



WILLMAR CITY COUNCIL MEETING
MONDAY, MAY 8, 2023 @ 6:30 PM
CIVIC CENTER
2707 Arena Drive, WILLMAR MINNESOTA

ALSO AVAILABLE BY ELECTRONIC MEANS FOR REMOTE COUNCIL MEMBERS

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Regular Business
 - A. Suite Livn Update
 - B. 23rd St SE Sidewalk & Sunrise Parking Lot
 - C. Planning Dept-Review MB Rail Development
 - D. Rebranding Committee Selection
 - E. Civic Clerk Training
6. "Community Pride" Announcements
7. Adjourn



City of Willmar

City Council Action Request

Council Meeting Date:	May 8, 2023	Agenda Item Number:	5.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Dean Zuleger - Chief Operations Officer
Item:	Suite Livn Update		

RECOMMENDED ACTION:

OVERVIEW:

Suite Liv'n update - Dean Zuleger, Suite Liv'n Chief Operations Office

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 8, 2023	Agenda Item Number:	5.B.
Agenda Section:	Regular Business	Originating Department:	Public Works
Resolution:	No	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Gary Manzer, Public Works Director
Item:	23rd St SE Sidewalk & Sunrise Parking Lot		

RECOMMENDED ACTION:

Review and discuss the concept plan for the sidewalk addition along 23rd Street SE.
Review and choose an option for the Sunrise Parking Lot.

OVERVIEW:

Residents of the 23rd Street SE area brought forth safety concerns about pedestrian traffic at the December 19, 2022 Council Meeting. Engineering staff at Bolton and Menk have prepared a concept plan for pedestrian sidewalk and bicycle path improvements along 23rd Street SE. This would connect the Highway 12 path to the Willmar Avenue path, as well as connections to the Sunrise Park path and Lakeland Elementary School path.

Following the request for additional options for the Sunrise Parking Lot concept from Council at the February 6, 2023 Council Meeting, Bolton and Menk staff have prepared three options for review. They include:

- A. Reconstruct the existing parking lot and construct a new parking lot to the south.
 - East-west expansion of the lot to provide 23 additional parking stalls.
 - The construction of a new lot to the south to provide an additional 54 parking stalls.
 - Total of 77 parking stalls.
- B. Reconstruct the existing parking lot and expand the parking lot to the south.
 - East-west expansion of the lot and also an expansion to the south.
 - Total of 50 parking stalls.
- C. Reconstruct the existing parking lot and construct a new parking lot to the north.
 - East-west expansion of the lot to provide 23 additional parking stalls
 - Construct a new lot to the north to provide 50 parking stalls.
 - Total of 73 parking stalls.

BUDGETARY/FISCAL ISSUES:

The 23rd Street SE area sidewalk concept is estimated at \$990,000.

The Sunrise Parking Lot options are estimated as follows:

Option A \$320,000
Option B \$215,000
Option C 275,000

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2023-05-03 23rd St SE Sidewalk Sunrise PLOT MMO - Reduced



Real People. Real Solutions.

2040 Highway 12 East
Willmar, MN 56201-5818

Ph: (320) 231-3956
Fax: (320) 231-9710
Bolton-Menk.com

MEMORANDUM

Date: May 3, 2023
To: Honorable Mayor Reese
Members of the City Council
From:  Jared Voge, P.E.
City Engineer
Subject: 23rd Street SE Sidewalk & Sunrise Parking Lot Improvements
Willmar, Minnesota

At the December 19, 2022 Council meeting, residents of the 23rd Street SE area brought up safety concerns for pedestrian traffic in the area. Council expressed a desire to improve the 23rd Street SE area with the addition of a sidewalk. Engineering staff have prepared the enclosed concept plan for pedestrian sidewalk and bicycle path improvements along 23rd Street SE. The concept plan is included on Figures 1 through 8. The improvements would connect the Highway 12 path to the path on Willmar Avenue. In addition, it would also provide several connections to the Sunrise Park Path and a connection to the Lakeland Elementary School Path. The crossing for the Lakeland Elementary School Path connection is proposed to be relocated near the Sunrise parking lot, due to the limited lines of sight shown on Figure 8. The estimated project cost for these improvements is approximately \$990,000.

Minimal parking currently exists within the Sunrise Parking Lot, which currently has 13 stalls. At the February 6, 2023 Council meeting, a concept figure to expand the amount of parking was presented, illustrating several options for the Sunrise Parking Lot improvements. Council expressed a desire for additional options, which have been prepared for Council consideration. A brief description and estimated costs for these options are provided below. These options are also shown on the enclosed Figures 9 through 10.

Option A: Reconstruct Existing Parking Lot and Construct New Parking Lot to the South

- This option consists of the reconstruction of the existing parking lot and an east-west expansion of the parking lot in order to provide additional parking, for a total of 23 stalls. This option also includes the construction of a new parking lot to the south of the existing parking lot and provides an additional 54 parking stalls, for a total of 77 parking stalls. The total estimated cost is approximately \$320,000. Please see Figure 8.

Option B: Reconstruct Existing Parking Lot and Expand Parking Lot to the South

- This option consists of the reconstruction of the existing parking lot and an east-west expansion of the parking lot in order to provide additional parking. In addition, the parking lot is proposed to be expanded to the south and provides a total of 50 parking stalls. The total estimated cost is approximately \$215,000. Please see Figure 9.

Name: 23rd Street SE Sidewalk & Sunrise Parking Lot Improvements

Date: May 3, 2023

Page: 2

Option C: Reconstruct Existing Parking Lot and Construct New Parking Lot to the North

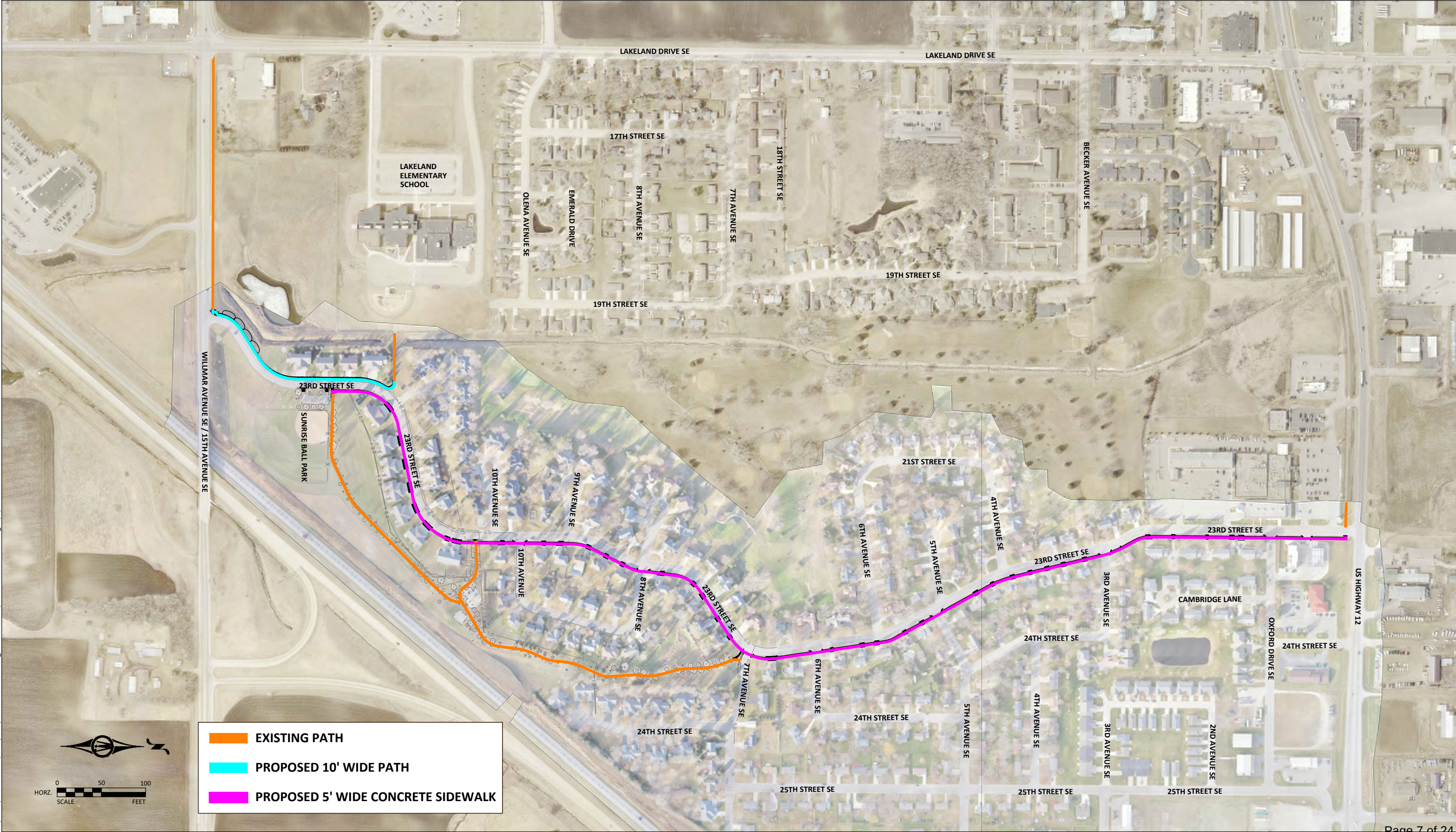
- This option consists of the reconstruction of the existing parking lot and an east-west expansion of the parking lot in order to provide additional parking for a total of 23 stalls. In addition, a new parking lot is proposed to the north of the existing parking lot and provides an additional 50 parking stalls, for a total of 73 parking stalls. The total estimated cost is approximately \$275,000. Please see Figure 10.

Staff is requesting direction from Council regarding the 23rd Street SE area sidewalk improvements and the Sunrise Parking Lot improvement options described above.

If you have any questions on the above, please call.

JAV/sjj

Enclosure





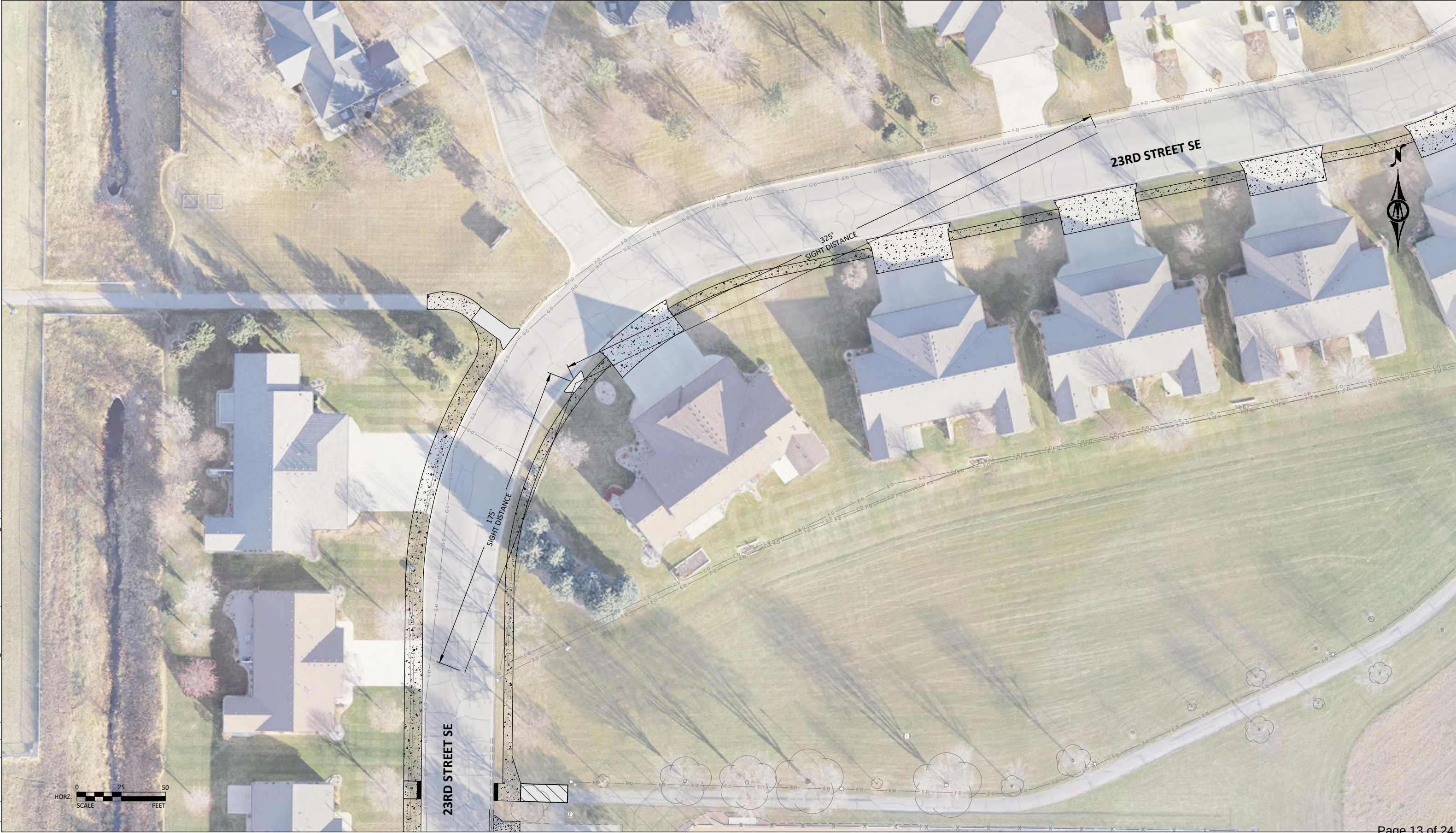


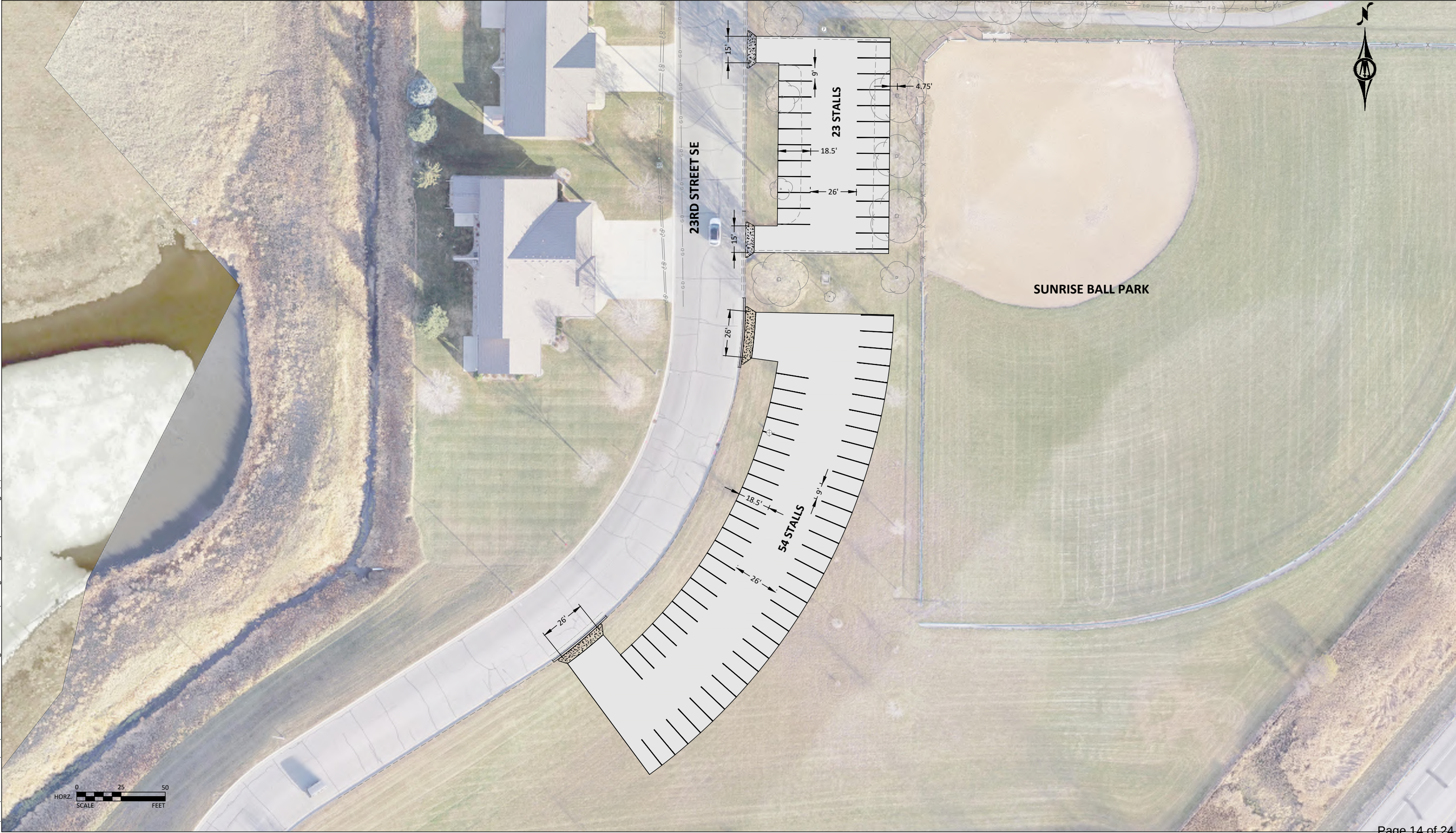




H:\WILL\0W1129667\CAD\C3D\SURF\SIDEWALK FIGURE.dwg 5/3/2023 4:02:51 PM













City Council Action Request

Council Meeting Date:	May 8, 2023	Agenda Item Number:	5.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Justice Walker, Planning and Development Director
Item:	Planning Dept-Review MB Rail Development		

RECOMMENDED ACTION:

Director Walker will review the Industrial Park MB Rail development process

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	May 8, 2023	Agenda Item Number:	5.D.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Kyle Box, City Operations Director
Item:	Rebranding Committee Selection		

RECOMMENDED ACTION:

That the Council assign two members of the City Council to the Rebranding Selection Committee.

OVERVIEW:

Proposals for the City Rebranding Project are due on Monday, May 8, at 3:00 PM. Staff and two members of the City Council will review and score the received proposals under the criteria laid out in the RFP document. This will be an ad-hock committee and will be dissolved after the review and scoring process is complete.

A Rebranding Steering Committee will be established at the time a proposal is accepted with a similar combination of personnel.

Dates for the next steps:

- Weeks of May 8 & 15, Review and Score all received proposals.
- Weeks of May 22 & 29, Collect additional information, ask clarifying questions, and/ or request a brief presentation for selected consultants.
- Week of June 5, Present findings to the City Council with a recommendation.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

None



City of Willmar

City Council Action Request

Council Meeting Date:	May 8, 2023	Agenda Item Number:	5.E.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Civic Clerk Training		

RECOMMENDED ACTION:

OVERVIEW:

Attached Guides will be updated and edited after work session.

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

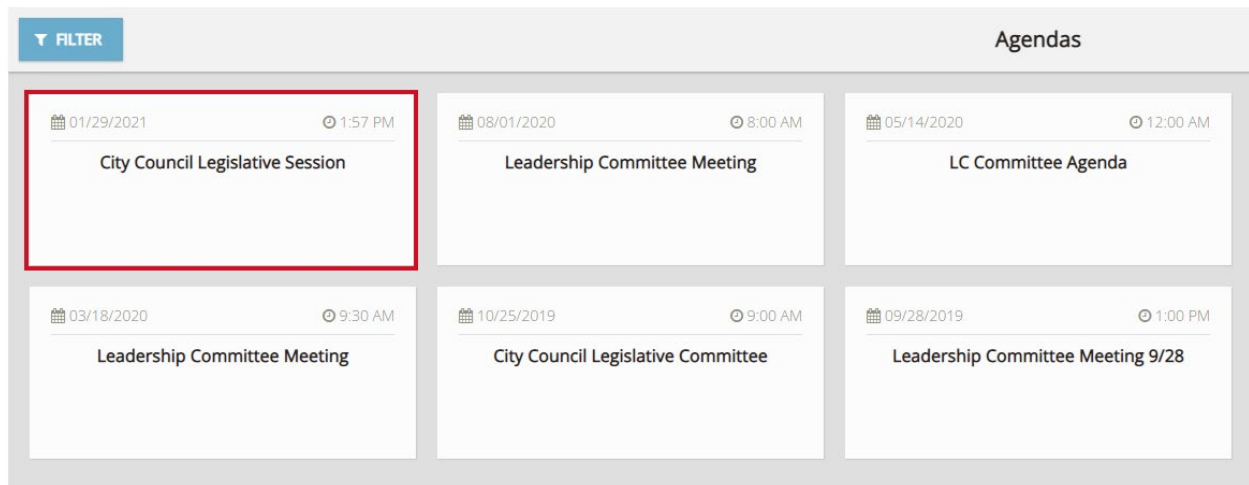
1. HTG - Navigate Agenda
2. HTG - Join and Vote

HOW TO:

Navigate Through an Agenda in Board Portal

A great way to prepare for a council meeting – you can work through the agenda and add any comments/questions you may have that will automatically save for you.

Step 1: Open Board Portal and select an agenda to view full details.

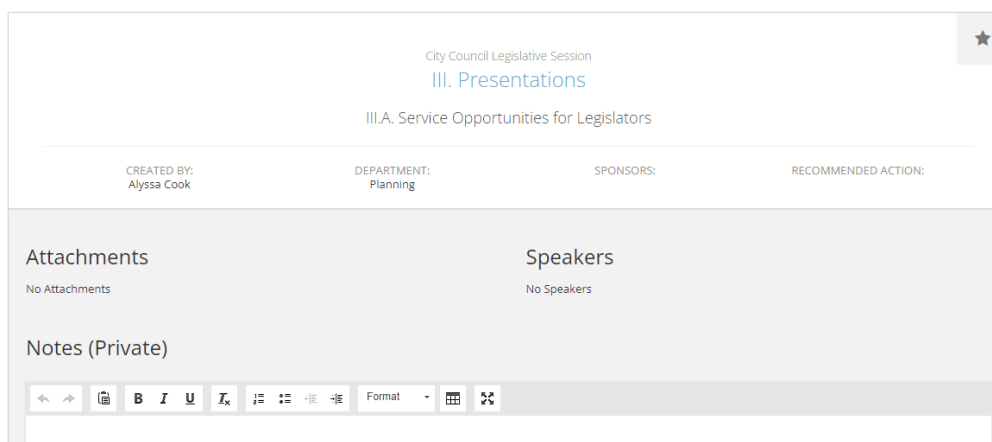


Step 2: Scroll through meeting **sections** and **items**

Step 3: Click on an **item** to view item details



Step 4: Navigate through **fields**



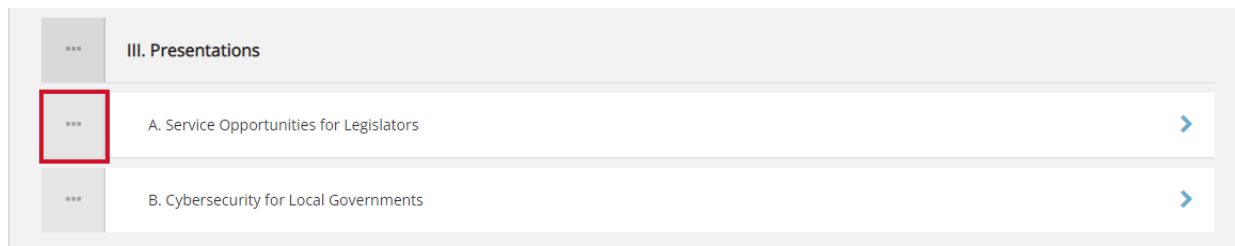
Step 4 continued...

Attachments: Displays any available attachments

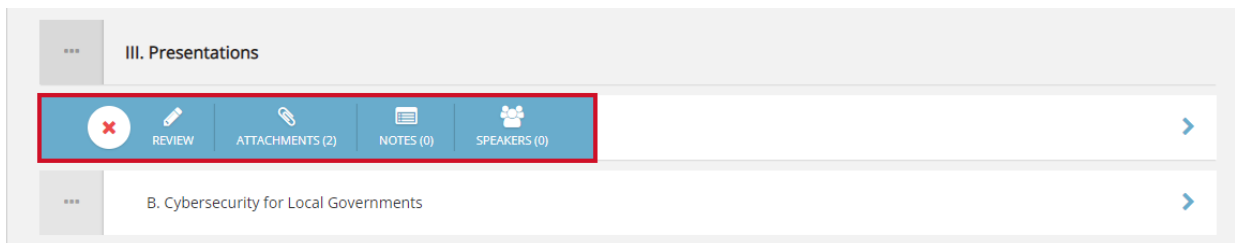
Notes (Private): Input private notes; notes auto-save. For quick reference to your notes, you can select notes in the bottom toolbar.



If you'd like to view specific agenda item details, click **the three-dot menu icon**

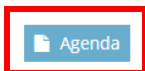


View **item options**

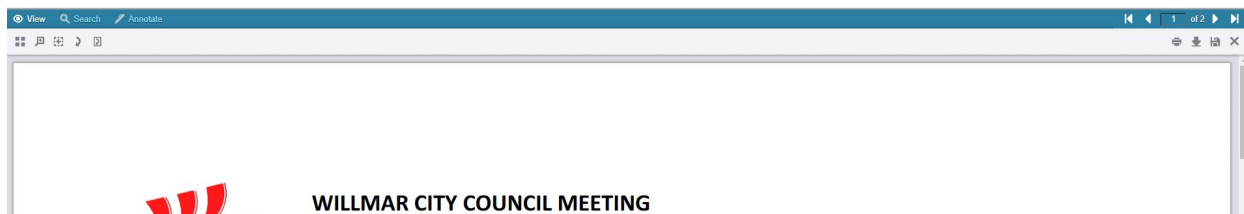


To Download Agenda or Agenda Packet:

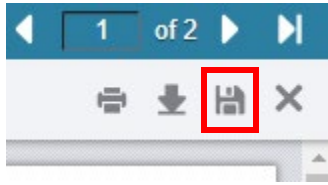
Step 1: Select **Agenda** or **Packet**



Step 2: Should open a view file where download options are available



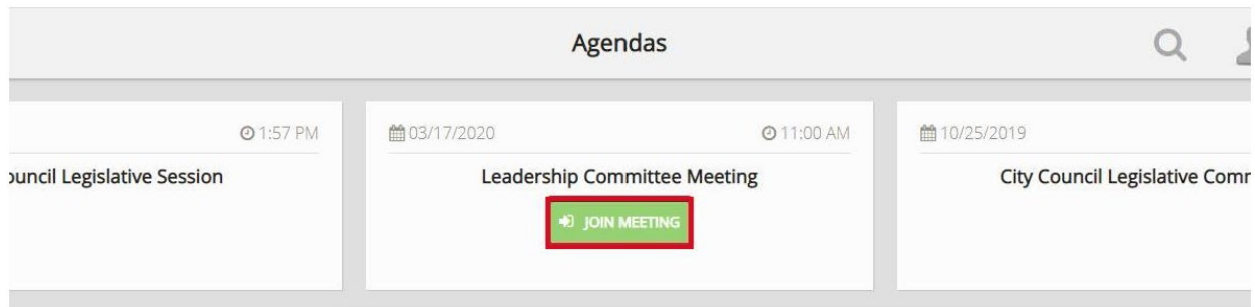
Step 3: Select Download Icon



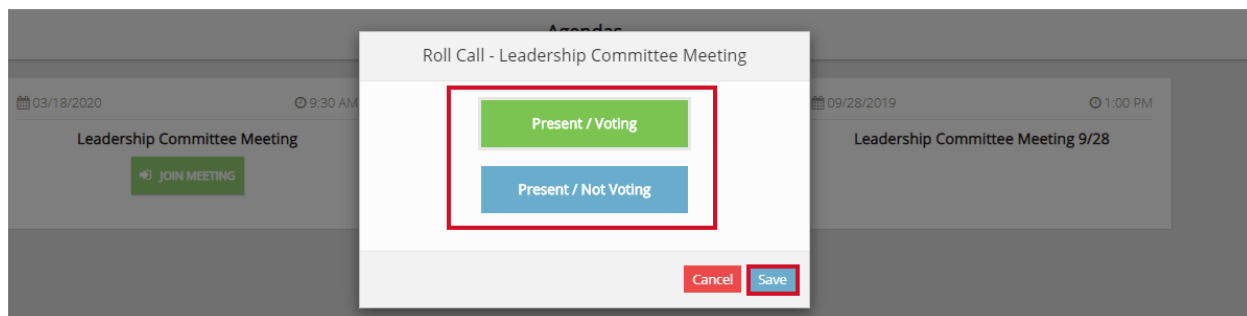
HOW TO:

Join and Vote during a meeting

Step 1: Open the Board Portal and click Join Meeting



Step 2: Select one of the following options and click save.

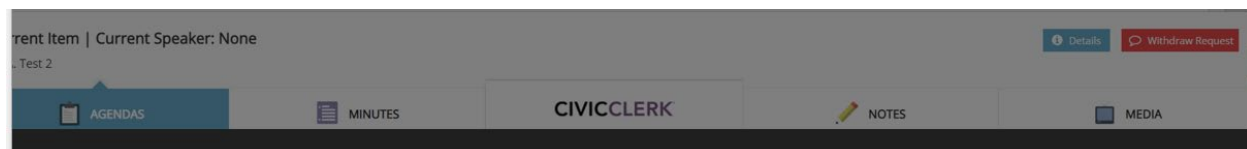


Note: This takes attendance for the meeting. The clerk has the ability to report any absences. There will not be a need for verbal roll call – the clerk will make a note for the audio on # of members present when the Mayor asks for roll call.

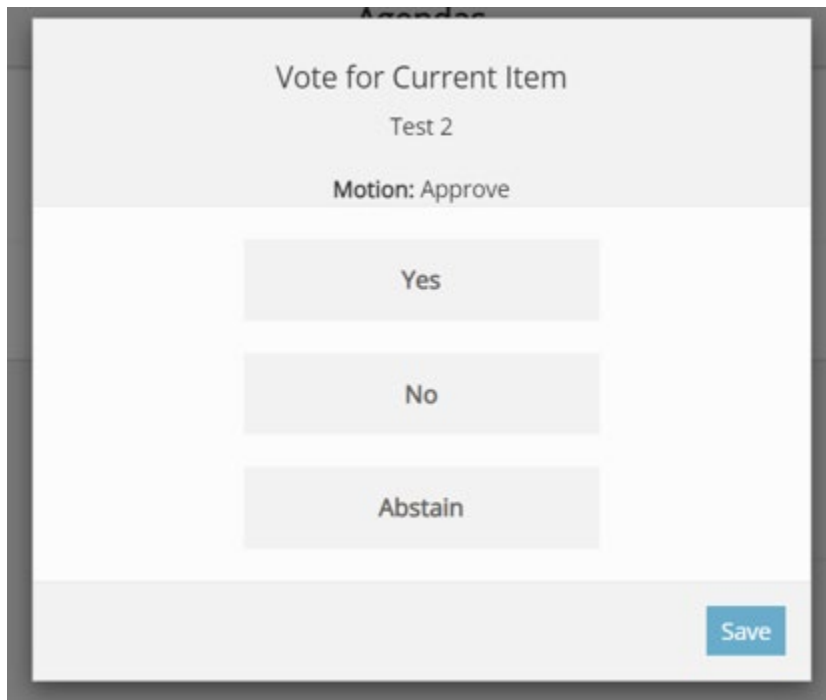
As the meeting progresses and motions are passed the following will happen:

There will need to be a verbal first and second to approve/deny motions – please speak clearly and loudly for the clerk to record. Once recorded the clerk will initiate a vote.

You will always vote on the item that is selected a current. This can be viewed at the bottom of your screen. You may be in another item at the time of a vote.



The following screen will appear:



The screenshot shows a voting interface with a light gray background. At the top, the text "Vote for Current Item" is centered. Below it, "Test 2" is centered. Further down, "Motion: Approve" is centered. There are three large, light gray rectangular buttons stacked vertically in the center: "Yes", "No", and "Abstain". At the bottom right of the interface is a blue button with the text "Save".

Select your answer.

Once all votes are calculated – Clerk will display pass/failed and save changes.