

## PUBLIC WORKS/SAFETY COMMITTEE

### MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, March 15, 2016, in Conference Room No. 1 at the City Office Building.

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

Others present: City Administrator Larry Kruse; Public Works Director Sean Christensen; Police Chief Jim Felt; Fire Chief Frank Hanson; Steve Brisendine, Director of Community Education and Recreation; Shelby Lindrud "West Central Tribune"; Josh Halvorson, Bolton & Menk, Inc.; Mary Lou Arne.

#### 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 (Information)

Mary Lou Arne addressed the Committee on pedestrian crossing at the Library. Mrs. Arne requested a midblock crossing be placed in front of the Library. Public Works Director Christensen discussed opposition to the idea but took into consideration the removal of a parking space to open up sight lines for motorists. The potential reconfiguration of the Block 50 parking lot to address pedestrian concerns was also discussed.

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

Police Chief Jim Felt noted the jail census for March 15, 2016 was 124; 56 inmates from the Department of Corrections, 60 inmates from Kandiyohi County, 4 inmates from Swift County, 1 inmate from Lac Qui Parle County, 1 inmate from Pine County, and 2 inmates from Stevens County. The calls for service the previous two weeks totaled 806 and are 11 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 suspicious people/vehicles.

Fire Chief Frank Hanson noted the total Fire Department calls for service for the previous two weeks totaled 17. The calls included 4 alarm activations, 3 car accidents, 3 cooking fires, 3 car fires, 1 dryer fire and 1 building fire with major damage. Year to date calls for 2016 totals 68, and is 7 calls down from this time last year. The Committee discussed the calls for service and the mutual aid agreement with other fire departments in Kandiyohi County.

#### Item No. 4      International Association of Fire Chiefs Foundation HazMat Grant (Resolution)

Staff brought forth, for approval, the authorization for the Fire Department to apply for the IAFC Foundation for a 2016 Hazardous Materials conference grant. The conference is an annual event held in Baltimore and the Foundation is offering a scholarship for registration fees and a \$250 stipend towards lodging.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to authorize the application and if awarded, acceptance of the IAFC Foundation for a 2016 Hazardous Materials conference grant. The motion carried.

Item No. 5      Shakopee Mdewakanton Sioux Community Grant Application (Resolution)

Staff brought forth, for approval, the authorization to apply for the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods. The grant is offered annually to public safety agencies for needed equipment, with a 20% match required which would be funded from within their budget.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to authorize the application and if awarded, acceptance of the Shakopee Mdewakanton Sioux Community for a \$3,000 grant for firefighter protective hoods. The motion carried.

Item No. 6      Playground Unit Installation (Resolution)

Staff brought forth, for approval, the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00. The purchase is for the cover material to be placed around the new playground units to be installed this summer. Staff received three quotes, with the lowest being from Fiber Flex and the product meets all ADA requirements and is mold and flame resistant. The Committee discussed using funds from 2015 in lieu of 2016 CIP funds designated for park development.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the purchase of 1,612 cubic yards of Flex Fiber from Fiber Flex in the amount of \$18,655.00 pending staff researching utilizing funds from 2015 for the purchase. The motion carried.

Item No. 7      Purchase of a Pressure Washer (Motion)

Staff brought forth, for approval, the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. Public Works staff received two quotes for the purchase of the unit in accordance with the 2016 CIP.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to approve the purchase of a pressure washer from Swanson Equipment Company in the amount of \$6,372.00. The motion carried.

Item No. 8      Country Club Drive Lift Station Consideration of Bids (Resolution)

Staff brought forth, for approval, to award the contract to Quam Construction of Willmar, MN in the amount of \$458,398.70 for the Country Club Drive Lift Station. Three bids were received, with the low bid submitted by Quam Construction. They anticipate starting mid-summer on the project following a notice to proceed.

A motion was made by Council Member Nelsen, seconded by Council Member Ahmann to award the contract to Quam Construction for the Country Club Drive Lift Station in the amount of \$458,398.70. The motion carried.

Item No. 9      Westwood Court Lift Station Consideration of Bids (Resolution)

Staff brought forth, for approval, to award the contract to GM Contracting of Lake Crystal, MN in the amount of \$835,318.72 for the Westwood Court Lift Station. Four bids were received, with the low bid submitted by GM Contracting. They anticipate starting immediately after receiving a notice to proceed. The Committee questioned using the same contractor for both lift station projects, with Josh Halverson of Bolton and Menk stating the competitive bid process was followed in accordance with Minnesota State Statutes.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to award the contract to GM Contracting for the Westwood Court Lift Station in the amount of \$835,318.72. The motion carried.

Item No. 10      Fairgrounds Lift Station Engineering/CRS Agreement Recommendation  
(Resolutions - 2)

Staff brought forth, for approval, to award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and to adopt a resolution of intent to reimburse to insure the City will be reimbursed for project costs after the date of the resolution. Staff reviewed proposals from two firms and took into consideration both a technical and price score.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the Fairgrounds Lift Station Design and Construction Related Services to Bolton and Menk, Inc. with an amount not to exceed \$89,565.00 and adopt the resolution establishing procedures relating to compliance with reimbursement regulations under the Internal Revenue Code. The motion carried.

Item No. 11      Accept Project and Authorize Final Payment Project 1504 (Resolution)

Staff brought forth, for approval, acceptance of Project No. 1504 and authorizing final payment to Duininck, Inc. in the amount of \$11,465.52 for path overlays and striping. The total cost of the project is \$168,353.64 and is within the project budget of \$171,492.75.

A motion was made by Council Member Ahmann, seconded by Council Member Nelsen to accept Project No. 1504 and authorize final payment to Duininck, Inc. in the amount of \$11,465.52. The motion carried.

Item No. 12      Removal of Parking- Lakeland Drive (Resolution)

Staff brought forth, for approval, the removal of parking on Lakeland Drive from TH No. 12 to Civic Center Drive. Lakeland Drive has been approved for an overlay as part of the 2016 Street Improvement projects and parking needs to be permanently removed from the street to allow for two bike lanes in accordance with State Aid Requirements.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to approve the removal of parking along Lakeland Drive from TH No. 12 to Civic Center Drive. Discussion included whether property owners had been notified. The motion carried.

Item No. 13      Non Agenda Items (Information)

The Committee discussed stormwater tasks and reviewing the list of stormwater issues to be addressed as well as obtaining an education piece provided by Loren Engelby on the Grass Lake project. The Committee discussed salt reduction mandates with staff noting Donohue and Associates were previously contracted to work with the Wastewater Treatment Facility and MPA to approve a 20-year compliance schedule. Staff brought forth the professional services agreement with SRF in the amount of \$56,827.00 for the Rice Park project. The Committee requested the agreement be formally presented at the Council Meeting for Council action.

There being no further business to come before the Committee, the meeting was adjourned at 6:01 p.m. by Chair Christianson.

Respectfully submitted,



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