

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-01**  
**CITY OF WILLMAR**  
**TUESDAY, JANUARY 10, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, January 10, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Ron Christianson, Bruce DeBlieck, and Rick Fagerlie. Also present were: Council Members Jim Dokken and Tim Johnson, Charlene Stevens, City Administrator; Holly Wilson, Public Works Director; Dave Wyffels, Police Chief; Pat Erickson, City Assessor; Megan Sauer, Planner/Airport Manager; David Little, "West Central Tribune," and Janell Sommers, Recording Secretary.

**1. CONSIDERATION OF AIRPORT HANGAR USES AND TAXATION:**

Staff informed the committee that at its November meeting, the Airport Commission discussed the use of private hangars at the airport. It was their recommendation a hangar may be used for either private aviation storage or commercial aviation purposes as long as building code requirements are met. The FAA was contacted and has responded that the use of hangars is up to the City's discretion as long as the business meets code and MPCA requirements. No grant monies or other agreements would be violated.

Secondly, the issue of taxation of hangars was discussed. City Assessor Erickson has informed staff that there is clarification at the State level that any private hangars used for business purposes, even non-aviation, will be commercially taxed. Notification of the hangar use is the hangar owner's responsibility. Staff recommended permitting both storage and commercial use of private hangars. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

Permit the use of both storage and commercial uses in the private hangar group via the hangar land leases with the City as long as code requirements are met.

**2. CONSIDER AGREEMENT WITH SEH FOR TRAFFIC ASSISTANCE:**

Staff requested permission to enter into a contract with Short Elliot Hendrickson (SEH) for miscellaneous traffic assistance services. The contract is an annual renewal and would be for 2012 at a cost not to exceed \$5,000.00. The money to fund the services would be from the Engineering budget under professional services. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

**RECOMMENDATION:**

Approve staff's request to enter into a contract with Short Elliot Hendrickson for periodic traffic consulting services for an amount not to exceed \$5,000.00 for 2012 and authorize the City Administrator to sign on behalf of the City. (Resolution)

**3. CONSIDERATION OF SAFEASSURE CONTRACT FOR SAFETY TRAINING AND OSHA REQUIREMENTS:**

Police Chief Wyffels presented the renewal of the contract with SafeAssure for 2012. The contract provides safety training for all City employees, assistance in remaining compliant with OSHA laws, building inspections and a point-of-contact for any related issues or questions the City may have throughout the year. The cost of the 2012 contract has not increased from that of 2011 and remains at \$6,125.00. A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

**RECOMMENDATION:**

To authorize the Mayor and City Administrator to enter into an agreement with SafeAssure for \$6,125.00. (Resolution)

**4. ORDER PREPARATION OF IMPROVEMENT REPORT FOR 2012 STREET IMPROVEMENTS:**

Staff presented the proposed list of improvements for 2012. The list includes reconstruction, overlay, street lighting, and miscellaneous projects. Staff briefly reviewed the streets and miscellaneous items proposed for construction, which is based off the Five-Year Street Improvement Plan.

This year's improvements include reconstruction of 0.91 miles of streets, 0.81 miles of overlay of various streets, and 0.56 miles of new construction to include Willmar Avenue SW from Industrial Boulevard to 22<sup>nd</sup> Street SW.

Miscellaneous items include deck maintenance to the 1<sup>st</sup> Street Bridge, storm water related improvements yet to be identified, path and sidewalk construction, seal coat and crack sealing of various areas. The specifics of the streets are detailed in the project list presented by the Public Works Director. It was noted that the addition of a water main relocation near the Mn/DOT headquarters will be added and that an alternate bid for concrete on Roise from

1<sup>st</sup> to 3<sup>rd</sup> Street will be included for consideration. Following discussion, a motion was made by Council Member Christianson, seconded by Council Member DeBlieck, and passed for the following

**RECOMMENDATION:**

To order preparation of the Improvement Report for the 2012 Improvements.  
(Resolution)

**5. UPDATE ON RESIGNATION OF POLICE OFFICER (FOR INFORMATION ONLY):**

The committee was informed of the resignation of a police officer effective January 31, 2012.

**6. CONSIDERATION TO UPDATE CITY ORDINANCE NO. 906 – ARTICLE VII ALARM SYSTEMS (FOR INFORMATION ONLY):**

Police Chief Wyffels presented a request for consideration of changes along with implementing an alarm permit fee to the Alarm Systems Section 8-281 and 8-282 of the City's ordinance. Staff has determined these sections are outdated due to changes in technology and current business practices. Chief Wyffels presented an attachment with various language deletions and additions to update the document. New language proposed would address permit requirements.

Currently no consequence exists when a business or resident installs an alarm but does not complete the permit process. Having a permit provides information used to determine who the owner of the property is and contact information for the owner or designated key holders. Having a list of people to call prevents responding officers from being tied up at an alarm call for long periods of time. The recommendation is that the ordinance includes a penalty for those who have an alarm system installed which requires a police or fire response, but who have not submitted a permit application. The City may also want to consider charging a fee to acquire an alarm permit. Staff proposed a \$30 permit application fee with a three-year renewal. The committee discussed the proposed ordinance changes and it was the consensus of the members to refer the document to the City Attorney for review prior to taking any action. A specific concern was how to incorporate alarms that are not directly hard wired such as smoke detectors into the ordinance. This was for information only.

**7. MISCELLANEOUS ITEMS:**

The committee discussed the tree trimming being done by the Public Works staff as a result of time not being spent plowing and sanding due to the nice weather. The condition of the ice rinks and which ones have been kept open was also discussed.

Council Member Christianson commented on the School Board's use of iPads and "Board Book" and would like the Council to consider such a purchase.

There being no further business to come before the committee, the meeting adjourned at 5:52 p.m.

Respectfully submitted:

Holly Wilson, PE  
Public Works Director

Janell Sommers  
Recording Secretary