

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-13
CITY OF WILLMAR
TUESDAY, NOVEMBER 27, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, November 27, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Rick Fagerlie, and Ron Christianson. Also present were: Mayor Frank Yanish; Council Members Jim Dokken and Tim Johnson; Bruce Peterson, Director of Planning and Development Services; David Wyffels, Police Chief; Megan Sauer, Planner; Josh Halvorson, Donohue and Associates; Loren Engleby, Kandiyohi County Ditch Manager; Pat Curry and Steve Nedrelow, Airport Commission; Jan Franklin, Resident; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. CONSIDERATION OF AGREEMENT FOR ADDITIONAL CONSULTANT SERVICES - WESTERN INTERCEPTOR:

Planning and Development Services Director Peterson presented a scope of work from Donohue and Associates for additional consulting services for the Western Interceptor. The original agreement with the consulting engineer did not include construction management services for the storm sewer work that was bid as an alternate. The scope of services includes an additional fee of \$17,060.00 for this task. Staff recommended entering into a contract amendment with Donohue and Associates to perform construction management services on the alternate bid. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Enter into a contract amendment with Donohue and Associates in the amount of \$17,060.00 and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolution)

2. CONSIDERATION OF AIRPORT OPERATIONS SUPERVISOR AGREEMENT:

City staff was directed by the City Council to pursue RFP's for Airport Operations Supervisor at the municipal airport. This contract would be separate from the responsibilities of the Fixed Based Operator. Two parties responded and both were interviewed. After further consideration and follow-up, it was narrowed to one entity proposing to perform the tasks for \$76,000 a year. It was noted that current janitorial work the City pays \$6,000 per year for would be included in this proposal, along with all the mowing that is currently done by the Public Works Department. It was staff's recommendation to approve the proposal of Eric's Aviation Services for a term of two years.

It was noted that the work performed under this contract would be eligible for State reimbursement. A motion was made by Council Member Fagerlie, seconded by Council Member DeBlieck, and passed for the following

RECOMMENDATION:

Enter into a two-year Airport Operations Supervisor contract with Eric's Aviation Service Inc. for \$76,000.00 annually and authorize the Mayor and City Administrator to sign on behalf of the City. (Resolution)

3. CONSIDERATION OF COUNTY DITCH REDETERMINATION OF BENEFITS:

Loren Engelby, Kandiyohi County Ditch Manager, addressed the committee concerning the upcoming hearing for redetermination of ditch benefits. It is at this time that the City may choose to take over the responsibility of that portion of the County Ditch 23 system within City limits. The City is currently charged at a rate of 52% of the costs for ditch maintenance within the overall system. If the City were to take over responsibility of the ditch outlined on the map, it is estimated the City's rate would be decreased to approximately 26% with a \$5,000-\$10,000/year savings. Mr. Engelby also informed the members that a contractor has been hired to clean out a section of County Ditch 23 that runs just east of 5th Street SE from the area of the Bus Barn to 19th Avenue Southeast. This would be completed prior to the transfer of benefits at no extra cost to the City.

Discussion was held pertaining to redetermination costs for viewing and the establishment of the 16 ½' buffer strip. It was noted the City can assume responsibility of any or all portions of the ditch. The possibility of using a section of Ditch 23 near the former Wastewater Treatment Plant for expansion into a storm water holding pond was discussed. A motion was made by Council Member DeBlieck, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

That the City assume responsibility of that portion of the County Ditch 23 system lying within City limits as outlined on the map. (Motion)

4. EAGLE LAKE SUMP PUMP DISCHARGE INSPECTIONS (FOR INFORMATION ONLY):

Planning and Development Services Director Peterson explained to the committee that during rain events the City is receiving excess flow into the Eagle Lake Lift Stations, and there have been incidents of backup into homes. The City has performed home inspections within City limits, but not in the Eagle Lake Sewer District. Upon review of the contract it doesn't appear the City has the authority to enforce compliance by property owners in the district. It is staff's recommendation at this time to meet with the Chair of the Eagle Lake Sewer District and explain the situation hoping for voluntary compliance. When the term of the current contract expires in 2016, they City will incorporate language allowing authority to enforce penalties on violators.

5. MISCELLANEOUS ITEMS (FOR INFORMATION ONLY):

Jan Franklin, a City resident bitten by a dog running at large in September, addressed the committee. Ms. Franklin's immediate concern was if the dog was current with its vaccinations. When the Police Department responded to her call, they found the dog was within its owner's residence. The owner was cited and ordered by a judge to provide proof of licensure within ten days. Ms. Franklin was questioning if the ordinance could be revisited to require the dog be impounded until such time as it is known it is not rabid. Chief Wyffels explained that the ordinance does not allow for the seizure of the animal from personal property. Staff was then directed to research State Health Laws to make certain no other action could be warranted and inform Mrs. Franklin.

There being no further business to come before the committee, the meeting adjourned at 6:05 p.m.

Respectfully submitted:

Bruce D. Peterson, AICP
Director of Planning & Development Services

Janell Sommers
Recording Secretary