for monetary limits on municipal tort liability, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the City does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 6 The Committee was informed by Staff that the City had planned to sell excess land and develop the old airport site during 2012. Local Option Sales Tax funding expires at the end of the year and land releases were anticipated. However, due to the delay in receiving the land releases and the time needed to develop the plan, the City and the project would be better served by delaying \$4,000,000 in Development Costs until 2013. Further, 2012 budgeted revenues would be reduced by \$756,711 for land sales and rental.

Following discussion, the Committee was recommending the Council pass a resolution amending the 2012 Industrial Development Fund Budget as presented. Resolution No. 5 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 5

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Industrial Development Fund Budget as follows:

Decrease:	2012 Land Sales Revenue	\$ 660,000.00
Decrease:	2012 Land Rent Revenue	\$ 96,711.00
Decrease:	2012 Development Costs	\$4,000,000.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 7 The Committee was informed by Staff that due to Council's determination to reassign vehicles, Labor Contracts require car allowance payments in lieu of vehicle use for affected employees. Historically, these payments have not been funded by the applicable department. Consequently, a budget amendment is required to reallocate \$12,983 from Non-Departmental to Police Department \$4,200, Fire Department \$4,261, and Engineering \$4,521. Following discussion, the Committee was recommending the Council pass a resolution amending the 2012 Budget as presented to meet car allowance obligations under the labor contract. Resolution No. 6 was introduced by Council Member Anderson, seconded by Council Member Fagerlie, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 6

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Finance Director to amend the 2012 Budget as follows:

Increase:	2012 Police Department Personal Services Expense	\$ 4,200.00
Increase:	2012 Fire Department Personal Services Expense	\$ 4,261.00
Increase:	2012 Engineering Personal Services Expense	\$ 4,521.00
Decrease:	2012 Non-Departmental Expense	\$ 12,983.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 8 Staff presented to the Committee the 2012 Street Improvements Budget per bids received for Street Project No. 1. The other projects in this Budget remain as Engineer's estimates until such time bids are let. The Committee was recommending the Council pass a resolution adopting the 2012 Street Improvements Budget as presented.

Resolution No. 7 was introduced by Anderson, seconded by Council Member Dokken, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 7

PERSONNEL SERVICES		RECEIVABLES	
Overtime Reg. Employees	\$500.00	Property Owners	\$600,000.00
Salaries Temp. Employees	<u>\$1,000.00</u>	County	\$0.00
TOTAL	\$1,500.00	State	\$281,200.00
		City	\$315,500.00
SUPPLIES		City (MUC)	\$179,900.00
Office Supplies	\$500.00	LOST	\$31,300.00
Small Tools	\$500.00	City (WWTP)	<u>\$28,800.00</u>
Motor Fuels & Lubricants	\$2,000.00	TOTAL	\$1,436,700.00
Postage	\$1,000.00		
Subsistence of Persons	\$500.00	FINANCING	
General Supplies	<u>\$1,000.00</u>	Bonds	\$915,500.00
TOTAL	\$5,500.00	County	\$0.00
		State	\$281,200.00
OTHER SERVICES		City (MUC)	\$179,900.00
Subsistence of Persons	\$1,304,800.00	LOST	\$31,300.00
Other Services	<u>\$70,000.00</u>	City (WWTP)	<u>\$28,800.00</u>
TOTAL	\$1,374,800.00	TOTAL	\$1,436,700.00
OTHER CHARGES		GRAND TOTAL	\$1,436,700.00
Insurance & Bonds	\$2,000.00		
Professional Services	\$20,000.00		
Advertising	\$2,000.00		
Administrative OH (Transfer	\$15,900.00		
Other Charges	<u>\$15,000.00</u>		
TOTAL	\$54,900.00		

GRAND TOTAL \$1,436,700.00

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Staff presented the Street Improvements Budget for Project 1101-12 estimated at \$513,800 under which work began in 2011 in advance of funding due to unanticipated street malfunctions. The Committee was recommending the Council pass a resolution approving the Street Improvements Budget for Project 1101-12 in the amount of \$513,800 as presented. Resolution No. 8 was introduced by Council Member Anderson, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 8

PERSONNEL SERVICES		RECEIVABLES	
Overtime Reg. Employees	\$500.00	Property Owners	\$291,100.00
Salaries Temp. Employees	\$1,000.00	City	\$219,700.00
Employer Pension Contr.		City (MUC)	<u>\$3,000.00</u>
Employer Ins. Contr.		TOTAL	\$513,800.00
TOTAL	\$1,500.00		
SUPPLIES		FINANCING	
Office Supplies	\$500.00	City (MUC)	\$3,000.00
Small Tools	\$500.00	PIR Fund	<u>\$510,800.00</u>
Motor Fuels & Lubricants	\$2,000.00	TOTAL	\$513,800.00
Postage	\$1,000.00		
Mtce. of Other Improvements	\$500.00	GRAND TOTAL	\$513,800.00
General Supplies	<u>\$1,000.00</u>		
TOTAL	\$5,500.00		
OTHER SERVICES			
Mtce of Other Services	\$446,800.00		
Other Services	<u>\$13,400.00</u>		
TOTAL	\$460,200.00		
OTHER CHARGES			
Insurance & Bonds	\$2,000.00		
Prof. Serv.	\$10,000.00		
Advertising	\$2,000.00		
Adm. OH (Transfer)	\$22,600.00		
Other Charges	<u>\$10,000.00</u>		
TOTAL	\$46,600.00		
GRAND TOTAL	\$513,800.00		

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Staff explained to the Committee that Council action is required to sell General Obligation Bonds to finance the 2012 Street Improvement Program and that a public hearing needs to be held for the proposed bond issue. The Committee was recommending the Council introduce an ordinance to sell General Obligation Bonds to finance the 2012 Street Improvement Program and set a public hearing for June 4, 2012 for consideration.

Resolution No. 9 was introduced by Council Member Anderson, seconded Dokken, seconded by Council Member Dokken, and carried on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 9

RESOLUTION CALLING FOR PUBLIC HEARING ON AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$1,555,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B AND LEVYING TAXES FOR THE PAYMENT THEREOF

(For Resolution in its entirety, see City Council proceedings file dated
May 21, 2012, located in the City Clerk's Office)

Item No. 9 Administrator Stevens reported to the Committee that initial calculations show 2013 projected revenues are coming in flat and projected expenditures are not. Consequently, the 2013 budget schedule is being adjusted by delaying the department head presentations temporarily to allow more time to close the gap between revenues and expenditures. Areas being considered include Professional Services, Seasonal Employment, Community Organizations Funding, overall administrative structure, and contracting for services. The preliminary Capital Improvements Plan was also discussed which shows capital needs over the next five years. This matter was taken for information.

Item No. 10 Council Member Fagerlie raised a request that any City representative who attends conferences should present information obtained from those events to the Council, either in writing or as a presentation during a Council meeting. This matter was taken for information only.

The Finance Committee Report for May 14, 2012, 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 for May 15, 2012, was presented to the Mayor and Council by Council Member Reese. There were four items for Council consideration.

Item No. 1 The Committee considered the Watershed Management Plan presented by Barr Engineering at the City Council on May 7, 2012. It was the recommendation of Staff that the City adopt the plan in order to use it as the City's official guidance document for storm water management. The Storm Water Task Force and City Council will be receiving a copy of the plan in its entirety. A motion was made by Council Member Fagerlie and seconded by Council Member Christianson to adopt the plan as presented by Barr Engineering. Pursuant to discussion the motion was withdrawn. The Committee felt the document should be reviewed by the Storm Water Task Force prior to its adoption by the City. It will be brought back to the Committee at the second meeting in June. This matter was for information only.

Item No. 2 The Committee considered plans and specifications for Project No. 1202 - relocation of the existing 16" water main near the Minnesota Department of Transportation's facility in Willmar. It was noted that at the time of the construction of the Willmar High School, the City entered into an agreement with Mn/DOT for installation of the existing water main across their property. The

agreement states that should Mn/DOT add on to their facility, the water main would be relocated at the City's expense. The relocation will be a directional bore and is estimated to cost \$120,000 to be funded by Willmar Municipal Utilities in their capital expenditures budget. In order to proceed with the project, the plans and specifications need to be approved and a bid opening date set. An agreement similar to the first one will be forthcoming.

The Committee was recommending the Council approve plans and specifications for Project No. 1202 and authorize advertisement for bids to be opened June 20, 2012. Resolution No. 10 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 10

WHEREAS the City Engineer of the City of Willmar has presented to the City Council plans and specifications for Project No. 1202 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 1:00 p.m. on the 20th day of June, 2012, at the City Office Building, 333 Southwest Sixth Street, Willmar, Minnesota.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 3 The Committee was informed by Staff that bids were opened April 24, 2012, for the 2012 Improvements. Staff has compared the costs for 2012 construction to 2011, and assessment rates have increased slightly for overlay increasing from \$25.46 per foot to \$26.08. The reconstruction assessed rate also increased as most of the reconstructed streets are avenues leaving less assessable footage due to address. In 2011 it was \$59.76 and this year is proposed at \$67.17. It was the recommendation of Staff to assign the rates for this year's road reconstruction as stated. The total for assessable footage to be collected is \$600,073.01 with the City's portion being \$617,859.12 not as a benefitted property owner.

The Committee was recommending the Council declare the cost to be assessed and order preparation of the assessment roll. Resolution No. 11 was introduced by Council Member Reese, seconded by Council Member Christianson, reviewed by Mayor Yanish, and approved on a roll call vote of Ayes 8, Noes 0.

RESOLUTION NO. 11

DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF
ASSESSMENT ROLL IN CONNECTION WITH 2012 STREET AND OTHER IMPROVEMENTS
(PROJECT NOS. 1201-A and 1201-B)

WHEREAS, contracts have been let for the construction of Street and Other Improvements of 2012 in the City, to-wit: City Project Nos. 1201-A and 1201-B and;

WHEREAS, the total cost of said Street and Other Improvements of 2012 is \$1,217,932.13.

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

1. The City Council hereby determines that the City shall pay \$617,859.12 of said cost, exclusive of the amount it may pay as a property owner, and the sum of \$600,073.01 shall be assessed against benefited property owners based upon benefits received without regard to cash valuation.

2. The Clerk-Treasurer, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land without regard to cash valuation as provided by law, and he shall file a copy of such assessment in his office for public inspection.

3. The Clerk-Treasurer shall, upon the completion of such assessment, notify the City Council thereof.

Dated this 21st day of May, 2012.

/s/ Frank Yanish
MAYOR

/s/ Kevin Halliday
Attest: CITY CLERK

Item No. 4 Public Works Director Wilson informed the Committee that Staff is in the process of preparing RFP's to include the design portion of the Lakeland Drive Interceptor Project. The interceptor would be placed in Lakeland Drive from Willmar Avenue to Civic Center Drive in conjunction with its reconstruction. The construction management portion will be solicited as a separate proposal at a later date. The RFP's will go out in July with design work taking place in 2012-2013 and construction beginning in 2014. This was for information only.

The Public Works/Safety Committee Report for May 15, 2012, 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 Christianson, and carried.

The Community Development Committee Report for May 17, 2012, was presented to the Mayor and Council by Council Member Dokken. There were seven items for Council consideration.

Item No. 1 There were no public comments offered and this matter was for information only.

Item No. 2 City Administrator Stevens reviewed the history of the Lakeland Hotel owners. The current appraised value of the property is \$449,000 with \$12,000 annual property tax (\$2,900 City share). This project fits into the Downtown Comprehensive Plan and could cause positive momentum for future Downtown development. The Committee discussed the difference between Section 8 housing and affordable housing. The redevelopment of the Lakeland Hotel is estimated at \$3 million, which will be paid for with private money. An abatement hearing is scheduled for June 4th for a 15 year abatement request.

Steve Renquist, Director of the Economic Development Commission, offered comments regarding historic building tax credits and various vehicles used for redevelopment.

Item No. 3 City Administrator Stevens proposed entering into a Building Inspector Services agreement with Kandiyohi County due to a retirement at the County Offices. City Staff would offer up to eight hours per week of inspection or plan review, initially two - four hour morning sessions. Field inspections would be restricted to Willmar/Dovre/St. John's Townships. The agreement calls for an hourly rate for inspections of \$47.50 plus I.R.S. mileage costs. The Committee directed Ms. Stevens to proceed with the agreement, and this matter was for information only.

Item No. 4 City Planner Sauer reviewed the progress to date with the status of the Islamic Society purchase of the Lafayette School property. The parking plan has been approved by Public Works Director Wilson, and construction has begun. The Committee inquired why sprinkling of

the building is required as it wasn't needed when the facility was used as a daycare. Sauer informed the Committee that it was due to an occupancy change. Additional clarity was requested in the findings between exterior and interior amplified noise. This matter was for information only.

Item No. 5 The Committee was information that the Planning Commission chair attended a Government Training Service Planning Seminar and remitted the "Planning and Zoning Discretion pyramid". The Committee discussed the various aspects of the pyramid and asked what special training is available for various boards and Planning Commission members. Ms. Sauer informed the Committee of the citizen planner handbook and discussed limited funding which allows only a couple of commissioners to attend a planning session. This matter was for information only.

Item No. 6 The Committee discussed an overflowing trash container in an alley in the Downtown area. The business utilizes a private company with regular pick-up, but occasionally exceeds the container limit. Staff acknowledged similar incidents throughout Willmar at rental complexes and residential areas. The Committee discussed installing cameras in problematic areas and the need for consistent enforcement. This matter was for information only.

Item No. 7 The Committee discussed some flooding issues around a piece of equipment at the Airport. Staff explained the localizer equipment cabinet is often surrounded by water. The FAA is concerned about their expensive equipment being damaged. Staff has been aware of the issue, however the tile outlet is higher than the area being flooded, and the easy fix of discharging to the ditch is not feasible due to agreements with the abutting property owner to not increase the ditch water. Staff had requested funding for tiling improvements for 2012 and was not funded; they have requested it again for 2013. This matter will be discussed at the Airport Commission meeting and was received for information only.

Council Member DeBlieck offered a motion allowing City Administrator Stevens to enter into a Memorandum of Understanding with Kandiyohi County for inspection services up to \$47.50 plus I.R.S. mileage expenses. Council Member Johnson seconded the motion, which carried.

The Community Development Committee Report for May 17, 2012, was approved as presented and ordered placed on file in the City Clerk's Office upon motion by Council Member Dokken, seconded by Council Member Johnson, and carried.

Council Member Ahmann requested a review of plans and documents and asked Staff to schedule a tour of the Lakeland Hotel.

Announcements for Council Committee meeting dates were as follows: Council Work Session, May 24; Public Works/Safety, May 29; Community Development, May 31, 2012.

Council Member Johnson asked to be excused from the June 4, 2012, Council meeting.

There being no further business to come before the Council, the meeting adjourned at 9:00 p.m. upon motion by Council Member Anderson, seconded by Council Member Ahmann, and carried.

Attest:

MAYOR

SECRETARY TO THE COUNCIL