

CERTIFICATE OF  
*Appreciation*

---

Presented to

**Gawin Kooistra**

for

Over 27 years of dedicated service to the City of Willmar, and its Fire Department. You set an excellent example as a Firefighter and distinguished yourself and the department with outstanding service. Because of your hard work, Willmar is a great community.

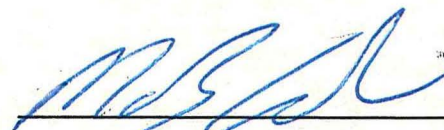
From the City of Willmar, City Council, Mayor and Administration

December 17, 2018

Date



City Administrator Isaac J. Holland



Mayor Marvin Calvin







★ **WILLMAR**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Sean E. Christensen, PE Public Works Director</b>	<b>Subject: Robbins Island Regional Park Legacy Grant Funding</b>

**AGENDA ITEM:**

Robbins Island Regional Park Legacy Grant Funding

**HISTORY:**

Robbins Island obtained Regional Park status from the Greater Minnesota Regional Parks and Trails Commission in 2016 and received a Legacy Grant in 2017 to fund improvements. One of the desired elements in the Robbins Island Regional Park Master Plan Update is a four-season shelter with boardwalk. In June, a Master Plan was completed including an updated layout, Destination Playground, a large venue area and Celebrate the Light of the World. In August a request was submitted to modify the grant to shift the boardwalk funds to the four season shelter.

**CURRENT CIRCUMSTANCE:**

After a site visit by commission staff, a revised budget was submitted and approved by the Greater Minnesota Regional Parks and Trails Commission on November 28th. This award of \$606,000 eliminated the boardwalk construction and reallocated the funds to the new four season shelter structure.

**RECOMMENDATION:**

Approve Amendment No. 1 for the grant contract for Robbins Island Regional Park with the Commissioner of Natural Resources of the State of Minnesota.

**FINANCIAL IMPACT:**

The funding source for the project is the Legacy grant and local matching funds.

**REVIEWED BY:** Ike Holland, City Administrator

**COUNCIL MEETING DATE:** December 17, 2018



## Robbins Island Regional Park Legacy Grant Funding Update


City Council Workshop, December 17, 2018





## Timeline

- 2017 Willmar receives Legacy Grant for Robbins Island
- June 2018 Master Plan Update Completed
- August 2018 Request submitted to modify Legacy Grant
- November 2018 GMRPTC staff site visit
- November 2018 Revised budget submitted for approval
- November 2018 GMRPTC approves project revision



**CLEAN  
WATER  
LAND &  
LEGACY  
AMENDMENT**

**General**

This section provides the basic information about the park or trail and the organizations responsible for it.

<b>Park/Trail ID #</b>	<b>Funding Application</b>	<b>Park/Trail Name</b>
	16-0407	Robbins Island Regional Park

**Last Update**  
November 30, 0001

**District**  
3

**Project Name**  
Robbins Island - Phase II

**Project Description**  
The proposed concept for Robbins Island Regional Park includes several new structures to replace the existing picnic shelters and changing room buildings, a destination playground, amphitheater and improved infrastructure throughout the entire park. A proposed realignment of the road within the park will allow for the addition of more independent trails, including an interpretive boardwalk, hiking, mountain biking and swimming as the primary way for park users to navigate the park. With phase one currently underway, the focus of this application is on phase two. Phase two includes the construction of the primary recreational facility proposed at Robbins Island Regional Park. This facility will be a four-season, multi-use building located at the swimming beach. This structure will serve as the park headquarters, main concession building, meeting space and house program staff and distribute equipment based on the season. Summer rentals will include kayaks, canoes and paddleboards and winter rentals will be skis, cross country skis and snowboards. During the winter months, this building will have a warming room for the outdoor skating rink as well as ice for the rink and bins for the cross country skiing trail. In addition to this building, a boathouse will be constructed to house stern equipment to provide those services. It is also our intent to build an interpretive boardwalk on the east portion of the lake that will provide a natural experience out over established wetlands. The boardwalk would connect to the existing trail system within the park via additions to current pathways as well as construction of new paths with the goal of creating a complete and connected trail system within the park. We see this boardwalk as a great teaching tool for our community to provide information about the natural features of the island.

<b>Organization</b>	<b>Lead Contact</b>	<b>Lead Contact</b>
City of Willmar	Full Name	Title
<b>Mailing Address</b>	<b>City</b>	<b>State</b>
1234 Kennedy Ave. SW	Willmar	Minnesota
<b>Zip</b>	<b>Phone</b>	<b>Email</b>

## INCLUDED

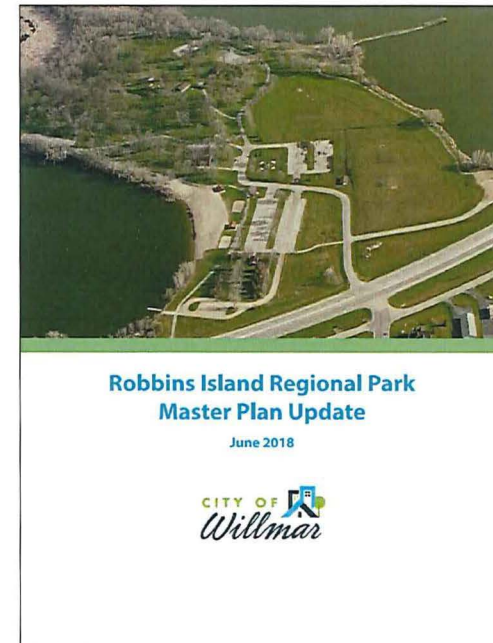
- Four-season building & plaza
- Interpretive boardwalk
- Trails
- Boathouse

Total Grant Received: \$606,000



## Timeline

- 2017 Willmar receives Legacy Grant for Robbins Island
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- November 2018 GMRPTC staff site visit
- November 2018 Revised budget submitted for approval
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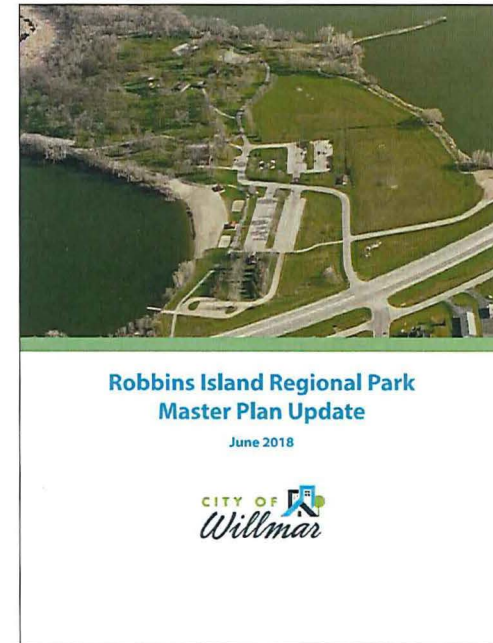
### INCLUDES

- Updated layout
- Destination Playground
- Rockin' Robbins/large venue area
- Celebrate the Light of the World



## Timeline

- 2017 Willmar receives Legacy Grant for Robbins Island
- June 2018 Master Plan Update Completed
- **August 2018 Request submitted to modify Legacy Grant**
- November 2018 GMRPTC staff site visit
- November 2018 Revised budget submitted for approval
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### INCLUDES

- Remove boardwalk
- Shift boardwalk funds to building
- Keep 4-season building
- Keep trails
- Keep plaza



## Timeline

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## Timeline

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Robbins Island Regional Park City of Willmar			18-12				11/18/2018
Reference	Eligible Item Details	Quantity	Unit Cost/Item	Total Cost	GMRPTC	Local Match	Total Revenue
1	Four-Season Shelter (LS)	1	\$952,000	\$952,000	\$400,440	\$551,560	\$952,000
2	Trails (LF)	1084	\$120	\$130,060	\$92,560	\$37,500	\$130,060
3	Plaza (LS)	1	\$80,000	\$80,000	\$56,900	\$23,100	\$80,000
				\$0			\$0
Construction Total				\$1,162,060	\$549,900	\$612,160	\$1,162,060
	Design/Engineering/Const. Admin.	1	\$140,000	\$140,000	\$56,100	\$83,900	\$140,000
Soft Cost Total				\$140,000	\$56,100	\$83,900	\$140,000
Total Project				\$1,302,060	\$606,000	\$696,060	\$1,302,060
Total Percentage					0.46541634	0.53458366	
Non Eligible Expenses Item Details							
				0			
				0			
				0			
Non-Eligible Total				0			
Grand Total				\$1,302,060			
Reference Notes:							
1. Unit cost for four-season building as identified by the Architect.							
2. New trails will improve pedestrian circulation around the new facilities including the building and playground.							
3. Plaza is adjacent to the new four-season shelter and will be designed for use all-year long.							

### INCLUDES

• Four-season building	\$400,440
• Trails	\$92,560
• Plaza	\$56,900
• Design/Engineering	\$56,100
<b>TOTAL</b>	<b>\$606,000</b>

## Timeline

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**Amendment # 1 for Grant Contract # GMRPTC18-12**

Contract Start Date:	<u>01/17/18</u>	Total Contract Amount:	<u>\$ 606,000</u>
Original Contract Expiration Date:	<u>06/30/20</u>	Original Contract:	<u>\$ 606,000</u>
Current Contract Expiration Date:	<u>                    </u>	Previous Amendment(s) Total:	<u>\$</u>
Requested Contract Expiration Date:	<u>                    </u>	This Amendment:	<u>\$</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources ("State") and City of Willmar, 1234 Kandiyohi Ave SW, Willmar, MN 56201 ("Grantee").

**Recitals**

1. The State has a grant contract with the Grantee identified as GMRPTC18-12 Robins Island Regional Park ("Original Grant Contract") to construct of a four-season recreational facility, plaza, trails and an interpretive boardwalk.
2. This amendment will delete the interpretive boardwalk and reallocate the cost of the boardwalk to the four season shelter. No change in the contract cost.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

**Grant Contract Amendment**

REVISION 1 "**Grantee's Duties**" is amended as follows:

To delete the interpretive boardwalk from the project scope and reallocate the cost of the boardwalk to the four season shelter. No change in the contract cost. Revised Attachment A, Project Budget is attached and incorporated into the contract.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

Signed:

Date:

SWIFT Contract/PO No(s)

**3. STATE AGENCY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE**

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Original  
Budget

**Attachment A - Project Budget**

**Recipient:** City of Willmar

**Grant:** GMRPTC18-12 Robins Island Regional Park

**Grant Amount:** \$606,000

**Local Match:** \$175,000

**Total Cost:** \$781,000

**Project Scope**

Construction of a four-season recreational facility, plaza, trails and an interpretive boardwalk.

**Notes / Conditions**

<b>Project Component</b>	<b>Cost</b>
Four Season Shelter	\$365,000
Interpretive Boardwalk	\$127,840
Trails	\$130,060
Plaza	\$80,000
Design and Engineering	\$78,100
Total Cost	\$781,000



Revised  
Budget

**Attachment A - Project Budget**

**Recipient:** City of Willmar

**Grant:** GMRPTC18-12 Robins Island Regional Park

**Grant Amount:** \$606,000

**Local Match:** \$175,000

**Total Cost:** \$781,000

**Project Scope**

Construction of a four-season recreational facility, plaza, trails and an interpretive boardwalk.

**Notes / Conditions**

<b>Project Component</b>	<b>Cost</b>
Four Season Shelter	\$492,840
Trails	\$130,060
Plaza	\$80,000
Design and Engineering	\$78,100
Total Cost	\$781,000



★ **WILLMAR**

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333 SW 6<sup>th</sup> Street  
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Main Number 320-235-4913  
Fax Number 320-235-4917

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Sean E. Christensen, PE Public Works Director</b>	<b>Subject: Robbins Island Four Season Shelter</b>

**AGENDA ITEM:** Robbins Island Four Season Shelter

**CURRENT CIRCUMSTANCE:**

Information to be presented by Engan & Associates for the Robbins Island Four Season Shelter.

**RECOMMENDATIONS:**

Discussion of concepts, preliminary design and direction.

Direct staff and consultant to proceed with preferred concept for construction in 2019.

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION MEETING DATE:** December 17, 2018



## ESTIMATE OF PROBABLE CONSTRUCTION COST SUMMARY

PREPARED ON SEPTEMBER 6, 2018 FOR:

City of Willmar  
Ike Holland, City Administrator  
333 6<sup>th</sup> Street SW  
Willmar, MN 56201

RE: **Robbins Island 4-Season Shelter** (296.19)

Engan Associates presents the following estimate of probable construction cost for the above-mentioned project.

### APPROACH A:

Construction Cost	\$718,875.00
Engineered Fill Allowance	\$75,000.00
<b>Total for Construction</b>	<b>\$793,875.00</b>
Contingency (10%)	\$79,387.50
Non-Construction (10%)	\$79,387.50
<b>Total</b>	<b>\$952,650.00</b>

### APPROACH B:

Construction Cost	\$384,000.00
Engineered Fill Allowance	\$35,000.00
<b>Total for Construction</b>	<b>\$414,000.00</b>
Contingency (10%)	\$42,000.00
Non-Construction (10%)	\$42,000.00
<b>Total</b>	<b>\$503,000.00</b>

### COST ESTIMATE NOTES

A. This estimate of probable construction cost does not include the following:

1. Costs related to financing
3. Water and sewer service
4. Patios, shade structures, firepit
5. Trails
6. Moveable equipment
7. Public address systems or wiring in addition to wire way
8. Phone systems or wiring in addition to wire way
9. Computer system or wiring in addition to wire way

B. This estimate of probable construction cost does include:

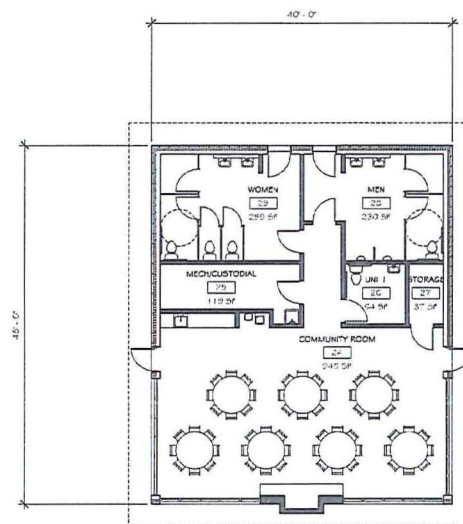
1. Architectural and engineering costs
2. 10% Contingency

C. Specific construction items:

1. The engineered fill is an allowance
2. We reserve the right to revise this cost estimate when construction documents are complete
3. Non-construction includes architectural and engineering fees, reimbursable expenses, soil boring, survey, and construction testing







1 MAIN LEVEL - APPROACH B  
 SCALE: 1/8" = 1'-0"  
 1' 2' 4' 8'



250-222-0000 FAX 250-222-0001 | www.willmar.mn  
 211 400 23000 200 N. D. ST. DEPT. OF PUBLIC WORKS  
 WILLMAR, MN 56201



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Continuation of Set:  
**PRELIMINARY  
 PROGRESS PRINT  
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PROJECT: 19-10 DATE: 10/1/2019  
 DESIGNER: Author CHECKED: B. P. 10/1/2019  
 OWNER: CITY OF WILLMAR

Revision: \_\_\_\_\_ Date: \_\_\_\_\_

ROBBINS ISLAND  
 PARK

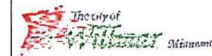
4 SEASON  
 SHELTER

WILLMAR, MN

MAIN LEVEL - APPROACH B



**SITE PLAN**  
 SCALE: 1" = 20'-0"  
 1" 5' 10' 20'



**ENGAN ASSOCIATES**  
 ARCHITECTS / INTERIOR DESIGNERS  
 shared vision. innovative design.  
 311 4th Street SW, P.O. Box 956, Willmar, MN 56201  
 202-235-0880 FAX: 202-235-0861 | www.engan.com

**ASCHE**  
 ENGINEERING  
 STRUCTURAL ENGINEER  
 Alexandria, MN  
 320.808.4146 | www.AscheEngineering.com

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PROJECT # 296.19 DATE  
 DRAWN BY: Author CHECKED BY: Checker  
 TOWN: CITY OF WILLMAR

Revision Date

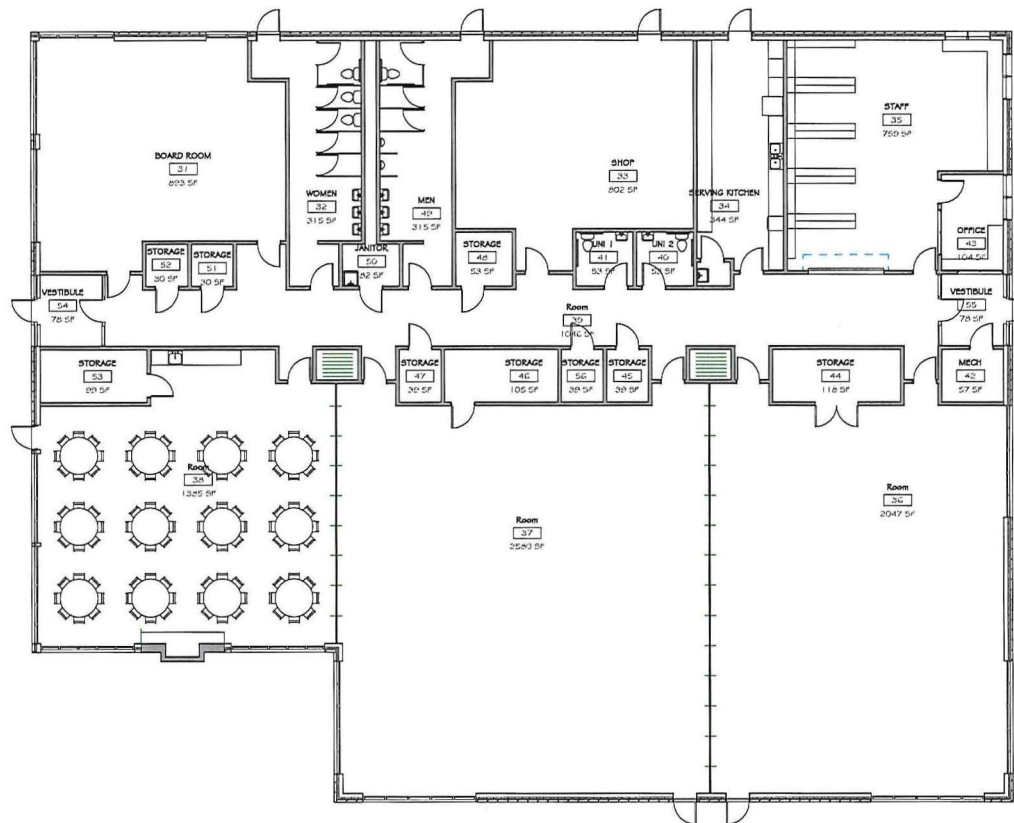
ROBBINS ISLAND  
 PARK

4 SEASON  
 SHELTER

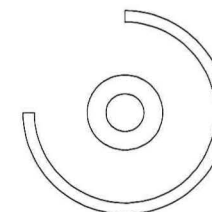
WILLMAR, MN

Site Plan

C-131



1 MAIN LEVEL - APPROACH C  
SCALE: 1/8" = 1'-0"  
1' 2' 4' 8'



**ENGAN ASSOCIATES**  
ARCHITECTS / INTERIOR DESIGNERS  
shared vision. Innovative design.  
311 4th Street SW, P.O. Box 956, Willmar, MN 56201  
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Certification & Seal  
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PROJECT: 286.10 DATE:  
DESIGN BY: Aulian / PROJECT: 286.10  
CITY: CITY OF WILLMAR

Revision: \_\_\_\_\_ Date: \_\_\_\_\_

**ROBBINS ISLAND  
PARK**

**4 SEASON  
SHELTER**

**WILLMAR, MN**

Approach C

**A-133**



3D View  
SCALE: 1" = 4'



**ENGAN ASSOCIATES**  
ARCHITECTS: INTERIOR DESIGNERS  
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320-235-0966 FAX: 320-235-2651 | www.engan.com

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ENGINEERING  
STRUCTURAL ENGINEER  
Alexandra, MN  
320-825-4146 | www.ArchEngEngineering.com

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PROJECT # 250619	DATE 11/10/18
DESIGN BY Author	PREPARED BY Checker
OWNER: CITY OF WILLMAR	

Current	Date
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ROBBINS ISLAND  
PARK

4 SEASON  
SHELTER



WILLMAR, MN

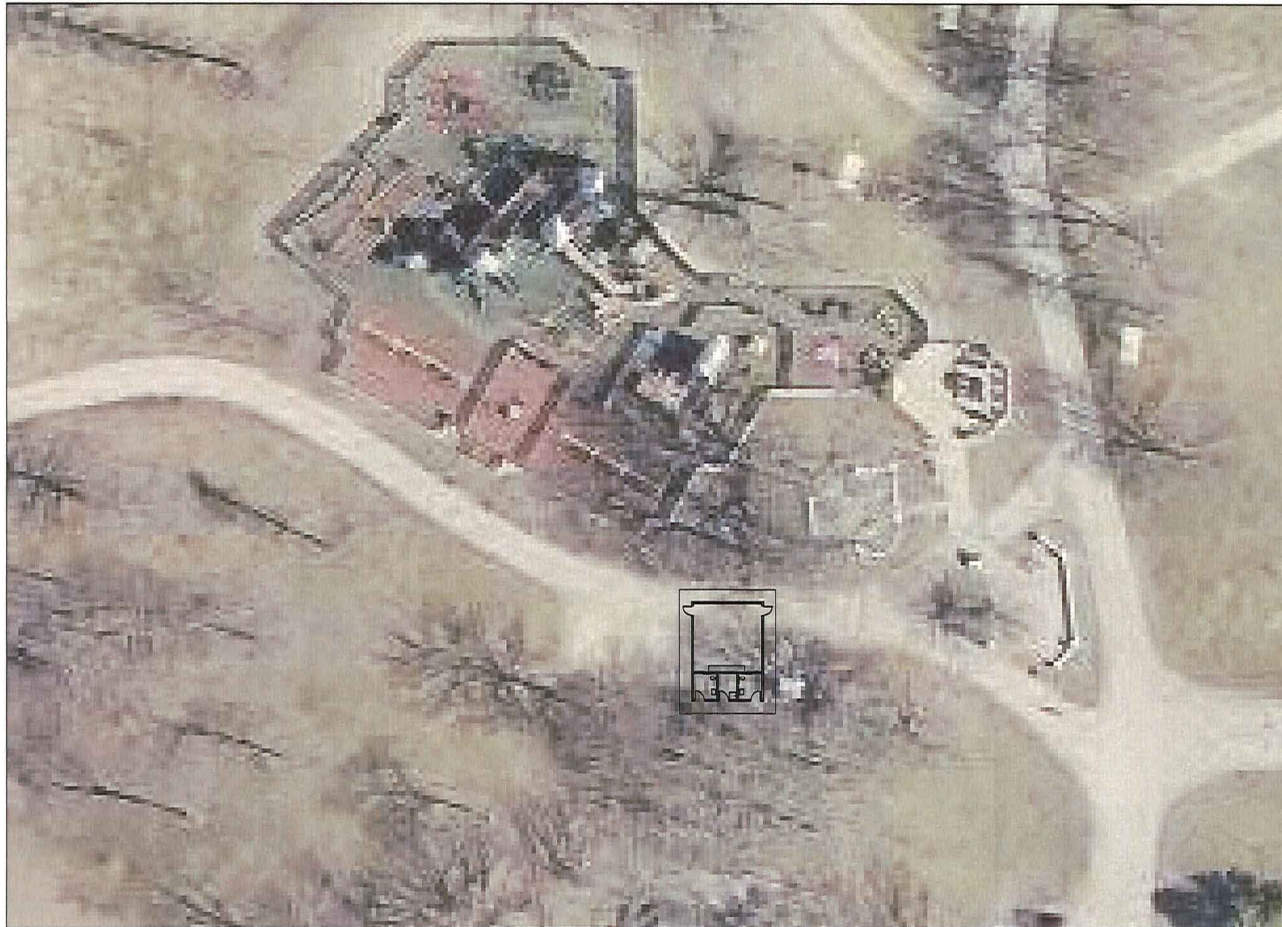
3D VIEW

A-136





	
 <b>ENGAN ASSOCIATES</b> ARCHITECTS   INTERIOR DESIGNERS <i>shared vision. innovative design.</i> <small>311 4th Street SW, P.O. Box 856, Willmar, MN 56201          320-235-0860 FAX: 320-235-0861   www.engan.com</small>	
PRELIMINARY PROGRESS PRINT FOR INFO ONLY NOT FOR CONST.	
PROJECT # 206.20	DATE: 10/29/2018
DRAWN BY:	CHECKED BY:
OWNER:	
ROBBINS ISLAND 3 SEASON SHELTER	
APPROACH A	
C-131	



SITE PLAN



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PROJECT # 296.20	DATE: 10/29/2018
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OWNER:	

ROBBINS ISLAND  
3 SEASON  
SHELTER

APPROACH B

C-131



**WILLMAR**

**Human Resource Director**  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Samantha Beckman, Human Resource Director</b>	<b>Subject: Organizational Chart</b>

**AGENDA ITEM:** Discussion of Current Organizational Chart

**INTRODUCTION/REQUEST:** Human Resources created an organizational chart of how the City is currently structured and it was requested that it be brought before council for review and discussion.

**HISTORY:** None

**CURRENT CIRCUMSTANCE:** Organizational Chart is available for review and questions.

**RECOMMENDATION:** For discussion only.

**ISSUES:** None

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

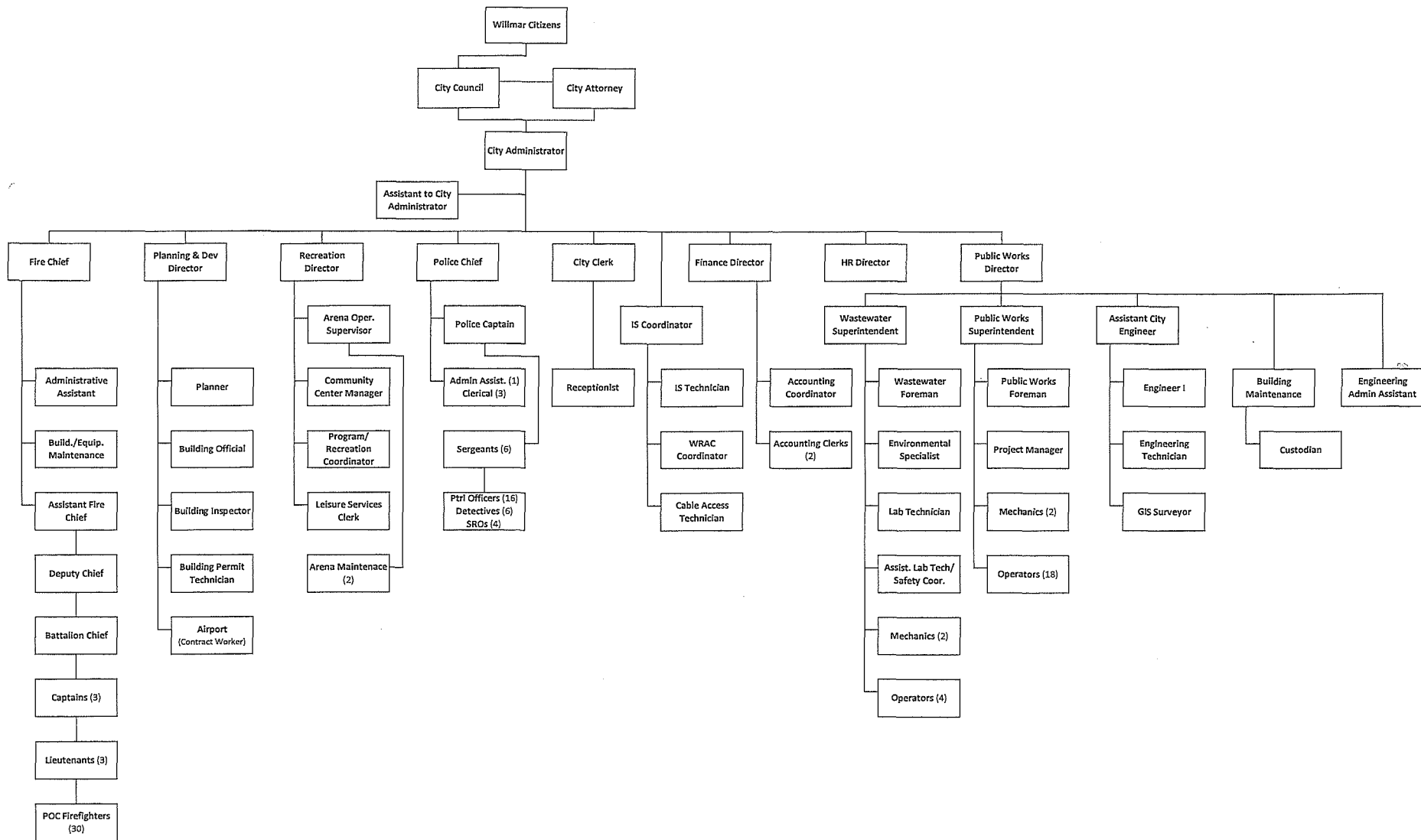
1. Recommend changes to the current organizational structure.

**RECOMMENDED MOTION:** For discussion only

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:** December 17, 2018

**COUNCIL MEETING DATE:** Not applicable







★ **WILLMAR**

**Human Resource Director**  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

## **CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Samantha Beckman, Human Resource Director</b>	<b>Subject: Consideration of Planning &amp; Development Director Job Description Update</b>

**AGENDA ITEM:** Consideration of Planning & Development Job Description Update.

**INTRODUCTION/REQUEST:** Our current Director is retiring so the job description needs to be updated and posted as soon as possible.

**HISTORY:** The last time the job was updated was in 2014.

**CURRENT CIRCUMSTANCE:** The updated job description is ready for approval, the changes do not require any change in salary.

**RECOMMENDATION:** Approve the Planning and Development Director job description.

**ISSUES:** None

**FINANCIAL IMPACT:** None

**ALTERNATIVES:**

1. Not approve the updated Job Description

**RECOMMENDED MOTION:** Approve the Planning and Development Director job description as presented.

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:** December 17, 2018

**COUNCIL MEETING DATE:** December 17, 2018      ☐ Regular Agenda      ☐ Consent Agenda

## DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

**Position Title:** Director of Planning and  
Development Services

**Department:** Planning and Development Services

**Immediate Supervisor:** City Administrator

**Pay Range:** 12 **FLSA Status:** Exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>January 2014</u>
REVISED:	<u>December 2018</u>
REVISED:	

### Purpose

Serves as department director with primary responsibility for departmental administration, promoting/directing the City's economic development activities, and overseeing physical development within the City. Interacts with industry and business leaders, developers, and area economic development entities; establishes and reviews programs; and prepares and administers departmental budget. This position is responsible for making recommendations to the Administrator and City Council for matters affecting the Planning and Development Department, including issues that might have a city-wide impact.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, other department directors, staff, City Council, Planning Commission, and other boards, commissions, and committees; *Externally* - Developers, contractors, engineers, architects, realtors, attorneys, utility companies, financial institutions, educational institutions, Main Street Willmar, Kandiyohi County/City of Willmar Economic Development Commission, Housing and Redevelopment Authority, Economic Development Association of MN, MN Planning Association, American Planning Association, League of MN Cities, State Planning Agency, MPCA, MN Department of Transportation, various local and state agencies/organizations, news media, and City and County residents.

Supervises ~~with full authority~~: Planner/~~Airport Manager~~, Building Official, Building Inspector/~~ion Technician~~ and ~~Clerk-Building~~ Permit Technician

### Essential Functions

Working with the EDC staff to Pperform economic development marketing: market industrial park properties; create, print and radio marketing materials for advertising; and follow-up on prospects and leads.

Perform economic development business retention and expansion (BRE): visit local businesses to discuss growth plans and problems; follow-up on identified issues/concerns; and assist expanding companies with business planning in conjunction with the EDC.

Perform economic development deal structuring: negotiate development deals with developers; create financing packages with other involved entities; draft tax increment plans and agreements and perform financial analysis/feasibility studies; draft tax abatement plans.



## DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

### **ESSENTIAL FUNCTIONS** (continued)

Act as economic development information resource: provide general technical assistance to businesses; provide responses to requests for economic development related information; give presentations to outside groups/organizations.

Prepare state reports for business subsidies, construction activities, and tax increment financing.

Provide economic development staff support.

Promote physical development through comprehensive planning: lead the Planning Commission in the development, adoption and maintenance of the Willmar Comprehensive Plan, i.e. review the Plan, update background information, study development trends, forecast growth, develop policies, draft plans and maps.

Promote physical development through zoning administration: lead the Planning Commission in drafting the Zoning Ordinance and amendments; administer the Zoning Ordinance and Official Map; review development proposals and site plans for compliance; coordinate review with the Planning Commission; inspect development for compliance enforcing pertinent provisions; and perform some cartography/drafting.

Promote physical development through subdivision administration: lead the Planning Commission in drafting the Subdivision Ordinance and amendments; review plats/subdivision proposals; coordinate review with staff and the Planning Commission; and develop agreements for plat improvements and dedications.

Promote physical development through capital improvement programming: lead staff and committee in the preparation of the Capital Improvement Program and submit for Council consideration.

Promote physical development through annexations, vacations and dedications: coordinate annexation process with land owners, Town Boards, various City departments and the MN Municipal Board; process petitions for utility and r/w vacations; and secure needed dedications and easements from developers.

Act as information resource for physical development: provide general technical assistance to developers, contractors and other property owners; provide responses to requests for physical development related information; give presentations to outside groups/organizations.;

Provide staff support for physical development: provide staff support to the City Council's ~~Community Development Committee~~, Planning Commission, Board of Zoning Appeals and Ad hoc groups as needed.

Head/coordinate special development projects.

### **Other Duties and Responsibilities**

Performs other job related duties as assigned or apparent.

## DIRECTOR OF PLANNING & DEVELOPMENT SERVICES

### Required Knowledge, Skills, and Abilities~~REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES~~

Knowledge of physical planning, zoning and subdivision practices.

Knowledge of economic development planning and development financing.

### ~~REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (continued)~~

Knowledge of local, state and federal land use, planning and development laws, regulations and programs.

### Knowledge of Civil Engineering practices.

Knowledge of government structure and practices.

Skill in performing financial analysis.

Skill in written and verbal communication.

Skill in reading maps, plans and blueprints.

Ability to organize, plan and direct the work of others.

Ability to work with the public and civic/citizen groups.

Ability to initiate and pursue specific projects.

*Machines, tools and equipment used:* automobile, telephone, ~~ten-key~~ calculator, tablet, computer, two-way radio, copier and fax machines.

### Minimum Qualifications~~MINIMUM QUALIFICATIONS~~

Bachelor's degree in Geography or Urban Studies **with** continuing education in areas of planning and zoning **and** five or more years of management experience in economic development, planning and zoning. An equivalent amount of training and experience may be considered.

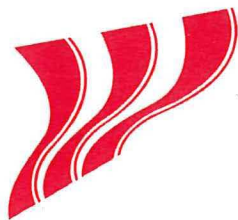
### Preferred Qualifications

Certification with American Institute of Certified Planners

### **Working Conditions**

Work is performed in typical office environment with travel within/without the City to observe projects and attend meetings. Operates either a City or personal vehicle for regular transportation needs. Sits for extended periods of time. Noise in work place is usually quiet but may be exposed to louder noises at work sites. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.





WILLMAR

**Human Resource Director**  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

## CITY COUNCIL AGENDA REPORT

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Samantha Beckman, Human Resource Director</b>	<b>Subject: Consideration of ending the Early Retirement Program</b>

**AGENDA ITEM:** Consideration of ending the Early Retirement Program and/or eligibility for the program.

**INTRODUCTION/REQUEST:** The City Council review the current Early Retirement Program and decide if they are going to end eligibility for the program or discontinue it altogether.

**HISTORY:** The program was first approved and used in 1992. Since then it has been extended, updated, and contribution amounts have changed over the last 26 years. The program as it stands today is attached.

**CURRENT CIRCUMSTANCE:** Council indicated at the Labor Meeting on December 5, 2018 that they either wished to discontinue the program or discontinue eligibility for it in the near future.

### **COUNCIL ALTERNATIVES DISCUSSED:**

1. Discontinue the program effective July 1, 2019. Notices of retirement would need to be received by March 31, 2019.
2. Discontinue eligibility for the program so only the 31 currently eligible for the program can receive the benefit at retirement.
3. Discontinue the program with different end dates depending on years of service the employee has to avoid a mass exodus of long-term employees (sample calendar is attached).

**ISSUES:** There are 31 employees currently eligible for the program, and 14 of them are within early retirement age. Of those 14 employees, 5 are department heads and supervisors.

**FINANCIAL IMPACT:** The reserve account as of December 31, 2018 for those 31 employees is \$1,050,937.20. If eligibility was ended, that liability would decrease each subsequent year.

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:** December 17, 2018

**COUNCIL MEETING DATE:** December 17, 2018      ☐ Regular Agenda      ☐ Consent Agenda

## Early Retirement Program Policy

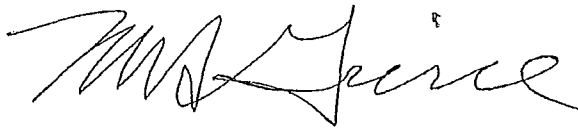
The City of Willmar's early retirement program for employees.

An early retirement program will be offered to full-time employees with 20 or more years of continuous employment with the City of Willmar and who are eligible to collect pension from PERA. The retiree would be offered one year of paid health insurance for every three years of service not to exceed \$430 per month until the years of service benefits are exhausted or the employee is Medicare eligible.

**\*After December 31 2017, this benefit is not available for new hires.**

In order to qualify for the benefit, signed requests to participate must be given 90 days in advance of the retirement date. From this day forward, notices will NOT be accepted unless they have a specific date of retirement included in the request.

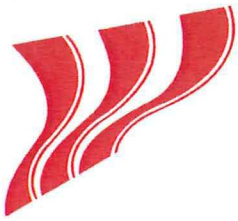
It is no longer sufficient for an employee to simply give a general notice of intent to retire. Finally, notices shall be submitted to the direct supervisor and Department Director before being submitted to the City Administrator.



Revised  
4.4.2017  
Last Update  
5.7.12

Years of Service   Retirement Date   Notice Received

35+	12/31/2020	9/30/2020
30 to 34	12/31/2025	9/30/2025
25 to 29	12/31/2030	9/30/2030
20 to 24	12/31/2035	9/30/2035
15 to 19	12/31/2040	9/30/2040
10 to 14	12/31/2045	9/30/2045
5 to 9	12/31/2050	9/30/2050
1 to 4	12/31/2055	9/30/2055



**WILLMAR**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

**CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Steve Okins, Finance Director</b>	<b>Subject: Financial Report</b>

**AGENDA ITEM: Financial Report**

**INTRODUCTION/REQUEST:** To receive and review the following financial report:

1. Monthly Report 11-30-2018

**HISTORY:** The reports have been provided to the Council at the third work session of the month. The report supplied is one historically requested by the City Council and can be changed, added to, or revised at any time.

**CURRENT CIRCUMSTANCE:** Conduct normal review of applicable financial report. Note General Fund Revenues through November \$12,236,873 and Expenditures at \$15,284,345 created a negative cash flow of \$3,047,472.

**RECOMMENDATION:** Receive this financial report for information.

**ISSUES:** None.

**FINANCIAL IMPACT:** Review for financial status.

**ALTERNATIVES:**

1. Receive additional reports.
2. Request revised format.

**RECOMMENDED MOTION:** None.

**REVIEWED BY:** Finance Director Steve Okins/Council Member Audrey Nelsen/City Administrator Ike Holland

**WORK SESSION DATE:** December 17, 2018

**COUNCIL MEETING DATE:** N/A



# City of Willmar

Financial Report  
As of November 30, 2018

# Capital Improvement Expenditures

## As Of November 30, 2018

<b><u>MAJOR PROJECTS - BONDING</u></b>	<b><u>BUDGET</u></b>	<b><u>EXPENDED</u></b>	<b><u>BALANCE</u></b>
<b>CITY HALL</b>			
City Hall/Community Center	\$ 8,500,000.00	\$ 20,000.00	\$ 8,480,000.00
<b>CIVIC CENTER</b>			
Refrigeration System	2,450,000.00	630,023.08	1,819,976.92
<b>PAVEMENT MANAGEMENT</b>			
2018 Pavement Mgmt/Storm Sewer	3,080,000.00	3,723,699.38	(643,699.38)
* 2017 Pavement Mgmt	3,450,000.00	2,826,169.77	623,830.23
<b>TOTAL MAJOR PROJECTS - BONDING</b>	<b>\$ 17,480,000.00</b>	<b>\$ 7,199,892.23</b>	<b>\$ 10,280,107.77</b>
<b><u>COOPERATIVE PROJECTS - SHARED FUNDING</u></b>			
<b>AIRPORT</b>			
Main Apron Expansion	\$ 705,000.00	\$ -	\$ 705,000.00
* Master Plan Update	250,000.00	305,018.00	(55,018.00)
* NavAid Access Roads	55,000.00	-	55,000.00
* Tiling & Drainage	31,500.00	-	31,500.00
* East Taxi Lane Reclamation	463,000.00	495,184.26	(32,184.26)
<b>LEISURE SERVICES</b>			
Ampitheatre	375,000.00	-	375,000.00
Robbins Island	856,347.00	21,915.61	834,431.39
<b>TOTAL COOP. PROJECTS - SHARED FUNDING</b>	<b>\$ 2,735,847.00</b>	<b>\$ 822,117.87</b>	<b>\$ 1,913,729.13</b>



# Capital Improvement Expenditures

## As Of November 30, 2018

<u>PROJECTS - WASTE WATER FUNDED</u>	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
<b>MAJOR PROJECTS - BONDING</b>			
Gorton Avenue L.S. / Armory L.S.	\$ 1,015,000.00	\$ 1,569,455.04	\$ 45,544.96
* Phase II Fairgrounds L.S.	600,000.00		
	<u>1,615,000.00</u>	<u>1,569,455.04</u>	<u>45,544.96</u>
* Streets Sewer Replacement	50,000.00	-	50,000.00
<b>OPERATING PROJECTS</b>			
Scum/Grease Improvements	150,000.00	34,705.00	115,295.00
Computers	10,450.00	-	10,450.00
Infrared Breaker Testing	30,000.00	-	30,000.00
Overlay Old Site Driveway	40,000.00	38,780.00	1,220.00
* HVAC Admin Building	30,000.00	15,588.00	14,412.00
* Computer Software Upgrades	146,000.00	198,722.45	
* Computer Hardware	87,000.00	-	
	<u>233,000.00</u>	<u>198,722.45</u>	<u>34,277.55</u>
* 4 RWW Muni Pumps	100,000.00	-	100,000.00
* Overlay Biosolid Driveway	40,000.00	-	40,000.00
* Industrial Stormwater Permit	20,000.00	-	20,000.00
<b>TOTAL WASTE TREATMENT CAPITAL</b>	<b>\$ 2,318,450.00</b>	<b>\$ 1,857,250.49</b>	<b>\$ 461,199.51</b>
<b><u>VEHICLE REPLACEMENT</u></b>			
<b>WASTE TREATMENT - VEHICLE REPLACEMENT</b>	\$ 222,790.00	\$ -	\$ 222,790.00
Repl. 2006 Int'l Tractor			
Repl. 2006 Ford F-350			
<b><u>GENERAL FUND - VEHICLE REPLACEMENT</u></b>			
<b>POLICE DEPARTMENT</b>	219,082.00	221,617.70	(2,535.70)
Squad Car Replacement (4)			
Additional K-9 Unit			
<b>FIRE DEPARTMENT</b>	15,000.00	14,599.00	401.00
Repl. 2011 Polaris 500			
<b>PUBLIC WORKS</b>	408,000.00	389,053.51	18,946.49
1-Ton Pickups (3)			
Add'l Pickup (Project Manager)			
MT-Trackless with Batwing			
Additional Back-Hoe			
<b>TOTAL VEHICLE REPLACEMENT</b>	<b>\$ 864,872.00</b>	<b>\$ 625,270.21</b>	<b>\$ 239,601.79</b>



# Capital Improvement Expenditures

## As Of November 30, 2018

<b>GENERAL CAPITAL</b>	<b><u>BUDGET</u></b>	<b><u>EXPENDED</u></b>	<b><u>BALANCE</u></b>
<b>INFORMATION TECHNOLOGY</b>			
New Storage Array (P.D.)	\$ 25,000.00	\$ 18,618.23	\$ 6,381.77
E-Parking Ticket System	8,000.00	-	8,000.00
Live Streaming and Broadcasting	17,000.00	12,645.00	4,355.00
<b>POLICE DEPARTMENT</b>			
Search Robot	18,000.00	-	18,000.00
<b>FIRE DEPARTMENT</b>			
Outdoor Warning Siren	25,000.00	-	25,000.00
* Fire Pumper	600,000.00	597,644.03	2,355.97
<b>ENGINEERING</b>			
Traffic Study	50,000.00	-	50,000.00
<b>PUBLIC WORKS</b>			
Fuel Tanks	90,000.00	99,533.30	(9,533.30)
Floor Drain System	-	-	-
Brush Site Gate System	15,000.00	8,537.72	6,462.28
* Truck Lift - Mech. Shop	130,000.00	136,199.79	(6,199.79)
<b>AUDITORIUM</b>			
* Lighting	20,000.00	17,538.00	2,462.00
* Ceiling	110,000.00	-	110,000.00
* Tuck Pointing	63,735.00	-	63,735.00
<b>LEISURE SERVICES</b>			
Playground Equipment	100,000.00	71,634.69	28,365.31
Portable Bleachers	40,000.00	34,766.00	5,234.00
Baker Diamond Lighting Project	295,000.00	287,615.00	7,385.00
* Rice Park Improvements	822,200.00	850,246.19	(28,046.19)
* Playground Equipment	90,800.00	70,691.46	20,108.54
* Miller Park Improvements	370,000.00	346,319.30	23,680.70
<b>CIVIC CENTER</b>			
Sound System	50,000.00	53,022.95	(3,022.95)
<b>AQUATIC CENTER</b>			
Resurface Pool Bottom	-	-	-
<b>TOTAL GENERAL CAPITAL</b>	<b>\$ 2,939,735.00</b>	<b>\$ 2,605,011.66</b>	<b>\$ 334,723.34</b>



# General Fund Revenue

## As Of November 30, 2018

	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
<b><u>Revenues</u></b>					
General Property Taxes	\$ 5,054,302.05		\$ 5,319,245.00	\$ 5,162,091.72	97.05%
Licenses and Permits	554,248.77 *		458,560.00	534,756.12 *	116.62%
Intergovernmental	5,433,283.50		5,351,131.00	2,985,671.65	55.80%
Service Charges	765,058.86 *		747,930.00	601,086.03	80.37%
Fines and Forfeits	147,835.35		167,000.00	137,453.05	82.31%
Special Assessments	1,272.71 *		2,500.00	972.64	38.91%
Miscellaneous Revenue	769,993.00		940,000.00	896,490.55	95.37%
Other Financing Sources	2,766,226.91 *		2,989,429.00	1,918,351.51	64.17%
<b>Total Revenues</b>	<b>\$ 15,492,221.15</b>		<b>\$ 15,975,795.00</b>	<b>\$ 12,236,873.27</b>	<b>76.60%</b>



# General Fund Expenditures –General Government– As Of November 30, 2018

<u>Expenditures</u>	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
City Administrator	\$ 404,795.89		\$ 394,500.00	\$ 340,949.35	86.43%
Mayor and Council	171,098.36		187,200.00	166,539.25	88.96%
Planning/Development Services	566,137.52	*	508,067.00	514,915.64	* 101.35%
City Clerk	162,669.74	*	161,129.00	151,912.48	94.28%
Assessing	242,025.81	*	122,100.00	110,014.00	90.10%
Finance Department	387,449.86		414,095.00	378,706.92	91.45%
Legal	266,881.17	*	250,000.00	213,128.54	85.25%
City Hall	128,241.16		187,077.00	127,436.23	68.12%
Information Technology	410,405.68		578,170.00	439,644.79	76.04%
Office Services	28,588.08	*	31,700.00	24,769.90	78.14%
Elections	18,131.40		67,510.00	55,546.46	82.28%
Non-Departmental/Gen.Gov't.	917,774.86	*	678,224.00	849,914.97	* 125.31%
Sub-Total General Gov't.	3,704,199.53		3,579,772.00	3,373,478.53	94.24%



# General Fund Expenditures (Con't)

## –Public Safety and Streets/Highways–

### As Of November 30, 2018

<u>Expenditures</u>	<u>2017 Actual</u>	<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
Police Department	4,205,276.99	4,564,650.00	4,277,906.81	93.72%
Fire Protection	627,669.82	744,496.00	584,100.63	78.46%
Non-Departmental/Pub.Safety	17,054.69	19,500.00	9,467.45	48.55%
Sub-Total Public Safety	4,850,001.50	5,328,646.00	4,871,474.89	91.42%
Transit System	20,000.00	20,000.00	20,000.00	100.00%
Engineering	469,816.38	633,817.00	477,637.13	75.36%
Storm Water	-	55,000.00	31,087.00	56.52%
Public Works	2,416,526.51	2,640,542.00	2,448,019.72	92.71%
Non-Departmental/Pub.Works	806.00	1,000.00	806.00	80.60%
Sub-Total Streets/Highways	2,907,148.89	3,350,359.00	2,977,549.85	88.87%



# General Fund Expenditures (Con't)

## –Culture/Recreation and Transfers–

### As Of November 30, 2018

<u>Expenditures</u>	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
WRAC	148,005.11	*	112,848.00	114,217.43	* 101.21%
Library	462,597.00		526,594.00	474,796.00	90.16%
Auditorium	102,092.20		73,751.00	50,851.63	68.95%
Non-Departmental/Culture-Recr.	92,704.58		53,647.00	59,133.00	* 110.23%
Parks & Recreation	451,179.50	*	467,525.00	397,106.02	84.94%
Civic Center	717,233.17	*	653,426.00	554,394.27	84.84%
Community Center	92,195.81		156,257.00	88,389.11	56.57%
Aquatic Center	199,444.59		199,513.00	206,555.65	* 103.53%
Sub-Total Culture/Recreation	2,265,451.96		2,243,561.00	1,945,443.11	86.71%
Transfers	2,071,286.00		2,925,394.00	2,116,399.00	72.35%
<b>Total Expenditures</b>	<b>\$ 15,798,087.88</b>		<b>\$ 17,427,732.00</b>	<b>\$ 15,284,345.38</b>	<b>87.70%</b>

\* Indicates Over Budget



# Waste Treatment Plant Revenues and Expenditures As Of November 30, 2018

	<u>2017 Actual</u>		<u>2018 Annual Budget</u>	<u>2018 Actual Year-To-Date</u>	<u>% of 2018 Budget</u>
<b><u>Revenues</u></b>					
Intergovernmental	\$ 90,949.79 *		\$ 47,000.00	\$ 58,246.67 *	123.93%
Service Charges	9,497,284.44		10,236,000.00	8,092,031.57	79.05%
Miscellaneous Revenue	349,109.53 *		250,000.00	182,618.64	73.05%
<b>Total Revenues</b>	<b>\$ 9,937,343.76</b>		<b>\$ 10,533,000.00</b>	<b>\$ 8,332,896.88</b>	<b>79.11%</b>
<b><u>Expenditures</u></b>					
Waste Treatment - Treatment	\$ 5,639,894.56		\$ 10,874,608.00	\$ 9,086,475.55	83.56%
Waste Treatment - Collections	360,412.23		772,139.00	529,349.95	68.56%
Waste Treatment - Biosolids	255,794.28		325,193.00	278,665.15	85.69%
Waste Treatment - Eagle Lake	-		-	4,512.34 *	N/A
<b>Total Expenditures</b>	<b>\$ 6,256,101.07</b>		<b>\$ 11,971,940.00</b>	<b>\$ 9,899,002.99</b>	<b>82.69%</b>

\* Indicates Over Budget



# Investment and Cash Balances As Of November 30, 2018

	As of 12/31/2017		As of 11/30/2018	
	Percentage of Booked Market Value	Booked Market Value	Percentage of Booked Market Value	Booked Market Value
Morgan Stanley Smith Barney (RK)		\$ 4,715,259.16		\$ 4,626,414.81
Morgan Stanley Smith Barney (NN)		\$ 2,983,290.00		\$ 2,965,200.00
Total Morgan Stanley Smith Barney	18.4770%	\$ 7,698,549.16	16.6401%	\$ 7,591,614.81
Multi-Bank Securities	21.4073%	\$ 8,919,461.57	19.4256%	\$ 8,862,389.45
UBS Financial Services	21.6384%	\$ 9,015,763.67	19.1273%	\$ 8,726,317.55
Wells Fargo	18.4779%	\$ 7,698,911.00	16.4185%	\$ 7,490,475.00
Wells Fargo Advisors	19.9993%	\$ 8,332,805.20	17.4110%	\$ 7,943,291.75
Bremer Bank	0.0000%	\$ -	10.9775%	\$ 5,008,198.34
<b>Total Investments</b>	<b>100.0000%</b>	<b>\$ 41,665,490.60</b>	<b>100.0000%</b>	<b>\$ 45,622,286.90</b>
Heritage Bank		\$ 10,492,227.55		\$ 5,869,130.85
<b>Total Investments and Cash</b>		<b>\$ 52,157,718.15</b>		<b>\$ 51,491,417.75</b>

# Questions?





★ **WILLMAR**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

## **CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Rob Baumgarn Parks and Recreation Director</b>	<b>Subject: City/School Facility Use Agreement</b>

**AGENDA ITEM:** City and School Facility Use Agreement

**INTRODUCTION/REQUEST:** With the dissolvment of WCER department, the Parks and Recreation Director and Community Education Director worked together to develop a facility use agreement for the city to use the school facilities and the school to use city facilities free of charge besides of any consumables (Custodial over time, Public Works overtime, Paint and Chalk etc.).

**HISTORY:** When WCER was in operation, the City and School shared facilities at no charge to each other. There was one staff person that was in charge of reserving both city and school facilities.

**CURRENT CIRCUMSTANCE:** The city and the school are currently working on sharing facilities during the transition. The Willmar School Board approved this agreement at their December 10<sup>th</sup> board meeting. The Park and Recreation Staff will reserve the city facilities and the Community Education staff will reserve the school facilities

**RECOMMENDATION:** Adopt the resolution to approve the City/School facility use agreement

**ISSUES:** N/A

**FINANCIAL IMPACT:** Cost of overtime for staffing during tournaments and supplies to mark fields

**ALTERNATIVES:**

1. Re-evaluate the agreement
- 2.

**RECOMMENDED MOTION:** Adopt the resolution approving the facility use agreement and authorizing the Mayor and City Administrator to sign on behalf of the City.

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION DATE:** December 17 2018

**COUNCIL MEETING DATE:** December 17 2018



**RESOLUTION NO. \_\_\_\_**

**APPROVING AGREEMENT WITH WILLMAR PUBLIC SCHOOL  
FOR FACILITY USE**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar to approve an agreement with Willmar Public Schools and Willmar Parks and Recreation Department to utilize each other's facilities per the facility use agreement and authorize the Mayor and City Administrator to sign on behalf of the City.

Dated this 17th of December 2018

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK

## **AGREEMENT REGARDING THE USE OF CITY AND SCHOOL-OWNED FACILITIES**

This **AGREEMENT** is made and entered into by and between the **CITY OF WILLMAR**, a municipal corporation organized under the laws of the state of Minnesota, herein referred to as the "City," and **INDEPENDENT SCHOOL DISTRICT #347**, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to as the "District."

### **RECITALS**

WHEREAS the District owns certain properties that are available for use by community organizations for various purposes, including City-sponsored activities; and

WHEREAS the City owns certain properties, including parks, buildings, and athletic fields, that are available for use by community organizations for various purposes, including District-sponsored activities; and

WHEREAS it is the desire of the District and City to enter this agreement in order to set forth general guidelines to govern the use of facilities owned by either the District or City; to provide for the maintenance of these facilities; and to identify the responsible parties in the event of claims for damages that might arise from such use; and

WHEREAS the District and the City have the authority to enter into this Agreement and to take any and all actions required of each hereby and have taken all actions necessary to authorize the execution and delivery of this Agreement.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement, the relinquishment of certain legal rights, and other consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. The term of this Agreement shall run from the date it is approved by both parties until the end of the business day on June 30, 2020. This Agreement shall not automatically renew, and the parties are free to negotiate a successor agreement, at their sole discretion.
2. The District shall have ultimate and sole jurisdiction over the allocation and scheduling of all facilities, fields, and equipment that are owned by or in the possession of the District. The District will follow School Board Policy 902, or its successor, related to the process and priorities for scheduling of activities. In the case of events or activities scheduled by the City, the District retains the authority to override the scheduling of any proposed event involving a group or activity that the District deems to be inconsistent with the District's values or mission.
3. The City shall have ultimate and sole jurisdiction over the allocation and scheduling of all facilities, fields, and equipment that are owned by or in the possession of the City. In the case of events or activities scheduled by the District, the City retains the authority to override the scheduling of any proposed event involving a group or activity that the City deems to be inconsistent with the City's values or mission.
4. The Parties shall each be responsible for maintaining liability and insurance for their own respective properties and facilities. Each party shall, however, provide for the other party to be

named as an "additional insured party" on their respective insurance policies in the case of losses or damages arising out of the use of property or facilities as described in the provisions of this Agreement.

5. Each of the parties to this Agreement is required to provide for and maintain workers compensation insurance for its own employees, at least to the extent of the minimum coverage required by statute.
6. The facilities governed by this agreement include the following:
  - a. *City* -- City Auditorium, Community Center, parks, tennis courts, Swansson Field complex, Baker Diamond/Orange, PE classes at Civic Center, Showmobile, Robbins Island; also bleachers, tables, and folding chairs.
  - b. *School District* -- school gymnasiums, school cafeterias, tennis courts, Roosevelt soccer fields, Lakeland soccer fields, Middle School athletic fields, High School softball and baseball fields; folding chairs.
7. The Parties agree to allow each other to use the identified facilities without paying a rental or clean-up fee as may otherwise be required by its policies or practices. The City may reserve and use the identified District facilities (see paragraph 6b) without paying a reservation or rental fee, and the District may reserve and use the identified City facilities (see paragraph 6a) without paying a reservation or rental fee. The Parties agree that they may incur custodial and other staffing charges for events and activities taking place outside of a normal operating day, and each Party shall be responsible for its own costs, subject to the following reimbursements:
  - a. Consumables, such as chalk and diamond dry, shall be reimbursed by the District to the City when the District uses City facilities. Likewise, the City shall reimburse the District for consumables it has used when using District facilities. The Parties shall invoice each other for the costs of such consumables. In the event of any dispute over the charges, the City Administrator and Superintendent shall meet to discuss and settle any disputed charges.
8. District staff shall maintain, improve, and prepare District facilities for City events. City staff shall maintain, improve, and prepare City facilities for District events. This includes, but is not limited to, mowing and lining fields, reconfiguring classrooms, and dust mopping gym floors.
  - a. Exception: During summer months, District staff will continue to mow District playing fields while City staff will do lining and dragging.
9. The scheduling and use of District facilities outlined above shall be prioritized as follows:
  - a. First priority will be given to any District-sponsored events, including varsity athletic events, after-school co-curricular activities and community education activities, physical education classes, and District-sponsored athletic events and practices in season.
  - b. Second priority will be given to City scheduling of District facilities, without charge other than those incurred under paragraph 7, at times that do not conflict with District

scheduled events as listed in paragraph 9(a) above. It is agreed that the events scheduled during these times will be limited to contests and events sponsored by the City on behalf of sports and community organizations based within the City and serving primarily Willmar residents.

10. The scheduling and use of City facilities outlined above shall be prioritized as follows:

- a. First priority will be given to City-sponsored events including City of Willmar meetings, programs, and activities, along with City Recreation programs.
- b. Second priority will be District scheduling of City facilities, without charge other than those occurred under paragraph 7, at times that do not conflict with City scheduled events as listed in paragraph 10(a) above. It is agreed that the events scheduled during these times will be limited to contests and events sponsored by the District on behalf of varsity sports, adult and youth enrichment, and community events based within the District and serving primarily Willmar residents.

11. The District shall not install equipment on the property owned by the City, in any manner either permanent or temporary, without prior written consent from the City. Likewise, the City shall not install equipment on the property owned by the District, in any manner either permanent or temporary, without prior written consent from the District.

12. Each party is responsible for any damage or repair costs that are incurred while that party is using the other's facilities, to the extent that any relevant insurance policy does not provide for the coverage and reimbursement of said costs. In the event of any dispute over these costs, the City Administrator and Superintendent shall meet to discuss and settle any disputed costs.

13. Both parties agree that responsible adults must supervise all activities for the entire duration of the activity or usage time, and until all participants have left the other party's facility. Children must be supervised at all times (including in hallways and bathrooms).

14. The District and City, by their appointed representative(s), shall meet at least annually, on or before July 1, to review the permitting and scheduling of District and City facilities.

15. Neither Party shall be liable for the actions of or damages caused by the other Party's employees, volunteers, or representatives during the use of that Party's facilities or property, except to the extent allowed under this Agreement. To the extent allowed by Minnesota law, the Parties hereby indemnify and hold each other harmless against any actions or damages caused by or brought against the other Party based on its use of facilities or property pursuant to this Agreement.

16. This agreement shall be interpreted under the laws of the state of Minnesota and the covenants, stipulation and conditions herein contained shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto and may be amended, if necessary, to comply with statutory and regulatory requirements to which the parties are subject.



**IN WITNESS WHEREOF**, the parties hereto have caused these presents to be executed the day following final approval by the governing boards of the two parties.

**CITY OF WILLMAR**

BY: \_\_\_\_\_  
Its Mayor

AND: \_\_\_\_\_  
Its City Manager/Clerk

**INDEPENDENT  
SCHOOL DISTRICT #347**

BY: \_\_\_\_\_  
Its Board Chair

AND: \_\_\_\_\_  
Its Superintendent



★ **WILLMAR**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

### **CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Sean E. Christensen, PE Public Works Director</b>	<b>Subject: Comprehensive Civic Center Master Plan</b>

**AGENDA ITEM:** Comprehensive Civic Center Master Plan Presentation

#### **HISTORY:**

Goals identified of the Comprehensive Civic Center Master Plan include evaluating the strengths and weaknesses of the facilities and to project the City's needs over the next twenty years. Evaluation is needed for the suitability and rehabilitating the existing facilities or designing new facilities. This provides for the correction of current deficiencies while promoting efficiencies through organization and proximity of related tasks. An additional goal is to evaluate the existing and potential future facility building/structures to serve current and potential future needs for: civic center, curling, additional locker room space, refrigeration plant, field house, indoor track, indoor turf fields and additional sheet/s of ice. 292 Design Group was awarded the master plan at the September 18<sup>th</sup> 2017 Council Meeting.

#### **CURRENT CIRCUMSTANCE:**

A report of findings has been presented by 292 Group.

#### **RECOMMENDATION:**

Accept concept plans.

#### **ALTERNATIVES:**

1. Cease contract with 292 Design Group to include work completed to date.
2. Continue contract with 292 Design Group to include original scope of programming needs/projections.

**REVIEWED BY:** Ike Holland, City Administrator

**WORK SESSION MEETING DATE:** December 17, 2018

# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 1: Overall Site Plan

1

### CIVIC CENTER + RECREATION CENTER + CURLING

- Blue Line Upgrades
- Cardinal Arena Upgrades
- Recreation Center + Multipurpose Fieldhouse
- Curling Center (Separate Facility)
- Outdoor Covered Ice Arena

2

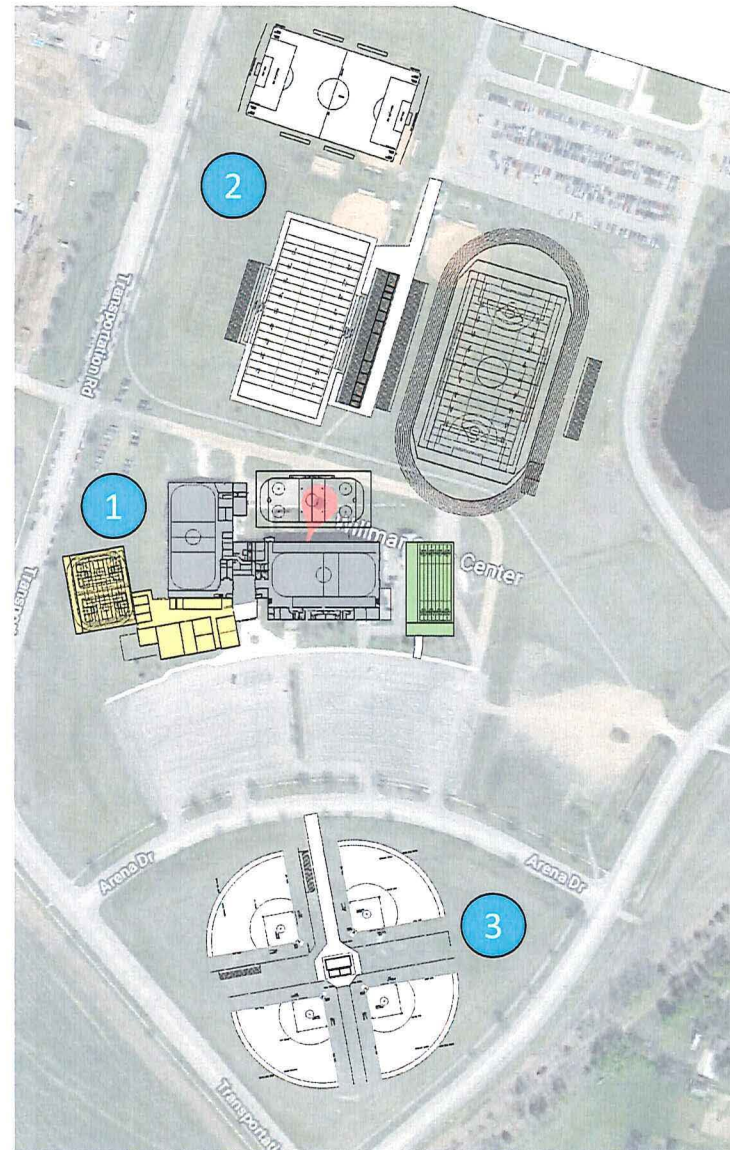
### NORTH FIELD

- Turf Stadium w/ Bleachers and Locker Rooms
- Turf Multipurpose Bubble w/ Track
- Multipurpose Recreation Field

3

### SOUTH FIELD

- Secondary Softball Fields (3)
- Premier Softball Field
- Concessions and Restrooms



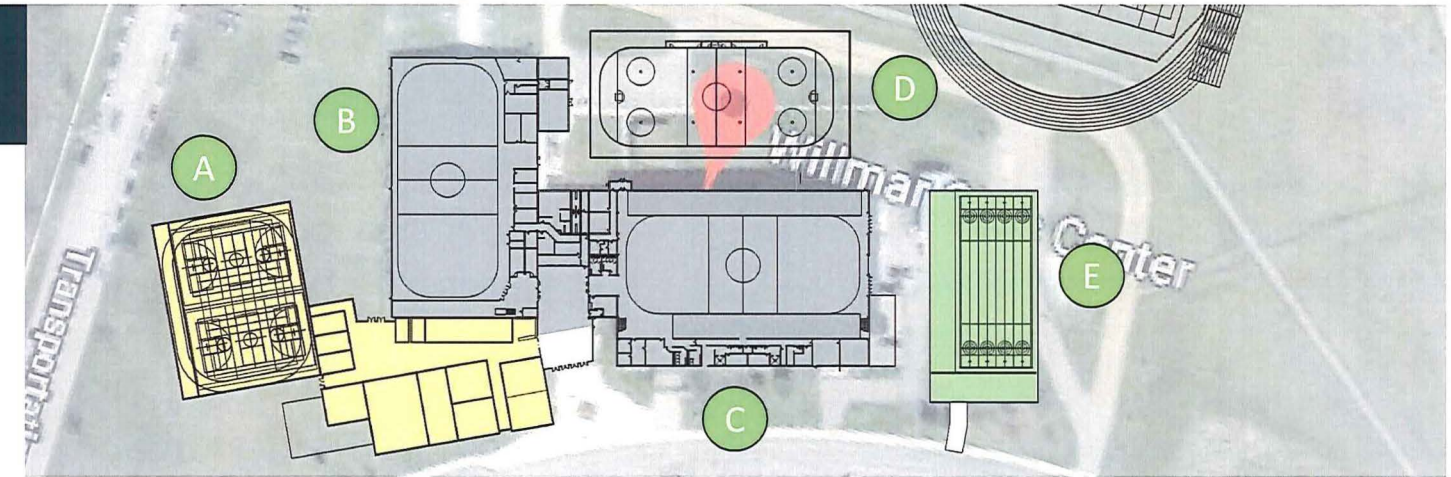


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 1: Civic Center + Recreation Center + Curling

Project Cost:  
\$18,720,000

Plan Key



A

### RECREATION CENTER + MULTIPURPOSE FIELDHOUSE

Offices  
Teen and Senior Rooms  
Arts and Crafts  
Kids Play (indoor and outdoor)  
Locker Rooms  
Multipurpose and Classrooms  
Pickleball (6) and Tennis Courts (3)

**REC CENTER: \$4,320,000**

**FIELDHOUSE: \$3,840,000**

B

**BLUE LINE UPGRADES  
\$960,000**

C

**CARDINAL UPGRADES  
\$600,000**

D

**COVERED OUTDOOR ICE ARENA  
\$4,800,000**

E

**CURLING CENTER  
\$4,200,000**

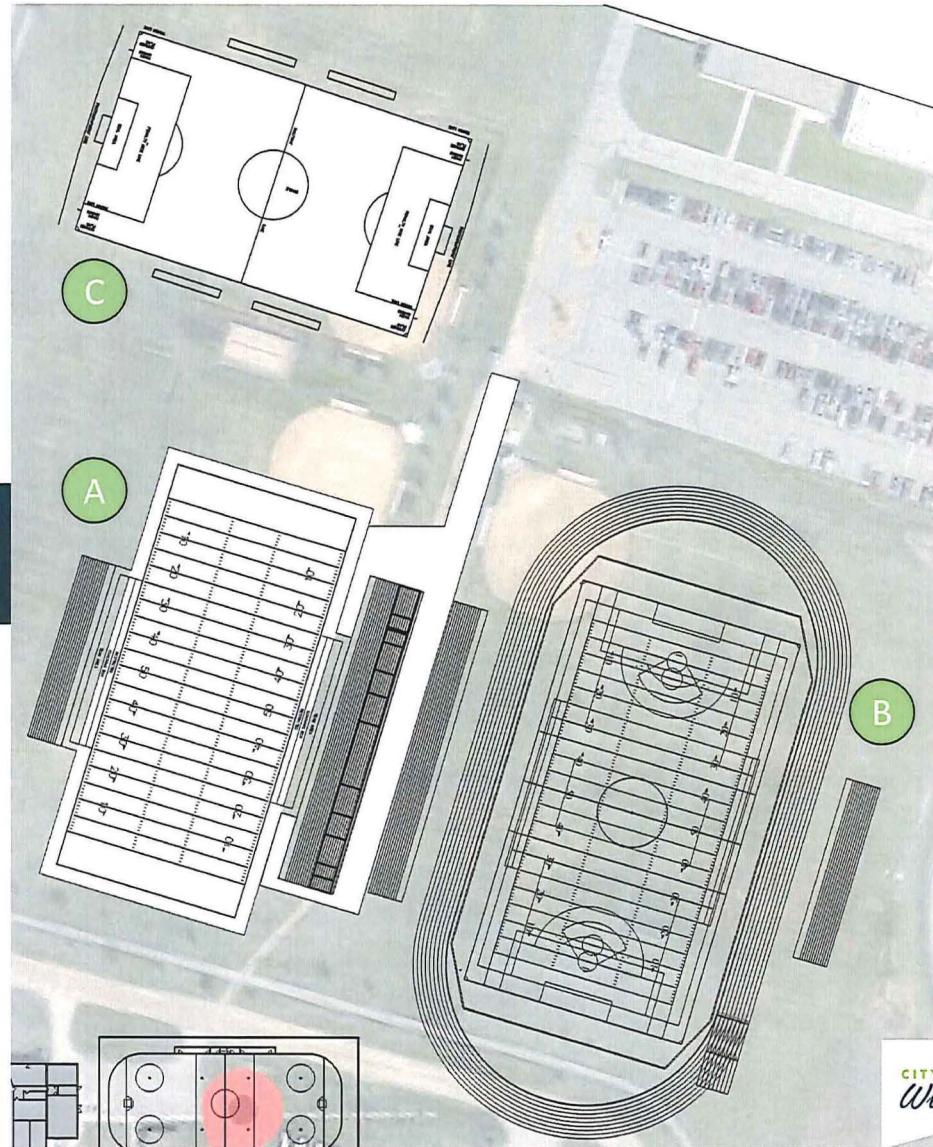


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 1: North Field



Project Cost:  
**\$9,804,000**



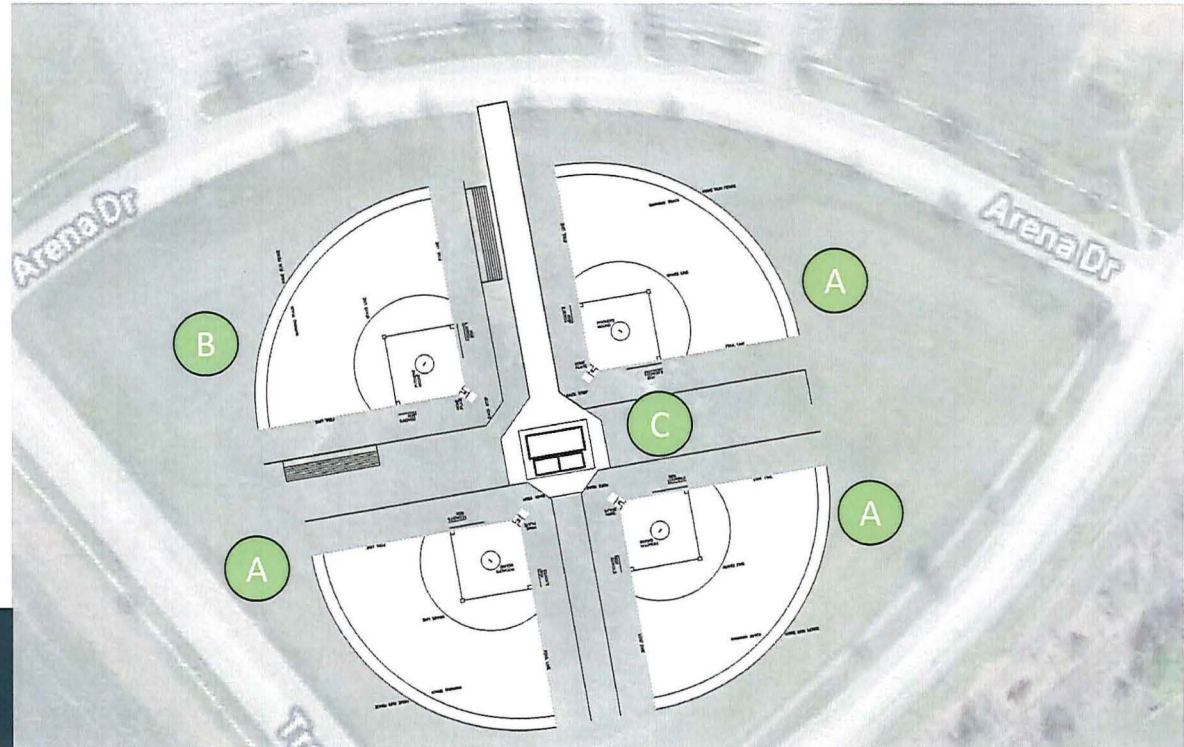


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 1: South Field



Project Cost:  
\$1,788,000



- A** SECONDARY SOFTBALL FIELD (3)  
\$846,000
- B** PRIMARY SOFTBALL FIELD  
\$510,000
- C** CONCESSIONS AND RESTROOMS  
\$432,000



# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 1: Overall Site Plan

1

### CIVIC CENTER + RECREATION CENTER + CURLING

Blue Line Upgrades  
Cardinal Arena Upgrades  
Recreation Center + Multipurpose Fieldhouse  
Curling Center (Separate Facility)  
Outdoor Covered Ice Arena

Project Cost:  
\$18,720,000

2

### NORTH FIELD

Turf Stadium w/ Bleachers and Locker Rooms  
Turf Multipurpose Bubble w/ Track  
Multipurpose Recreation Field

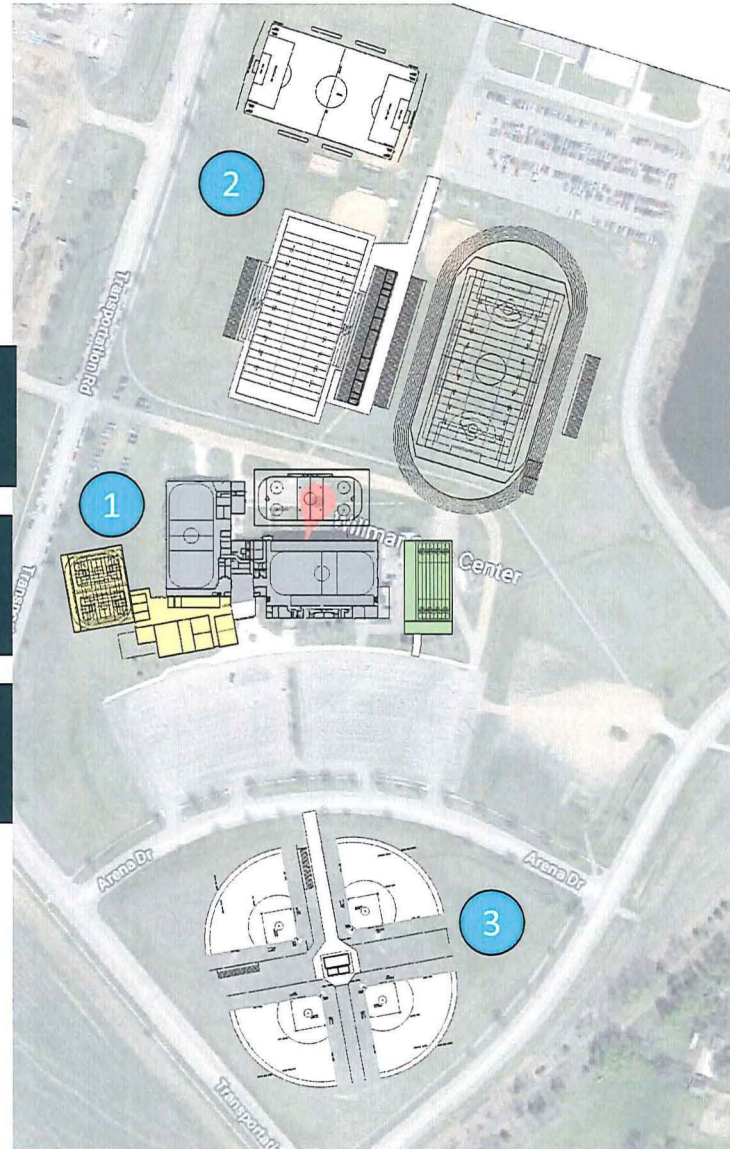
Project Cost:  
\$9,804,000

3

### SOUTH FIELD

Secondary Softball Fields (3)  
Premier Softball Field  
Concessions and Restrooms

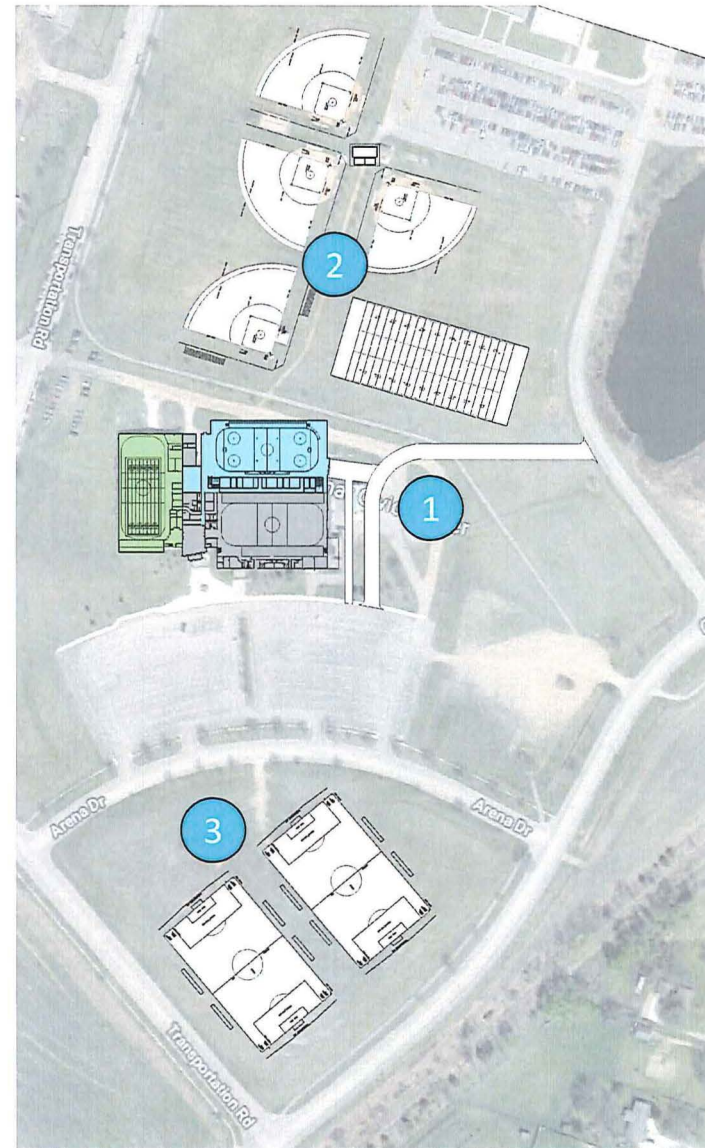
Project Cost:  
\$1,788,000



# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 2: Overall Site Plan

- 1 CIVIC CENTER + CURLING**  
Blue Line Conversion to Curling Arena  
Cardinal Arena Upgrades  
New Multipurpose Arena
- 2 NORTH FIELD**  
Secondary Softball Field in Existing Locations (3)  
Premier Softball Field  
Multipurpose Turf Recreation Field  
Concessions and Restrooms
- 3 SOUTH FIELD**  
Multipurpose Recreation Fields (2)



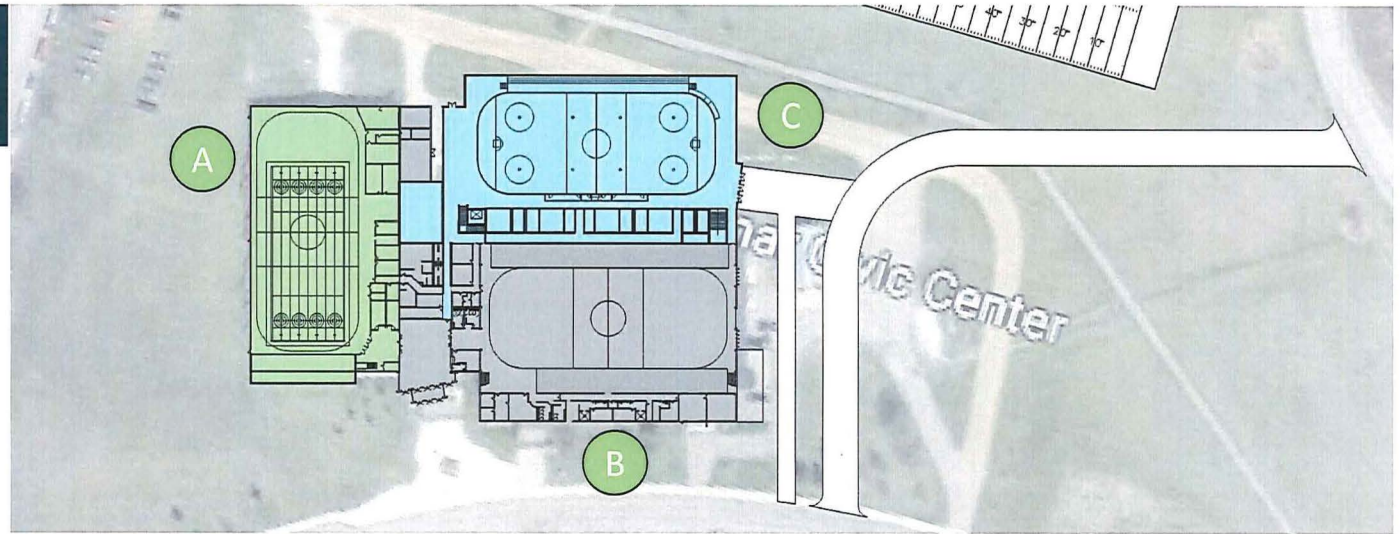


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 2: Civic Center + Curling

Project Cost:  
\$11,640,000

Plan Key

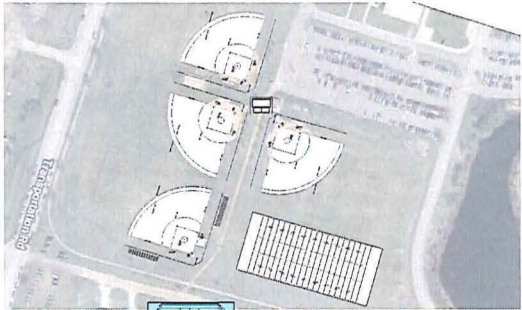


- A** BLUE LINE CONVERSION TO CURLING CENTER  
\$1,440,000
- B** CARDINAL UPGRADES  
\$600,000
- C** NEW MULTIPURPOSE ARENA  
\$9,600,000



# WILLMAR CIVIC CENTER MASTERPLAN

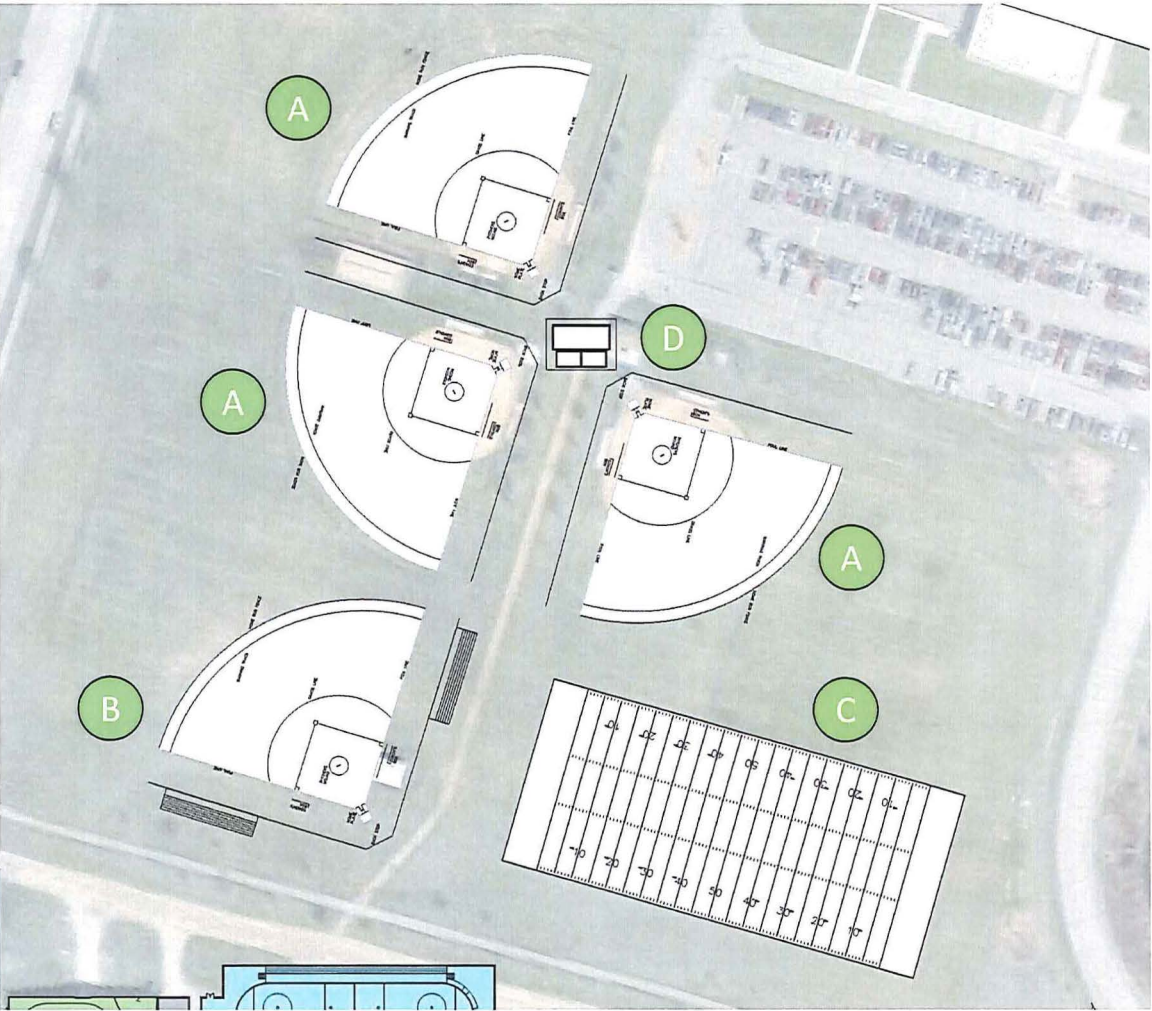
## OPTION 2: North Field



### Plan Key

- A** SECONDARY SOFTBALL FIELD (3)  
\$846,000
- B** PREMIER SOFTBALL FIELD  
\$510,000
- C** MULTIPURPOSE TURF RECREATION FIELD  
Synthetic Turf  
Utilities  
Lighting  
\$2,028,000
- D** CONCESSIONS AND RESTROOMS  
\$432,000

Project Cost:  
\$3,816,000

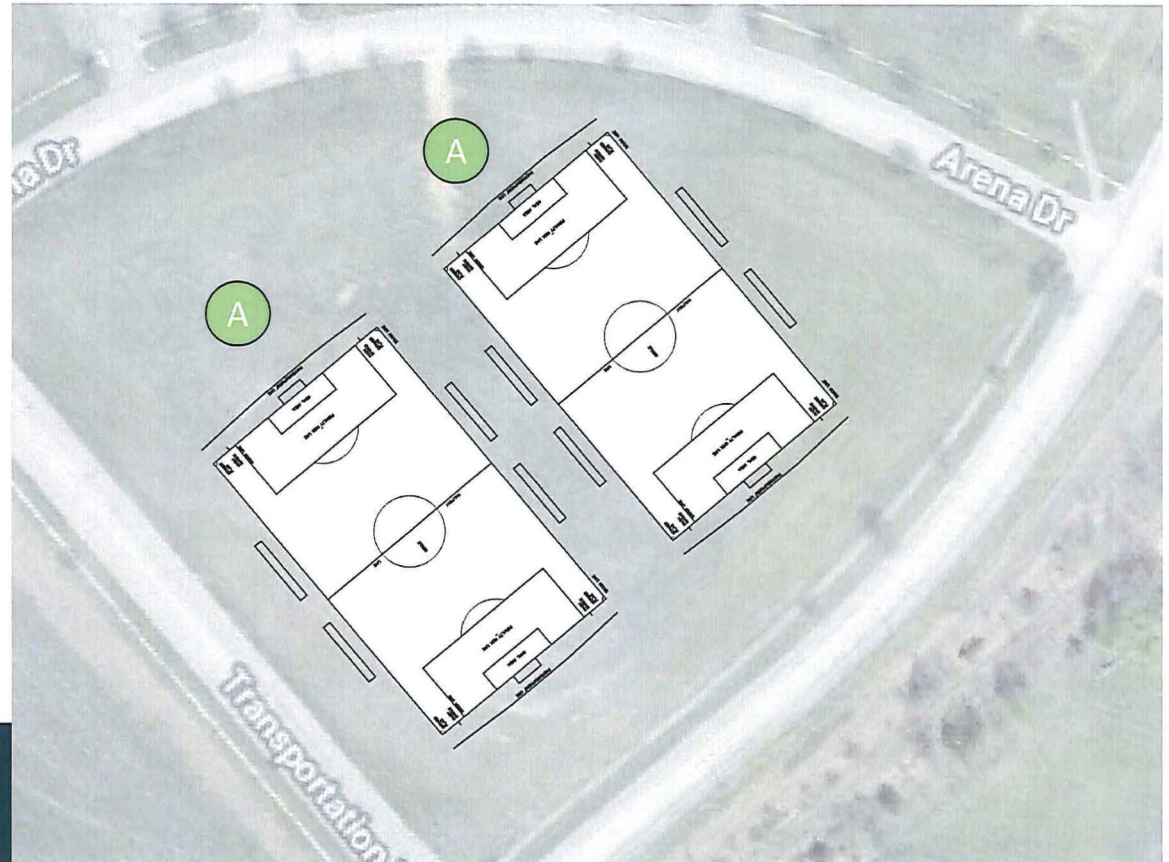


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 2: South Field



Project Cost:  
\$432,000



MULTIPURPOSE RECREATION FIELD (2)  
\$432,000



# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 2: Overall Site Plan

1

### **CIVIC CENTER + CURLING**

Blue Line Conversion to Curling Arena  
Cardinal Arena Upgrades  
New Multipurpose Arena

2

### **NORTH FIELD**

Secondary Softball Field in Existing Locations  
Premier Softball Field  
Multipurpose Turf Recreation Field  
Concessions and Restrooms

3

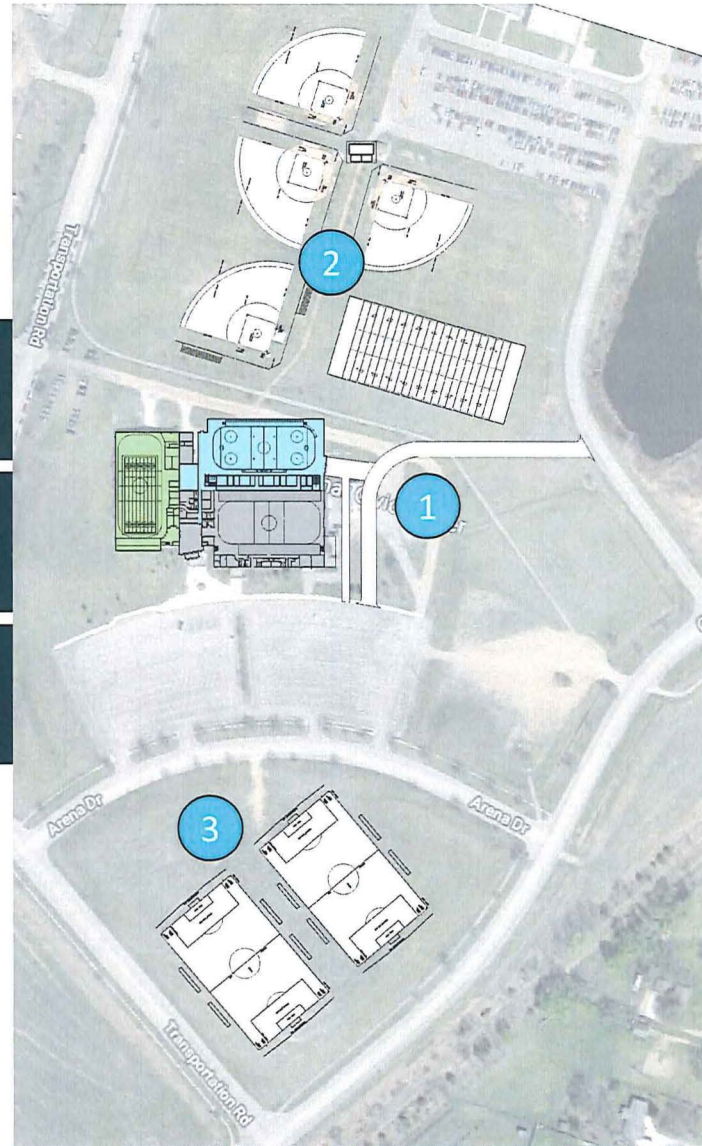
### **SOUTH FIELD**

Multipurpose Recreation Fields

Project Cost:  
\$11,640,000

Project Cost:  
\$3,816,000

Project Cost:  
\$432,000





# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 3: Overall Site Plan

1

### **CIVIC CENTER + RECREATION CENTER + CURLING**

Blue Line Conversion to Curling Arena  
Cardinal Arena Upgrades  
New Multipurpose Arena  
Outdoor Covered Ice Arena  
Recreation Center + Multipurpose Fieldhouse

2

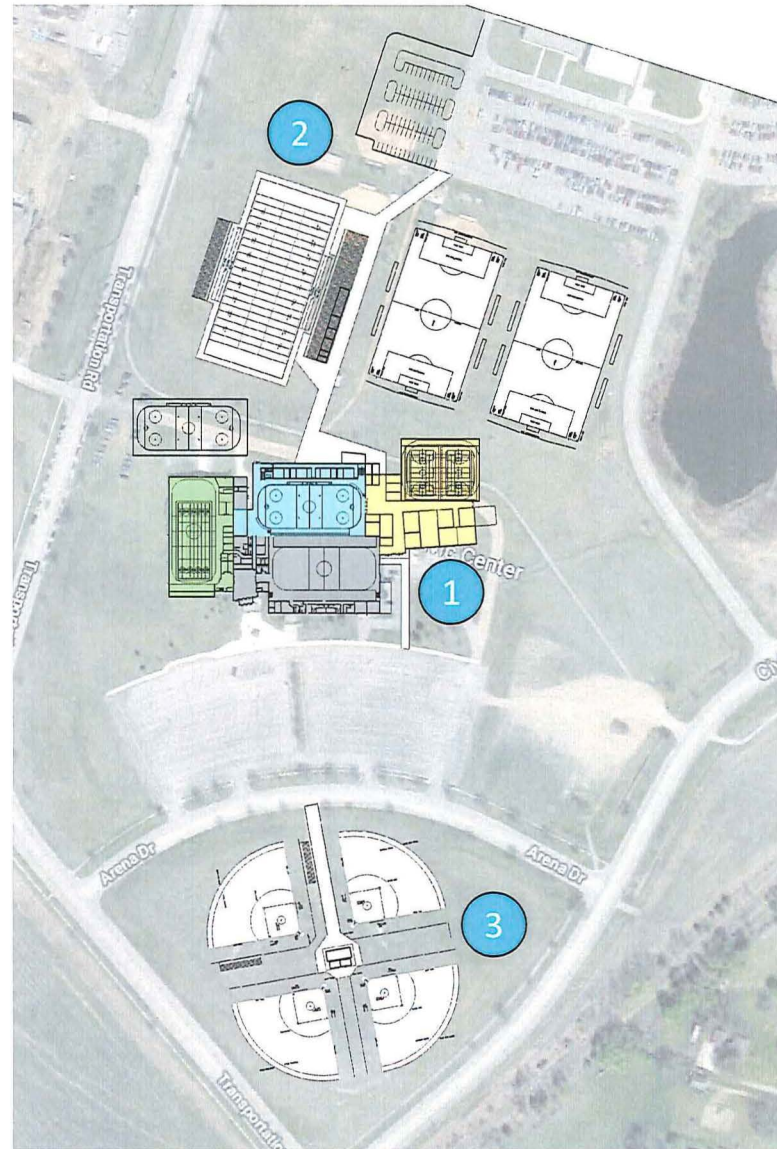
### **NORTH FIELD**

Turf Stadium w/ Bleachers and Locker Rooms  
Multipurpose Recreation Fields (2)  
Expanded Parking

3

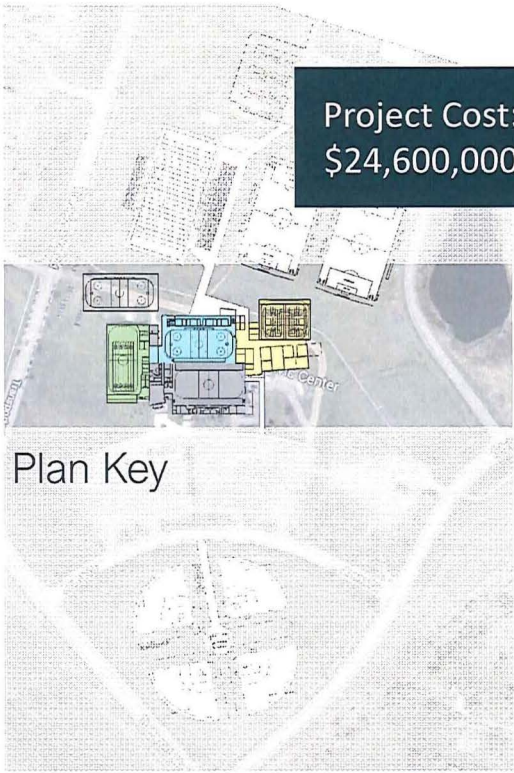
### **SOUTH FIELD**

Secondary Softball Fields (3)  
Premier Softball Field  
Concessions and Restrooms

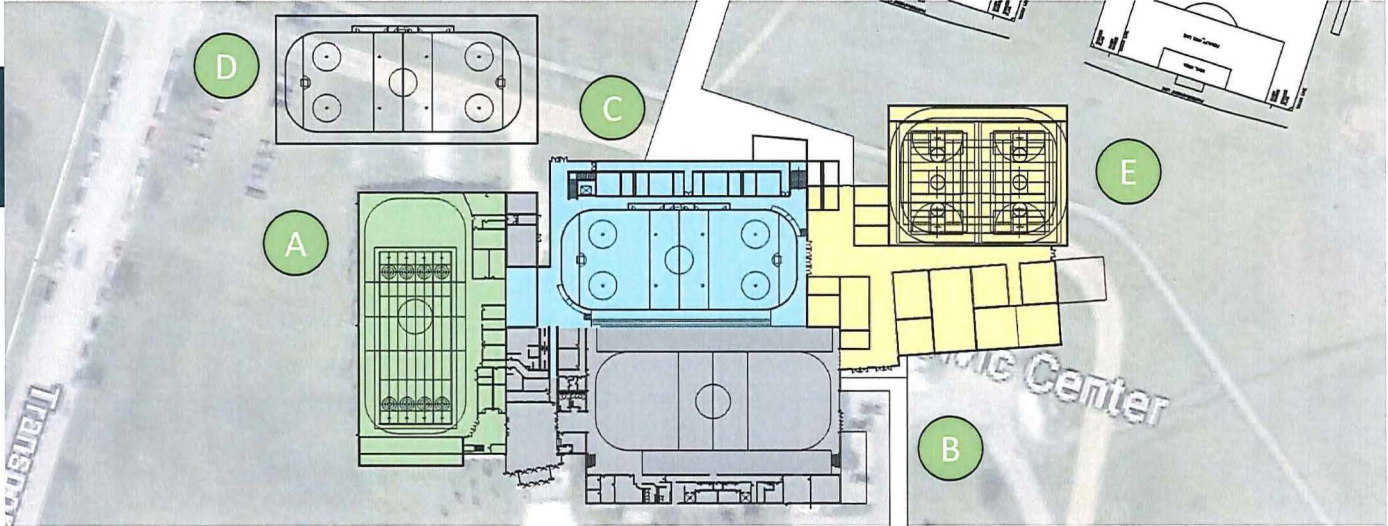


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 3: Civic Center + Recreation Center + Curling



Plan Key

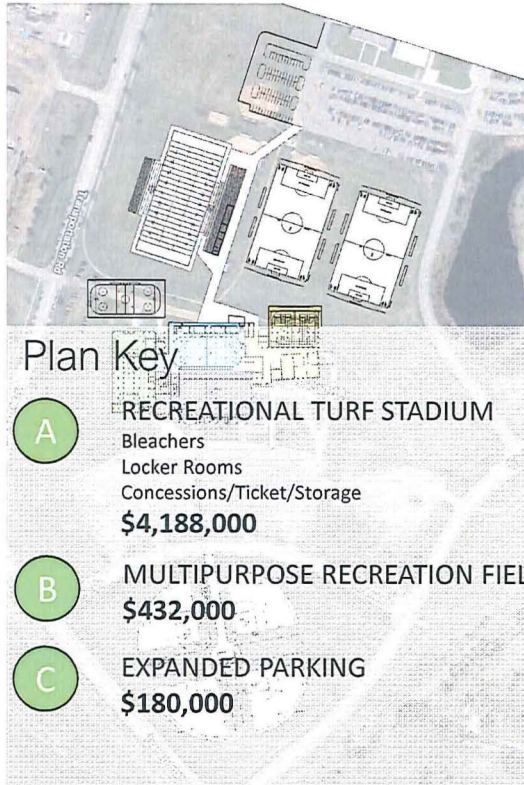


- A** BLUE LINE CONVERSION TO CURLING CENTER  
\$1,440,000
- B** CARDINAL UPGRADES  
\$600,000
- C** NEW MULTIPURPOSE ARENA  
\$9,600,000
- D** COVERED OUTDOOR ICE ARENA  
\$4,800,000
- E** RECREATION CENTER + MULTIPURPOSE FIELDHOUSE
  - Offices
  - Teen and Senior Rooms
  - Arts and Crafts
  - Kids Play (indoor and outdoor)
  - Locker Rooms
  - Multipurpose and Classrooms
  - Pickleball (6) and Tennis Courts (3)
  - REC CENTER: \$4,320,000**
  - FIELDHOUSE: \$3,840,000**

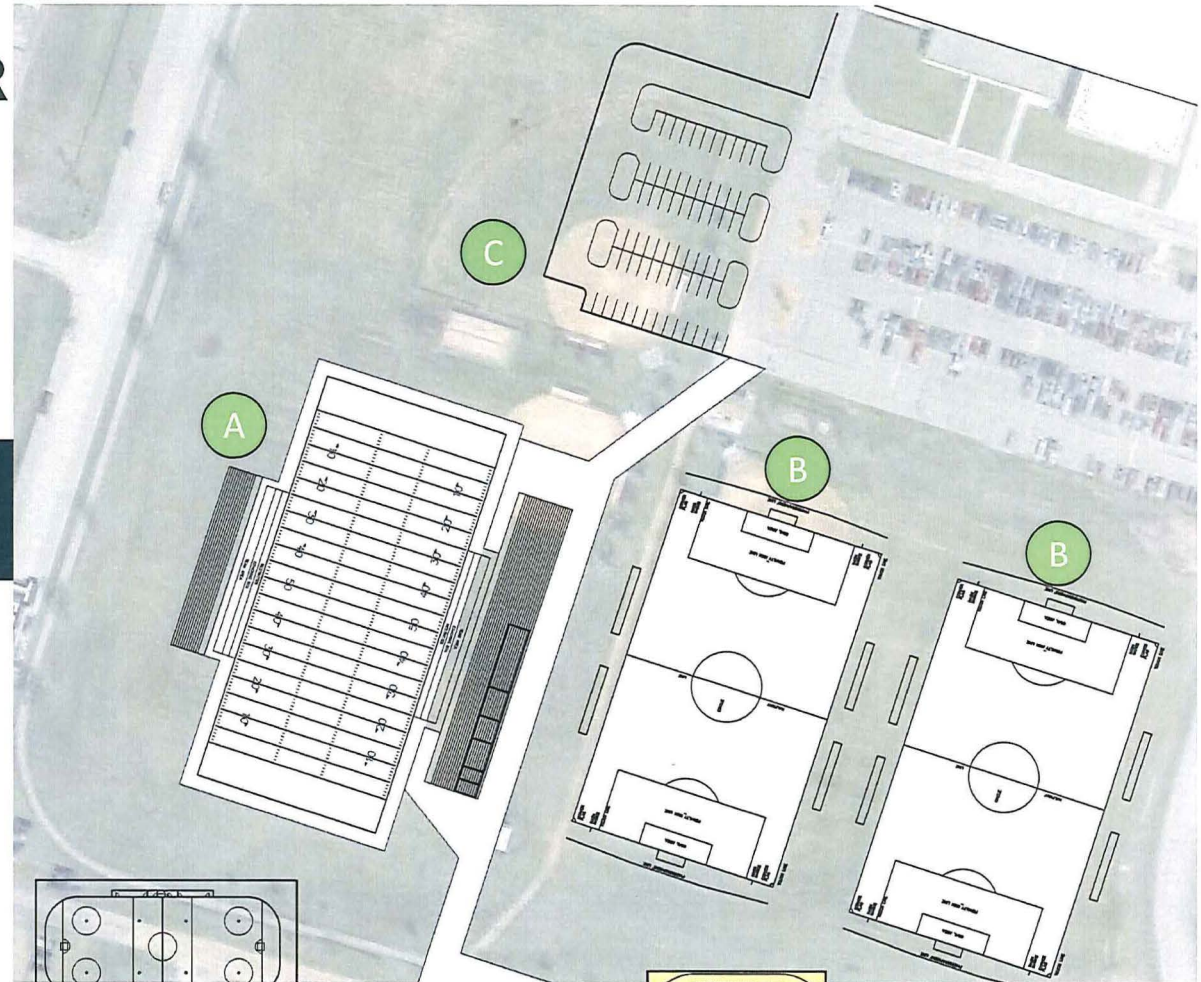


# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 3: North Field



Project Cost:  
**\$4,800,000**





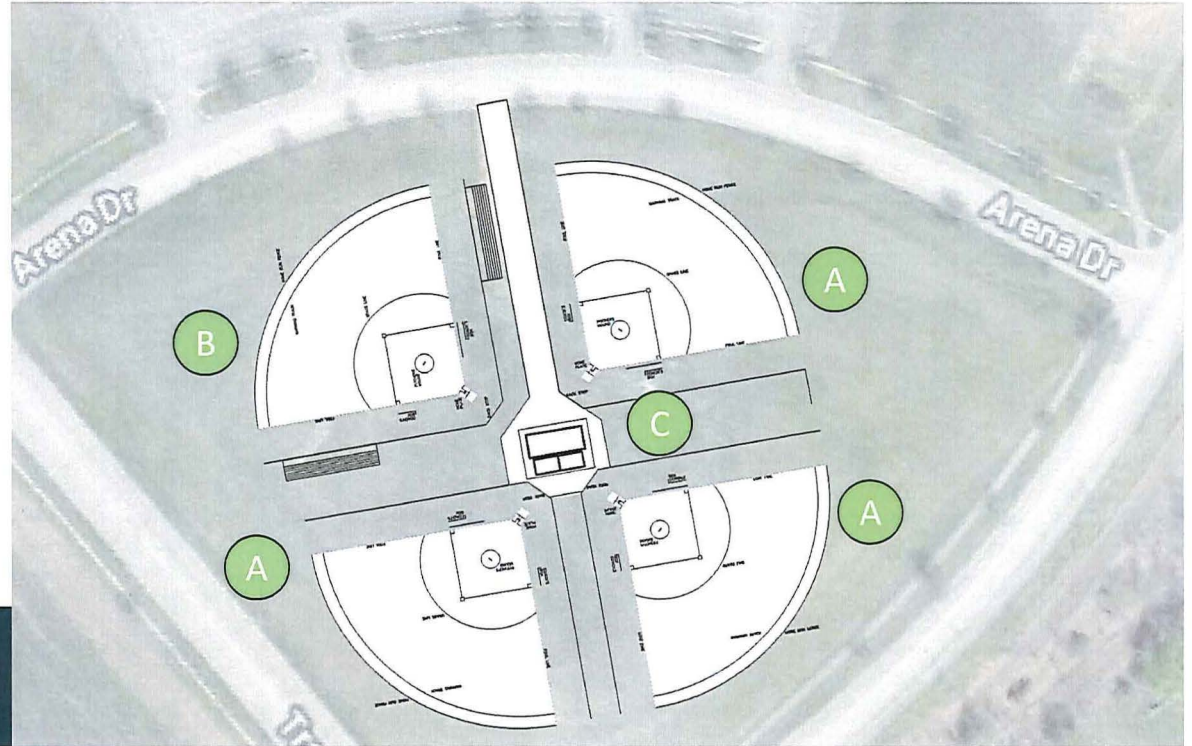
# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 3: South Field



Plan Key

Project Cost:  
\$1,788,000



- A** SECONDARY SOFTBALL FIELD (3)  
\$846,000
- B** PRIMARY SOFTBALL FIELD  
\$510,000
- C** CONCESSIONS AND RESTROOMS  
\$432,000

# WILLMAR CIVIC CENTER MASTERPLAN

## OPTION 3: Overall Site Plan

1

### CIVIC CENTER + RECREATION CENTER + CURLING

Blue Line Conversion to Curling Arena  
Cardinal Arena Upgrades  
New Multipurpose Arena  
Outdoor Covered Ice Arena  
Recreation Center + Multipurpose Fieldhouse

Project Cost:  
\$24,600,000

2

### NORTH FIELD

Turf Stadium w/ Bleachers and Locker Rooms  
Multipurpose Recreation Fields (2)  
Expanded Parking

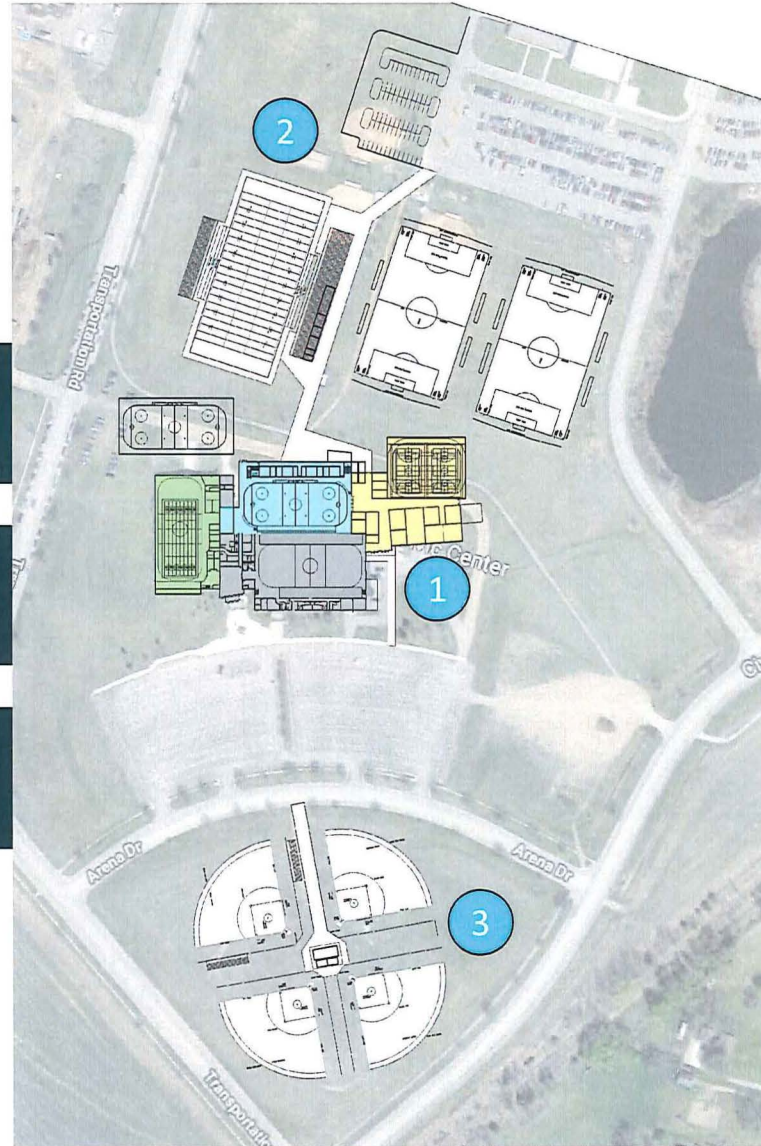
Project Cost:  
\$4,800,000

3

### SOUTH FIELD

Secondary Softball Fields (3)  
Premier Softball Field  
Concessions and Restrooms

Project Cost:  
\$1,788,000







**WILLMAR**

City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917

## **CITY COUNCIL AGENDA REPORT**

<b>To: Mayor and City Council</b>	<b>Date: December 17, 2018</b>
<b>From: Bruce D. Peterson, Director of Planning and Development Services</b>	<b>Subject: Professional services proposal from Bolton &amp; Menk</b>

**AGENDA ITEM:** Consideration of professional services proposal from Bolton & Menk

**INTRODUCTION/REQUEST:** The City has received a proposal for professional services related to the runway 13/31, taxiway A, and west taxi lanes pavement rehabilitation project. This is Bolton & Menk's work order number two. The City has in its CIP for 2019 funding to make repairs to the runway/taxiway and west taxi lanes.

**HISTORY:** The City has retained Bolton & Menk as its airport engineer. They provide on an annual basis the professional services proposals to design projects and inspect projects that are approved under the City of Willmar and State of Minnesota capital improvement programs.

**CURRENT CIRCUMSTANCE:** The runway, taxiway and west taxi lanes are all in need of work. The work would include the sealing of cracks, removing and replacement of existing sealing on paving joints, the identification of pavement areas requiring full depth patching where underground utilities have caused the pavement to depress, and the application of an asphalt seal coat on runway 13/31, taxiway A, and the west taxi lanes.

**RECOMMENDATION:** It is the recommendation of staff that the proposal for professional services be accepted.

**ISSUES:** The work is included in the CIP for 2019. Financing should be secured through the City's entitlement funds.

**FINANCIAL IMPACT:** There are adequate entitlement funds to cover the cost of the project.

**ALTERNATIVE:**

1. To make the necessary repairs
2. Allow the runway to deteriorate to the point where it will need full reconstruction.

**RECOMMENDED MOTION:** To adopt the resolution accepting the professional services proposal from Bolton & Menk and authorizing the Mayor and City Administrator to execute the same.

**REVIEWED BY:** Bruce D. Peterson, Director of Planning and Development Services

**WORK SESSION DATE:** December 17, 2018

**COUNCIL MEETING DATE:** December 17, 2018

☐ **CONSENT AGENDA**      ☐ **AGENDA**



RESOLUTION NO. \_\_\_\_\_

**AUTHORIZATION TO EXECUTE PROPOSAL FROM BOLTON & MENK  
FOR AIRPORT PAVEMENT REHABILITATION**

Motion By: \_\_\_\_\_

Second By: \_\_\_\_\_

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to accept and execute a professional services proposal from Bolton & Menk for engineering and construction services for the runway 13/31, taxiway A, and west taxi lanes pavement rehabilitation project.

Dated this 17<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



Real People. Real Solutions.

2040 Highway 12 East  
Willmar, MN 56201-5818

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

November 21, 2018

Mr. Bruce Peterson  
Planning & Development Director  
City of Willmar  
333 Southwest 6<sup>th</sup> Street  
Willmar, MN 56201

RE: Willmar Municipal Airport (BDH)  
Runway 13/31, Taxiway A, & West Taxilanes Pavement Rehabilitation  
BMI Work Order #2  
Proposal for Professional Services

Dear Mr. Peterson,

Bolton & Menk is pleased to submit our proposal for Professional Services for the Runway 13/31, Taxiway A, & West Taxilanes Pavement Rehabilitation project at the Willmar Municipal Airport.

We understand that the City of Willmar desires to route and seal existing longitudinal and transverse cracks, remove and replace existing sealant on all transverse and longitudinal paving joints, identify pavement areas requiring full-depth patching where underground utilities have caused the pavement to depress, and apply an emulsified asphalt seal coat on Runway 13/31, Taxiway A, and the West Taxilanes (J, K, and L).

This proposal includes Design, Bid, and Construction Administration services. Task 1 will involve design and bid administration. Construction administration services will be separated as Task 2. In the event Federal funding is not received for construction of the project, Task 2 will become void.

**SCOPE OF SERVICES:**

**TASK 1 DESIGN & BID ADMINISTRATION:**

**1.1 Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MN/DOT, subconsultants, and other applicable agencies to complete the work elements in Task 1.

**1.2 Field Investigation**

Consultant shall field verify existing longitudinal and transverse cracks on all airfield pavements to be repaired as part of the project. Consultant shall also review construction joints and determine which would require more substantive repair than removing and replacing sealant. Field investigation will require two trips to the airport.

**1.3 Construction Safety and Phasing Plan (CSPP)**

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

**1.4 Prepare Preliminary Plans, Specifications, and Cost Estimate**

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

**1.5 Final Plans, Specifications, and Cost Estimate**

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

**1.6 Prepare Disadvantaged Business Plan (DBE)**

Since the project is anticipated to use federal grant funds in excess of \$250,000, the annual Disadvantaged Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

**1.7 Prepare Advertisement for Bids**

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

**1.8 Furnish Bid Documents**

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

**1.9 Respond to Bidders Questions**

During the bidding process, Consultant will be available to clarify bidding issues with contractors



and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

**1.10 Prepare and Distribute Addendums**

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

**1.11 Pre-Bid and Bid Opening**

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the bid opening and process the bidding proposals.

**1.12 Bid Review and Bid Tabulation**

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

**1.13 Prepare Recommendation for Award**

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made Consultant will distribute the bid tabulations on request of the Sponsor.

**1.14 Prepare Grant Application**

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

## **TASK 2 CONSTRUCTION ADMINISTRATION:**

### **2.1 Pre-Construction Meeting**

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, Mn/DOT Aeronautics (if available), Subconsultants, FAA DMA-ADO (if available), Contractor, Subcontractors and utility companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. Copies of all construction schedules will be provided to the Sponsor.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Sponsor. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.
- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Sponsor and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.
- Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

### **2.2 Initial Construction Layout**

The Consultant shall layout all proposed pavement repair for the Contractor. This shall require two trips to the Airport by the Resident Project Representative.

### **2.3 Prepare Contract Manuals**

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), Contractor has provided proof of insurance, the bonds have been completed, and the Sponsor, Contractor and applicable Agencies have been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Consultant will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

## 2.4 Construction Management

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- The Consultant and Sponsor agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications, including necessary general supervision of Resident Project Representative Services authorized by the Client.
- The Consultant and Sponsor agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.
- Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.
- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and specifications, including representing the Sponsor in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Sponsor on and around areas of construction.
- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- Provide interpretation of plans and specifications as requested.
- Supervise and coordinate Subconsultant contracts for field observation and testing.



- Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
- Review all periodic and final pay requests and explanation of variation between
- Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Sponsor for approval.
- Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Sponsor and applicable Agencies.
- Prepare, review and process Field Orders, Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of "Contractor's Request for Extension of Contract Time" and make recommendations regarding approval to the Sponsor. Notify the Contractor that no work can start until approved by the Sponsor.
- Coordinate and meet with the Sponsor for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner's Representative including:
- Review and evaluate "Contractor's Request for Extension of Contract Time" and submit recommendations to the Sponsor.
- Meet with the Sponsor for consultation and advice during construction.
- Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work.
- Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show "Record Drawing" conditions.
- Retain and review payroll reports of each contractor and subcontractor and monitor Contractor's compliance with paying employees as per established State Prevailing Wages and/or Federal Davis Bacon requirements.
- Monitor Contractor's compliance with Disadvantage Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.

## 2.5 Resident Project Representative Services

The Sponsor as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Sponsor and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Full-Time Resident Project Representative** services will be provided. It is anticipated the Project will be completed within **25 Working Days**. This will involve three (3) trips by the Project Manager, five (5) by the Project Engineer, and twenty-five (25) trips by the RPR.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
- Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
- Attend and participate in construction progress meetings.

- Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

## **2.6 Final Inspection and Documentation**

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

Once all of the punch list items have been completed to the satisfaction of the Sponsor, State and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.

## **2.7 As-Built Plans**

The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Sponsor with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

## **2.8 Project Closeout**

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.



**CONSIDERATION:**

The services described above in this proposal shall be completed on an LUMP SUM basis as follows:

TASK 1	DESIGN AND BID ADMINISTRATION	\$ 69,993.00
TASK 2	CONSTRUCTION ADMINISTRATION	\$ 64,995.00*
TOTAL WORK ORDER NO. 2		\$ 134,988.00

\* Task 2 void if Federal Funding for construction not received.

**SCHEDULE:**

We anticipate the work can be performed according to the following schedule.

- Design: January – April, 2019
- Bid Letting: May, 2019
- Construction: September-October, 2019 (Contingent upon Federal Grant)
- Project Closeout: March, 2020

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,  
BOLTON & MENK, INC.



Jared Voge, P.E.  
Principal Engineer

Cc: Eric Rudningen, City of Willmar  
Silas Parmar, Bolton & Menk, Inc.

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**Authorization and acceptance of this letter proposal.**

**City of Willmar, Minnesota**

By: \_\_\_\_\_  
Mr. Marv Calvin  
Mayor  
Date \_\_\_\_\_

Attest: \_\_\_\_\_  
Mr. Ike Holland  
City Administrator  
Date \_\_\_\_\_



# PROJECT FEE ESTIMATE

CLIENT:	City of Willmar						DATE:		11/21/2018
PROJECT:	Willmar Municipal Airport (BDH) - Runway 13/31, Taxiway A, and West Taxilanes Pavement Rehab.						PREPARED BY:		SPP
Task	Task Description	Estimated Person Hours Required							Totals
		Sr. Eng.	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	
1	Design & Bid Administration								
1.1	Project Scoping	4	16	8	0	0	0	4	32
1.2	Field Investigation	0	2	16	16	0	0	0	34
1.3	Construction Safety and Phasing Plan (CSPP)	1	4	16	8	0	0	0	29
1.4	Prepare Prelim. Plans, Specs., and Cost Est.	2	40	120	160	0	0	0	322
1.5	Prepare Final Plans, Specs., and Cost Est.	2	20	60	80	0	0	0	162
1.6	Prepare Disadvantaged Business Plan (DBE)	1	8	4	0	0	0	24	37
1.7	Prepare Advertisement for Bids	0	2	0	0	0	0	8	10
1.8	Furnish Bid Documents	0	1	4	0	0	0	8	13
1.9	Respond to Bidders Questions	0	8	4	0	0	0	4	16
1.10	Prepare and Distribute Addendums	0	8	4	0	0	0	8	20
1.11	Pre-Bid and Bid Opening	1	4	0	0	0	0	1	6
1.12	Bid Review and Bid Tabulation	1	2	4	0	0	0	2	9
1.13	Prepare Recommendation for Award	1	4	0	0	0	0	2	7
1.14	Prepare Grant Application	2	12	5	0	0	0	8	27
Total Person Hours		15	131	245	264	0	0	69	724
Direct Labor Rate		\$60.00	\$50.00	\$25.00	\$20.00	\$40.00	\$40.00	\$20.00	
Total Direct Labor Cost		\$900.00	\$6,550.00	\$6,125.00	\$5,280.00	\$0.00	\$0.00	\$1,380.00	\$20,235.00
Overhead Rate 2.0078		\$1,807.02	\$13,151.09	\$12,297.78	\$10,601.18	\$0.00	\$0.00	\$2,770.76	\$40,627.83
Subtotal Labor Cost									\$60,862.83
Direct Expenses									
		Electrical Engineering							\$0.00
		Geotechnical Investigation							\$0.00
Total Expenses									\$0.00
Fixed Fee 15% x Subtotal Labor Cost									\$9,129.42
Total Task 1									\$69,993.00
Task	Task Description	Estimated Person Hours Required							Totals
		Sr. Eng.	Sr. Eng.	Grad. Eng.	Eng. Tech.	Surveyor	Planner	Admin.	
2	Construction Administration								
2.1	Pre-Construction Meeting	2	8	16	0	0	0	7	33
2.2	Initial Construction Layout	0	4	16	16	0	0	0	36
2.3	Prepare Contract Manual	1	4	0	0	0	0	8	13
2.4	Construction Management	8	40	24	0	0	0	24	96
2.5	Resident Project Representative Service								0
Number of Days		3	4	25	0	0	0	0	
Hours Per Day		10	10	10	10	10	10	10	
Total Hours		30	40	250	0	0	0	0	320
2.6	Final Inspection and Documentation	2	10	10	0	0	0	4	26
2.7	As-Built Plans	1	5	8	8	0	0	4	26
2.8	Project Closeout	2	8	16	0	0	0	8	34
Total Person Hours		46	119	340	24	0	0	55	584
Direct Labor Rate		\$60.00	\$50.00	\$25.00	\$20.00	\$40.00	\$40.00	\$20.00	
Total Direct Labor Cost		\$2,760.00	\$5,950.00	\$8,500.00	\$480.00	\$0.00	\$0.00	\$1,100.00	\$18,790.00
Overhead Rate 1.9475		\$5,541.53	\$11,946.41	\$17,066.30	\$963.74	\$0.00	\$0.00	\$2,208.58	\$37,726.56
Subtotal Labor Cost									\$56,516.56
Direct Expenses									
		Electrical Engineering							\$0.00
		Geotechnical Investigation							\$0.00
Total Expenses									\$0.00
Fixed Fee 15% x Subtotal Labor Cost									\$8,477.48
Total Task 2									\$64,995.00
Total Project Fee									\$134,988.00