

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Wednesday, February 10, 2016, in Conference Room No. 1 at the City Office Building.

Present: Ron Christianson ..... Chair  
Audrey Nelsen ..... Vice Chair  
Steve Ahmann ..... Member

Others present: City Administrator Larry Kruse; Public Works Director Sean Christensen; Police Chief Jim Felt; Shelby Lindrud "West Central Tribune"; Josh Halvorson, Bolton & Menk, Inc.; Mary Lou Arne; John Baken (Citizens with concerns regarding the library crossing)

#### Item No. 1      Call to Order

The meeting was called to order by Chair Christianson at 4:45 p.m.

#### Item No. 2      Public Comments: Library Congestion Discussion (Information)

Mary Lou Arne spoke to address if any resolutions had been made for the issue of safety for pedestrians not using the crosswalk when exiting the library. Mrs. Arne requested to try a solution for a short period of time to see if it will remedy the concerns. Staff noted when a temporary solution is put in place, traffic becomes trained to it and if it's taken away there will be conflict of some citizens following the new rules and some following old rules. Staff noted multiple crossing points to the library from the Block 50 parking lot, and placing one crosswalk mid-block would not resolve the issue. The possibility of lowering the speed limit in the Central Business District was discussed. The Committee questioned any pedestrian accidents in the past and adding additional handicapped parking spaces. The concept offering flags to carry as pedestrians cross the street was discussed.

#### Item No. 3      Police and Fire Update (Information)

Police Chief Jim Felt noted the jail census for February 10, 2016 was 136; 75 inmates from the Department of Corrections, 52 inmates from Kandiyohi County, 6 inmates from Swift County, 1 inmate from Benton County, 1 inmate from Big Stone County, and 1 inmate from Stevens County. The calls for service the previous two weeks totaled 767 and are 6 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 family service reporting. Snow removal parking violations were discussed as well as calls for unlocking car doors. The Department does not unlock car doors unless there is an immediate safety issue.

Chief Felt noted the total Fire Department calls for service for the previous two weeks totaled 12. The calls included 6 alarm activations, 2 car accidents, 2 carbon monoxide alarms, 1 natural gas leak, and 1 building fire with damage to the basement. Year to date calls for 2016 totals 42, and is 5 calls down from this time last year.

#### Item No. 4      Country Club Drive Lift Station Authorization to Seek Bids (Resolution)

Staff brought forth, for approval, the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$472,000. The Committee discussed staff completing the engineering for these projects in house, with it noted these are more of a specialty project requiring more resources and dedicated time.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the plans and specifications for the Country Club Drive Lift Station and to allow advertisement for bids. The motion carried.

Item No. 5      Westwood Court Lift Station Authorization to Seek Bids (Resolution)

Staff brought forth, for approval, the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids. Bidding documents have been completed by Bolton & Menk, Inc. and are ready for disbursement. The tentative schedule is to open bids on March 10<sup>th</sup>, Council to award the contract on March 21<sup>st</sup>, authorize a notice to proceed on April 15<sup>th</sup> with substantial completion on September 2<sup>nd</sup>. The total project cost is estimated at \$851,000.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the plans and specifications for the Westwood Court Lift Station and to allow advertisement for bids. The motion carried.

Item No. 6      State of MN Airport Maintenance and Operation Grant Contract (Resolution)

Staff brought forth, for approval, a resolution to authorize execution of the Minnesota Department of Transportation Airport Maintenance and Operations grant contract. Every year the City submits eligible airport maintenance costs to the state for reimbursement. The new contract has been updated from past years for up to 75% of eligible expenses for reimbursement, with the cap raised to not to exceed \$54,863.00 each year. More items are now eligible and reporting is now mandatory quarterly instead of annually. Previously it was up to 67% of eligible expenses reimbursed.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the execution of the resolution to authorize the Minnesota Department of Transportation Airport Maintenance and Operations grant contract. The motion carried.

Item No. 7      Request to Purchase Bobcat Toolcat (Resolution)

Staff brought forth, for approval, the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10, in accordance with the Capital Outlay Program. The unit will be purchased through Municipal Pricing and is a multi-task vehicle to be used for snow removal as well as various tasks throughout streets, parks and ball diamond maintenance.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the purchase of a 2016 Bobcat Toolcat from Farm-Rite Equipment in the amount of \$46,551.10. The motion carried.

Item No. 8      Request to Purchase F-150 Pickup (Resolution)

Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-150 Pickup from Nelson Auto Center in the amount of \$29,924.15, in accordance with the Vehicle/Equipment Replacement Policy. The current unit, a 2006 Ford F-150 would be transferred to the Fire Department for various tasks such as hydrant painting.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the purchase of a 2016 Ford F-150 from Nelson Auto Center Fleet Department in the amount of \$29,924.15. The motion carried.

Item No. 9      Request to Purchase F-350 Pickup (Resolution)

Staff brought forth, for approval, the purchase and replacement of a Public Works Ford F-350 Pickup

and dump body from Nelson Auto Center and Tow Master, Inc. in the total amount of \$42,536.72. The current unit, a 2004 Ford F-350 has engine and suspension concerns and will be sold at the City auction in May. The Capital Outlay Program has included \$49,000 for the purchase of the pickup and dump body.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the purchase and replacement of the Public Works Ford F-350 pickup and dump body from Nelson Auto Center and Tow Master, Inc. in the amount of \$42,536.72. The motion carried.

Item No. 10      Request to Purchase Engineering GPS Equipment (Resolution)

Staff brought forth, for approval, the purchase and replacement of Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75. The current equipment is just over ten years old and no replacement parts are being manufactured any longer because it is so obsolete. Staff is requesting to replace it with a GPS rover, robotic total station and tablet controller; with quotes solicited from Frontier and Leica. The equipment from Frontier is considerably more accurate than the current unit and offers an enhanced customer support above what is offered by Leica. The current equipment would be traded in for \$6,500.00 and is reflected in the purchase price. The Committee discussed if the equipment was made in the United States.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to approve the purchase and replacement of the Engineering GPS survey equipment from Frontier Precision in the amount of \$47,101.75. The motion carried.

Item No. 11      Non-Agenda Items (Information)

Staff discussed the opportunity of Meeker County and the City of Litchfield potentially merging with CCT. The Committee discussed the reduced oil prices reflecting possible lower project costs this year, and the potential to complete additional projects with the cost savings. Staff noted there are no bids to evaluate at this time so it is too early to determine how the oil prices will affect the bid prices. Additionally, oil prices only contribute to a portion of the total project construction costs. It was also noted the design and preparation of plans and specifications along with a short construction season hinder the addition of projects after initial bids are received. The option of adding more seal coating and crack sealing was offered as an option. The Committee discussed the Southwest Regional Transportation meeting and the funding sources and needs from the County and other communities. The Committee discussed sidewalk maintenance issues and crack sealing. It is noted the City no longer owns a crack sealing machine and solicits quotes each year for the service.

There being no further business to come before the Committee, the meeting was adjourned at 5:52 p.m. by Chair Christianson.

Respectfully submitted,



Sean E. Christensen, P.E.  
Public Works Director