

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, May 26, 2015, in Conference Room No. 1 at the City Office Building.

Present:            Ron Christianson            ..... Chair  
                      Audrey Nelsen                ..... Vice Chair  
                      Denis Anderson                ..... Member (Alternate)  
                      Tim Johnson                    ..... Member (Alternate)

Others present: Mayor Marv Calvin, Council Member Jim Dokken, Director of Public Works Sean Christensen, Chief of Police Jim Felt; David Little, "West Central Tribune".

#### 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

There were no public comments.

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

Police Chief Jim Felt noted the jail census for May 26, 2015 was 148; 92 inmates from the Department of Corrections 55, inmates from Kandiyohi County, and 1 inmate from Chippewa County. The calls for service for the previous two weeks totaled 857. The majority of the calls were for traffic stops, followed by public assists and suspicious people or vehicles. The total calls for service so far this year is approximately 362 calls ahead of 2014 at this date. There was a brief discussion on an increase in Family Service cases handled by the detective unit and another expected increase due to reporting regulations by the State.

#### Item No. 4            Project No. 1405 Change Order #1 (Resolution)

Staff presented, for approval, Project No. 1405 Change Order #1 in the amount of \$5,800.00 for the Industrial Park 4<sup>th</sup> Addition. The project was awarded to R&R Excavating and included the construction of new streets, utilities, and industrial lots. Minor extra work was required to remove a concrete structure encountered while installing the sanitary sewer, additional excavating for field elevation, and reinstalling hydrants.

A motion was made by Council Member Anderson, seconded by Council Member Nelsen to approve Project No. 1405 Change Order #1 to R&R Excavating in the amount of \$5,800.00. The motion carried.

#### Item No. 5            Facilities Plan for Lift Station Replacements Progress Update (Information)

Staff presented, for information, the progress update on the Facilities Plan for lift station replacements. The Facilities Plan provided by Donohue & Associates details a Lift Station Needs Assessment for replacing four existing lift stations over the next five years. The purpose of the plan is to satisfy requirements of Chapter 7077.0272- Facilities Plan for Wastewater Treatment Systems and receive MPCA approval. The City intends to apply for funding under the State Revolving Loan Fund administered by the Minnesota Public Facilities Authority. Sandy Kimmler with Donohue & Associates will present the plan at the next Council Meeting.

Item No. 6      Facilities Master Plan Recommendation (Resolution)

Staff brought forth, for approval, the recommendation of CR-BPS for the Comprehensive Facilities Master Plan. Staff advertised a Request for Proposals in November for consultant services from experienced planning professionals interested in performing professional services related to developing the plan. Services include analysis of the City's building facilities, land, and physical plant operations in order to prioritize needs for modernization, replacement and growth. Proposals were submitted by four firms and evaluated by a staff selection committee, with CR-BPS of Minneapolis chosen as the recommended firm for the project. The approved budget for this project is \$50,000.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson to approve the recommendation of CR-BPS for the Comprehensive Facilities Master Plan subject to review of the proposal. The motion carried.

Item No. 7      Civic Center HVAC Bids Expected May 27th (Information)

Staff brought forth, for information, the Civic Center HVAC bids are to be opened on May 27<sup>th</sup> and will be presented at the next Council Meeting. The work consists of replacing the dehumidification system in the Cardinal Arena, providing a new dehumidification system in the Blue Line Arena, infrared heater adjustments, replacing outdated electrical equipment in the Cardinal Arena, and a new ventilation system.

At this time Public Works Director Christensen will present the bid results for award by resolution.

Item No. 8      Accept Bid & Award Contract Utility Improvements 313 4<sup>th</sup> St SW (Resolution)

Staff brought forth, for approval, acceptance of the bid from Land Pride Construction for the utility improvements at 313 4<sup>th</sup> Street SW. Quotes were solicited for the fire and water service installation of the property, commonly known as Foxhole Brewery. Four quotes were received, with the lowest being from Land Pride Construction in the amount of \$24,758.00. \$30,000 has been bonded for the project and is 100% assessed. The capitalization needs of the organization were discussed and a concern was voiced of supporting enterprises in this manner. This process has been followed previously and is allowed per State Statute.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson to accept the bid from Land Pride Construction for the utility improvements in the amount of \$24,758.00 and authorize the Mayor and Administrator to execute the necessary documents. The motion carried.

Item No. 9      Dog Fence Construction at Lion's Park (Tabled)

Staff brought forth, for approval, the construction of a fence for the new dog park at the Lion's Park by Andi's FenceAll. Part of the Park Development Plan includes the creation of a dog park at Lion's Park. One quote was received to construct a chain-link commercial grade fence by Andi's FenceAll in the amount of \$21,495.55. \$150,000 was budgeted in the CIP for Park Development and included the purchase and construction of the fence. The Committee discussed whether the dog park had been approved and if it should be considered park development. More information was requested from the involved parties including the KC Dog Club.

A motion was made by Council Member Anderson to table the approval of constructing a dog fence at Lion's Park until further information is received at the next Public Works/Safety meeting by Steve Brisendine and involved organizations. The motion carried.

Item No. 10      Swansson Field Scoreboard Replacement (Resolution)

Staff brought forth, for approval, the replacement of the scoreboard at Swansson Field by Daktronics in the amount of \$17,236.00. The scoreboard is scheduled for replacement and one quote was received from

Daktronics for an outdoor aluminum LED baseball/softball scoreboard through the Minnesota Service Cooperative Contract #AEPA IFB #012-H. The purchase would also be deducted from the \$150,000 budgeted in the CIP for Park Development. The Committee discussed whether the scoreboard should be considered park development and the importance of this field as is it is used more frequently and the purchase would be an obligation to those teams.

A motion was made by Council Member Anderson, seconded by Council Member Christianson to approve the replacement of the scoreboard at Swansson Field by Daktronics in the amount of \$17,236.00. The motion carried.

Item No. 11      Accept Bid and Award Contract Project No. 1504 (Resolution)

Staff brought forth, for approval, the acceptance of the bid and to award the contract to Duininck, Inc. for Project No. 1504. Staff advertised for bids for the path overlay and striping of the North 7<sup>th</sup> Street path, Hedin Park path, Robbins Island Beach path, and the Lakeland Drive path on May 8<sup>th</sup>. Bids were opened on May 26<sup>th</sup> and one bid was received from Duininck, Inc. in the amount of \$171,492.75. Discussion included the preference of paths created on the roadway to allow single maintenance of the street and path together.

A motion was made by Council Member Nelsen, seconded by Council Member Anderson to accept the bid and award the contract to Duininck, Inc. for Project No. 1504 in the amount of \$171,492.75 and authorize the Mayor and Administrator to execute the necessary documents. The motion carried.

Item No. 12      Miscellaneous Discussion (Information)

It was noted the Public Works staff started pothole patching, Precision Concrete is fixing a trip hazard at Taunton Stadium before the Stinger's first game on May 28<sup>th</sup>, and the tentative grand opening for the Auditorium was scheduled for June 25<sup>th</sup> but due to scheduling conflicts it may be delayed to a later date. Potholes along 2<sup>nd</sup> Street SE between Minnesota Avenue and Olena Avenue are to be addressed. The Committee requested Steve Brisendine present an update on the Ride Respect Return yellow bike program.

There being no further business to come before the Committee, the meeting was adjourned at 5:50 p.m. by Chair Christianson.

Respectfully submitted,



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