

**PUBLIC WORKS/SAFETY COMMITTEE REPORT 12-14
CITY OF WILLMAR
TUESDAY, DECEMBER 18, 2012**

A meeting of the Public Works/Safety Committee was called to order at 4:45 p.m. on Tuesday, December 18, 2012, by Chairman Doug Reese at the City Office Building. Members present were: Council Members Bruce DeBlieck, Ron Christianson, and Denis Anderson (substituting for Bruce DeBlieck). Also present were: Charlene Stevens, City Administrator; Bruce Peterson, Director of Planning and Development Services; David Wyffels, Police Chief; Kevin Halliday, City Clerk-Treasurer; Colleen Thompson, Wastewater Treatment Plant Superintendent; Barry Glienke, Bolton and Menk; David Little, "West Central Tribune" and Janell Sommers, Recording Secretary.

1. SUMP PUMP INSPECTION UPDATE - BOLTON AND MENK (FOR INFORMATION ONLY):

In May of 2011, the City solicited quotes from engineering firms to perform inspections of sump pumps in two specific areas of the City. The low quote of \$29,000 was received from Bolton and Menk, with a contract executed in June of that year. Barry Glienke, the Project Manager for the Sump Pump Inspection Program, was before the committee to give an update. During the summer and fall of 2011 92% of the units were inspected. Of these, 55 had new winter discharge permits issued by the City. Approximately 48 units remain to be inspected.

Mr. Glienke overviewed some lift station statistics from the Country Club Drive area. In both 2011 and 2012, from January - July, the precipitation received was close to 15 inches. In 2011 the pump ran 1,465 hours and in 2012 it ran for 1,033 showing a significant drop in groundwater infiltration into the wastewater system. After some discussion, it was the direction of the committee that the remaining property owners be contacted by letter asking them to allow an inspection of their property. If no response is received, the fine established by the ordinance of \$100/day for noncompliance would be implemented.

2. CONSIDERATION OF PERSONS ELIGIBLE FOR LIQUOR LICENSE:

City Clerk Halliday informed the committee that TPI Core Inc. dba Holiday Inn Green Mill is planning a \$10 million expansion of the Motels, Green Mill Restaurant and Bar, and adding a Hurricane Grill and Wings Restaurant. It is their intention to have two separate restaurants and bars with individual cash registers, which according to the State of Minnesota Alcohol Enforcement Division calls for two liquor and restaurant licenses. The City Municipal Code Section 3-114 subd. 6 states "no license shall be granted to or held by any

person who is directly or indirectly interested in any other establishment in the city to which either an On-Sale or Off-Sale License has been issued.” This is a City regulation only and Minnesota Statute allows the licensure under different limitations. It is staff’s recommendation that the City remove the single license barrier by redrafting the ordinance. A motion was made by Council Member Christianson, seconded by Councilman Fagerlie, and passed for the following

RECOMMENDATION:

Direct the City Attorney to redraft Municipal Code Section 3-114 subd. 6 which limits liquor licenses to one per person. (Motion)

3. CONSIDERATION OF LIQUOR LICENSE FEE PAYMENT IN FULL AT RENEWAL TIME:

The current City policy is to offer On-Sale and Off-Sale Liquor License holders the option of paying 50% of their license fee at the time of renewal (April 25) and pay the remaining 50% in late October. Staff is recommending the City discontinue that practice and collect the full annual liquor license fee each April renewal period. This would allow staff to spend more time on other tasks rather than mail reminder letters to collect the second half of the fee. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

Change the City’s policy and collect the full annual liquor license fee at each April renewal time period. (Motion)

4. CONSIDERATION OF INCREASE IN LIQUOR LICENSE INVESTIGATION FEE:

City Clerk Halliday recommended an increase in the liquor license investigation fee charged for individuals. The current fees, adopted by the City decades ago, are \$75.00 for individuals, \$150.00 for partnerships and \$300.00 for corporations. The individual rate is too low, as the investigation checklist includes not only the owners’ names, but the Willmar Municipal Utilities and property tax records for delinquent payments, and nearly equals the investigative work of multiple owners of a partnership. The recommended increase would be to \$125.00. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie and passed for the following

RECOMMENDATION:

Change the investigation fee for an individual seeking a liquor license from \$75.00 to \$125.00. (Motion)

5. ORDER PREPARATION OF IMPROVEMENT REPORT FOR 2013 STREET AND OTHER IMPROVEMENTS

Planning and Development Services Director Peterson presented the proposed list of improvements for 2013. The list includes reconstruction, overlay, new construction, railroad quiet zones, and miscellaneous projects. Staff briefly reviewed the streets and miscellaneous items proposed for construction, which is based off the Five-Year Street Improvement Plan.

This year's improvements include reconstruction of 1.47 miles of streets, 1.05 miles of overlay of various streets, and .69 miles of new construction to include Willmar Avenue SW from Industrial Boulevard to 22nd Street SW and 4th Avenue SW from 28th Street SW to cul-de-sac. Also included are two Federal Projects, the trail connection from the Downtown to Robbins Island and the Trott Avenue SW Quiet Zone.

Miscellaneous items include the construction of a sidewalk along 11th Avenue SE from the Middle School to 6th Street SE, storm water-related improvements yet to be identified, seal coat and crack sealing of various areas. The specifics of the streets are detailed in the project list presented by staff. Following discussion, a motion was made by Council Member Christianson, seconded by Council Member Fagerlie, and passed for the following

RECOMMENDATION:

To order preparation of the Improvement Report for the 2013 Street and Other Improvements. (Resolution)

6. PRELIMINARY PROJECT BUDGETS:

Staff has prepared the preliminary budgets for the 2013 Improvements Projects. The funding sources necessitate five budgets in order to account for the use of federal and state funding. A motion was made by Council Member Christianson, seconded by Council Member Fagerlie and passed for the following

RECOMMENDATION:

Approve the five budgets as presented by staff. (Resolutions – 5)

7. CONSIDERATION OF OFFER TO GIFT PROPERTY TO THE CITY:

Staff has received an offer to gift the former Rule Tire Property to the City. The heirs of Jim and Betty Rule are offering three parcels of land with several buildings to be demolished at an estimated cost of \$50,000-70,000. Staff has also determined that five underground storage tanks were removed, but the possibility of contaminated soil in the area is yet to be determined. A Phase I Investigation of the soil conditions can be performed for approximately \$750.00. There is currently \$9,500.00 due in back taxes on the property. Possible uses for the property were discussed, and a motion made by Council Member Fagerlie, seconded by Council Member Christianson, and passed for the following

RECOMMENDATION:

To authorize staff to proceed with the Phase I Investigation to determine environmental conditions, and conduct further due diligence. (Motion)

There being no further business to come before the committee, the meeting adjourned at 5:37 p.m.

Respectfully submitted:



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

Janell Sommers
Recording Secretary