

PUBLIC WORKS/SAFETY COMMITTEE

MINUTES

The Public Works/Safety Committee of the Willmar City Council met on Tuesday, September 29, 2015, 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: Public Works Director Sean Christensen; Director of Planning and Development Bruce Peterson; Chief of Police Jim Felt; Director of Community Education & Recreation Steve Brisendine; Jason Ver Steeg, Duinick, Inc.; Trevor Duinick, Duinick, Inc.; Brian Baker, Duinick, Inc.; Jared Voge, Bolton & Menk; 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 was no public comment.

Item No. 3 Police and Fire Updates (Information)

Police Chief Jim Felt noted the jail census for September 29, 2015 was 172; 95 inmates from the Department of Corrections, 75 inmates from Kandiyohi County, 1 inmate from Big Stone County and 1 inmate from Swift County. The calls for service for the previous two weeks totaled 821. The majority of the calls were for traffic stops, followed by public assists and suspicious activity. The total calls for service so far this year is approximately 18 days ahead of 2014 at this date. The Committee discussed the continued frequency of the higher number of calls due to Family Services reporting.

Chief Felt noted the total Fire Department calls for service for the previous two weeks totaled 24, and included 4 fire calls, 13 alarm calls, 3 vehicle accidents, 1 grass fire, and 2 car fires. The total calls for service so far this year is 273, 34 calls above last year.

Item No. 4 Duinick Water View Phase 2 Infrastructure Discussion (Information)

Duinick staff brought forth, for information, the proposed Water View phase 2 infrastructure improvements requesting the City participate in a 50% cost-sharing agreement of the estimated \$1,973,904 project total. Duinick previously presented the proposal at the July 14th Committee meeting asking for City participation, with a resolution adopted for a revised alignment and the City to participate in project financing to the extent the Council recognizes the benefit to the greater community. Duinick provided a revised layout to extend 24th Street to connect with an extension of Lakeland Drive and discussed possible City benefits. The Committee discussed the aspects of the cost-sharing agreement and past developers agreements indicate costs to be 100% developer responsibility. The possible property tax increases of Water View Business Park were discussed if further development were to take place but the timeline of the increase is unknown.

Item No. 5 Consultant Services for Wastewater Pretreatment Program (Resolution)

Staff brought forth, for approval, to award the Wastewater Pretreatment Consultant Services contract to Bolton & Menk and authorize signatures to execute an agreement in the amount of \$29,875. Staff solicited proposals from engineering firms for the development of an MPCA Delegated Pretreatment Program as required by the Wastewater Treatment NPDES Permit. Two proposals were received from Bolton & Menk and SEH, with Bolton & Menk being the recommended firm for the project. The Committee discussed the need for a consultant on tasks of this nature with staff reporting in future years the Environmental Specialist should be able to handle these

functions of the MPCA permits in the future.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the consultant service contract of the Pretreatment Program to Bolton & Menk and authorize signatures to execute an agreement in the amount of \$29,875. The motion carried.

Item No. 6 Continuing Professional Services Agreement with Donohue (Resolution)

Staff brought forth, for approval, the award of a continuing professional services agreement with Donohue for the first step in the City's approved 20 year compliance schedule of the NPDES permit regarding salty discharge, SIU permit assistance and wastewater operations and engineering assistance on a task order basis.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman to award the continuing professional services agreement with Donohue for the NPDES permit assistance, SUI permit assistance, wastewater operations and engineering assistance. The motion carried.

Item No. 7 Civic Center HVAC Improvements Change Order No. 1 (Resolution)

Staff brought forth, for approval, Civic Center HVAC Change Order No. 1 in the amount of \$19,567. The City contracted with Stevens Engineering for the design and construction related services contract in June, 2015 for the replacement of the dehumidification system in the Cardinal and Blue Line Arena, infrared heater adjustments and updating electrical equipment. Change Order No. 1 adds a heating section to the dehumidification unit for the Cardinal Arena supplying primary heat.

Following discussion a motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the Civic Center HVAC Change Order No. 1 in the amount of \$19,567. The motion carried.

Item No. 8 Playground Priority 2 Hazard Analysis (Information)

Staff brought forth, for information, the analysis of the Priority 2 playground equipment with recommendations for the units for repair, removal or to remain as is. The City's Certified Playground Inspectors previously inspected the 230 individual pieces of equipment in the City's 28 parks. Each piece was given a priority rating of 1 through 5, with 1 indicating a potential life threatening issue and 5 signifying no issues and the Priority 1 equipment was removed. The Committee requested further information on repairs and costs of the repairs for the Priority 2 units.

Item No. 9 Park Equipment Grant With Gametime Playground Systems (Resolution)

Staff brought forth, for approval, the application for a grant with matching funds for playground systems to be purchased in 2015 and installed in 2016 with Gametime Playground Systems. The organization will match every dollar spent over \$75,000 on the purchase of equipment prior to November 13, 2015. The 2015 CIP includes \$150,000 for park development priorities and to date \$62,000 has been expended. Staff is proposing purchasing between \$75,000 and \$90,000 worth of equipment through the grant and also has WCER Board approval.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the grant application with Gametime Playground Systems for matching dollars to purchase playground systems. The motion carried.

Item No. 10 Auditorium Cooling Design Options (Information)

Staff brought forth, for information, the cooling design options of the Auditorium. It was previously noted the Auditorium is not equipped with a cooling system, with the 2014 Master Plan of the building noted cooling as a low priority and listed cooling options in Step 5 and only Steps 1-3 were completed. The gun range air handling unit does not indicate a space for a cooling coil but the engineer believes it could possibly be installed and there are locations for coils to be installed in the training room and gym units. Following discussion, the Committee requested a copy of the Master Plan to review before determining further action.

Item No. 11 Settlement Agreement and Easement Termination with Kvam (Motion)

Staff brought forth, for information, the final settlement agreement including the termination of easements at the Airport with Kvam. The City gains the extinguishing of the two easements it originally granted Kvam in the condemnation of their properties for the construction of the airport. These easements caused the City to be out of compliance with its grant obligations to the FAA. The City is granting Kvam access of the properties for farming purposes, a 50% reduction in rent for leasing parcels 10-A and 9-B to the Kvam trust over a ten year period, a one-time payment of \$2,500 as partial reimbursement for the Kvam's attorney fees and the agreement to pay a termination fees in the unlikely event the FAA requires the city to terminate the licenses across parcel 10-A in the amount of \$70,000 and parcel 24-A in the amount of \$40,000. Upon execution of the settlement agreement, the FAA will release \$600,000 in funds previously held due to the City's non-compliance and \$150,000 annually thereafter.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the Settlement Agreement and Easement Termination. The motion carried.

Item No. 12 Easement with CenterPoint Energy for 512 Becker Ave SW (Resolution)

Staff brought forth, for information, the proposed easement agreement with the City and CenterPoint Energy for a 6'x6' exclusive easement to install a new gas meter in the southwest corner at the Dental Office located directly behind City Hall. The office was recently purchased by a new dentist and upon inspection of the building the gas meter was found to be out of compliance and would need to be relocated by CenterPoint Energy.

A motion was made by Council Member Ahmann, seconded by Council Member Plowman to approve the acceptance of the easement with CenterPoint Energy for 512 Becker Ave SW upon review by Attorney Robert Scott. The motion carried.

Item No. 13 Miscellaneous Information (Motion)

An update on the findings of the examination of overgrown vegetation of branch 3 of Ditch 23A by Valley Golf Course was requested from staff.

A motion was made by Council Member Ahmann, seconded by Council Member Christianson to direct staff to contact the owners of the Mills property downtown to inquire about using the lot for overflow parking at events and future use. The motion carried.

There being no further business to come before the Committee, the meeting was adjourned at 6:45 p.m. by Chair Christianson.

Respectfully submitted,



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