



WILLMAR

**Police Chief**

**Willmar Police Department  
2201 23<sup>rd</sup> Street NE, Ste 102  
Willmar, MN 56201  
Main Number 320-214-6700  
Fax Number 320-231-6556**

**COUNCIL ACTION REQUEST**

**DATE:** June 23, 2016

**SUBJECT:** JOINT POWERS AGREEMENT

**RECOMMENDATION:** Request approval for entering into a Joint Powers Agreement between the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension, and the City of Willmar Police Department to utilize the Criminal Justice Data Communications Network (CJDN).

**BACKGROUND:** The current Joint Powers Agreement and Court Data Services Subscriber Amendment are expiring soon.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** N/A

**Department/Responsible Party:** Jim Felt, Police Chief

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF WILLMAR ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Willmar on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Willmar on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Chief of Police, Jim Felt, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Michael Anderson, Police Captain, is appointed as the Authorized Representative's designee.

3. That the City Attorney, Tom Anderson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Jeanna Swanson is appointed as the Authorized Representative's designee.

4. That Marv Calvin, the Mayor for the City of Willmar, and Kevin Halliday, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY OF WILLMAR

\_\_\_\_\_  
By: Marv Calvin  
Its Mayor

ATTEST: \_\_\_\_\_  
By: Kevin Halliday  
Its City Clerk



WILLMAR

Public Works Director

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-214-5160  
Fax Number 320-235-4917

**COUNCIL ACTION REQUEST**

**DATE:** July 12, 2016

**SUBJECT:** Fairgrounds Lift Station Amendment No. 1

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Approve Amendment No. 1 for the Fairgrounds Lift Station Professional Services Agreement with Bolton & Menk in the amount of \$7,296.00.

**BACKGROUND:** The City of Willmar entered into an agreement with Bolton & Menk for the engineering and construction related services for the Fairgrounds Lift Station project on March 14, 2016. Additional services were needed to obtain clearance and conclude the previous Lift Station Facility Plan's EIW submittal to the MPCA by completing a Section 106 review. The review is strictly historical and cultural as required by the Minnesota Historic Preservation Office (SHPO) and may include archaeological site forms and historic burial records.

**FINANCIAL CONSIDERATION:** The approved preliminary budget for the project is \$640,000.00, with \$90,000 designated for professional engineering services. Funding for the \$7,296.00 in additional professional services will come from the contingency fund within the project.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

**AMENDMENT NO. 1**  
**CONSULTANT SERVICES CONTRACT**  
**FAIRGROUNDS LIFT STATION AND CONSTRUCTION**  
**RELATED SERVICES**  
**EXECUTED APRIL 4, 2016**

This Contract amendment is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the CITY and CONSULTANT.

WHEREAS, CITY requires additional professional services in conjunction with the Project; and

WHEREAS, CONSULTANT agrees to furnish the additional professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree to amend the contract as follows:

**SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES**

- A. **Scope of Services.** CONSULTANT agrees to perform the following additional professional services:

ARCHAEOLOGICAL SERVICES

- a. CONSULTANT staff will conduct Research and Literature Review at the Office of the State Archaeologist and the State Historic Preservation Office (SHPO) for four (4) lift station sites identified in the City's facility plan titled Four (4) Lift Station Replacements. Relevant records may include archaeological site forms and historic burial records. Any archaeological / historical sites within one mile of the area of potential effects (APE) will be plotted on a map.
- b. CONSULTANT will perform a Phase I Archaeological Survey including a pedestrian walkover and shovel testing at the four (4) lift station sites identified in the City's facility plan titled Four (4) Lift Station Replacements. This fieldwork will be in accordance with the *SHPO Manual for Archaeological Projects in Minnesota* and *OSA Manual for Archaeological Projects in Minnesota*. The level of effort will be dependent upon the findings of Sub-Task a.
- c. CONSULTANT will prepare a Phase I Report that meets the SHPO guidelines. This report will include the results of the efforts toward identifying cultural resources with recommendations as to whether any additional work is necessary. These recommendations will be made based on evaluation standards provided by the Department of the Interior and SHPO. The Phase I report will be provided to

