

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, June 10, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Ron Christianson	Chair
	Audrey Nelsen	Vice Chair
	Bruce DeBlieck	Member

Others present: Mayor Frank Yanish; Director of Public Works Sean Christensen; Interim Chief of Police Jim Felt; Citizen Don Cole.

Item No. 1 Call to Order

The meeting was called to order by Chair Christianson at 4:47 p.m.

Item No. 2 Public Comments

Willmar citizen Don Cole brought forth questions regarding the process to determine street repairs. As a resident of 10th Street SW, he does not believe that 10th Street needs any repairs. Staff explained the Pavement Management Plan rates streets on a scale from 1 to 100, 100 being the best street condition and 1 being the worst condition. The options of maintaining a street starts with crack sealing, followed by seal coating, mill and overlay, and finally reconstruction.

Item No. 3 Contract No. 1301-A: Change Order #1 (Resolution)

Staff presented a recommendation to approve Contract No. 1301-A Change Order #1. The project was awarded to Duinck Inc. on May 9, 2013, for the street improvements to Kandiyohi Avenue SW from 1st Street to 7th Street SW, and 11th Street to 15th Street. Staff noted minor extra work was required to correct grade and drainage problems. Change Order No. 1 in the amount of \$10,875.60 was negotiated with the contractor to address the added work. Project funding was discussed with the committee, noting the design engineer has agreed to pay these additional contract costs for completing the work.

Staff suggested the possibility of using an escrow account provided by the engineer to cover any modifications to the completed work. The Council also suggested an idea of having the engineer sign a document stating any problems that arise with the engineer plans, they are held liable for resolving the issues.

Following discussion a motion was made by Council Member Nelsen and seconded by Council Member DeBlieck to approve the Contract No. 1301-A Change Order #1. The motion carried.

Item No. 4 Sign Retroreflectivity Policy (Resolution)

Staff presented a policy to establish how the City will implement a method to meet the minimum sign retroreflectivity requirements in the manual on Uniform Traffic Control Devices. The goal of this policy is to improve public safety on the City's streets and maximize the City's limited resources to replace signs. It was noted there was no financial consideration at this time as it is only adopting the policy and creating a database of the signs retroreflectivity by Public Works staff.

A motion was made by Council Member Nelsen and seconded by Council Member DeBlieck to adopt the policy. The motion carried.

Item No. 5 2014 Street Lighting Bid Award & Budget Amendment (Resolution)

Staff presented a recommendation to award the 2014 Street Lighting contract to Zenergy, LLC in the amount of \$63,489.00, authorize the Mayor and City Administrator to execute the agreement on behalf of the City, and amend the budget of the Local Option Sales Tax to fund the project. The project will install LED lights on Willmar Avenue SW from 22nd Street to 30th Street SW.

A motion was made by Council Member Nelsen and seconded by Council Member DeBlieck to award the contract, authorize signatures and amend the budget. The motion carried.

Item No. 6 Wal-Mart Foundation Grant Application: Shop with a Cop (Motion)

Staff recommended the approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the Shop with a Cop event. The Police Department has participated with the Willmar Wal-Mart Foundation for over 10 years in this program, and officers volunteer their time to assist underprivileged children in shopping for holiday gifts for their family.

A motion was made by Council Member Nelsen and seconded by Council Member DeBlieck to approve the grant application. The motion carried.

Item No. 7 Wal-Mart Foundation Grant Application: DARE Program (Motion)

Staff recommended the approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant to fund a portion of the DARE program. The Police Department has been active in the DARE program since 1990, and the Wal-Mart Foundation has been a regular contributor for over 10 years to the program.

A motion was made by Council Member DeBlieck and seconded by Council Member Nelsen to approve the grant application. The motion carried.

Item No. 8 Old Business

Interim Police Chief Jim Felt noted the jail census for June 10, 2014, was 99, and that the calls for service for the previous two weeks totaled 798; with a total of 1,545 calls total since the Public Works/Safety Meeting of May 13th, 2014.

Item No. 9 New Business (Resolution)

Staff recommended the approval of roof maintenance and repairs to the Public Works Garage. The repairs are to resolve leaking issues that have materialized in the last two years. Two quotes were received and West Central Roofing submitted the low quote of \$20,104.37 to replace the office area with a Duro-Last Roofing System, repairing other problem areas and adding in 18 downspout extensions.

A motion was made by Council Member Nelsen and seconded by Council Member DeBlieck to approve the quote for maintenance and repairs.

Council Member Christianson brought forth the topic of burning permit discussions for Fire Chief Gary Hendrickson, regarding the need to formulate a policy to not allow any burning of brush within the City limits. City residents are encouraged to use the Brush Site for any piles of leaves, branches, and grass trimmings in need of disposal. Clarification is also needed to define what is appropriate for burning in a fire pit.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. by Chair Christianson.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Sean Christensen', is written over the typed name.

Sean Christensen, P.E.
Public Works Director