CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: July 30, 2015

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

_____

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Originating Department: Planning and Development Services

Agenda Item: 2016 Capital Improvement Program

Recommended Action: Receive for information

Background/Summary: Staff has completed the review and scoring of departmental CIP requests. The next step in the process is for the Council to decide which expenditures to include in the 2016 budget.

Alternatives: To not fund a 2016 CIP

Financial Considerations: Variable

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

7/23/2015

City of Willmar 2016

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
50	Airport Master Plan Update	Airport	$ 25,000.00				$ 225,000.00
40	Pavement Mgmt. - streets, parking lots, trails *	Eng/PM		$ 3,000,000.00			
37	Paint Striping Machine (2)	Public Works	$ 12,000.00				
37	Rice Park - Renovations	Park Dev.	$ 706,000.00				
37	50 SCBA Packs	Fire	$ 275,000.00				
37	50 SCBA Bottles	Fire	$ 65,000.00				
37	SCBA Compressor	Fire	$ 40,000.00				
37	WTP Switches	IT	$ 25,000.00				
35	Overlay Taxi lanes in East Hangar Area	Airport	$ 75,000.00				$ 175,000.00
35	Server Room Generator	IT	$ 20,000.00				
35	Server Switches	IT	$ 31,000.00				
33	Fencing Plans and Specs	Airport	$ 36,000.00				$ 84,000.00
32	Western Interceptor Storm Sewer Design	Stormwater				$ 200,000.00	
32	PCN HMI Computer Software Upgrades & Virtualization Software	WWT			$ 146,000.00		
32	PCN/HMI Computer Hardware	WWT			$ 87,000.00		
31	Phase II WWC/Station/Radio piping construction	WWT			$ 950,000.00		
30	4 RWW Muni Pumps	WWT			$ 100,000.00		
30	Update Survey Equipment	Eng.	$ 50,000.00				
30	Pool Heater	DOAC	$ 40,000.00				
29	Sewer Replacement on streets being constructed	WWT			$ 50,000.00		
29	Public Works Garage Shop Lighting	PW	$ 35,000.00				
27	Phase I Fairgrounds Lift Station; design	WWT			$ 120,000.00		
27	Credit Card Fuel Machine Jet Fuel	Airport	$ 6,000.00				$ 14,000.00
26	New City Website	IT	$ 25,000.00				
25	Overlay new site-biosolid driveway	WWT			$ 40,000.00		
25	Roof Repair PW Garage	PW	$ 40,000.00				
25	NavAid Access Roads	Airport	$ 16,500.00				$ 38,500.00
25	Cedar Shake Replacement	Civic Center	$ 95,000.00				
24	Pressure Washer	PW	$ 9,000.00				
24	Extraction Equipment	Fire	$ 35,000.00				
24	Roof Replacement	Fire	$ 48,500.00				
23	Industrial Stormwater Permit	WWT			$ 20,000.00		
23	Video Server	IT	$ 10,000.00				

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
22	Civic Center Wi-Fi	IT	$ 15,000.00				
20	Airfield Electrical Back-up Generator	Airport	$ 22,500.00				$ 52,500.00
20	Taunton Stadium Wi-Fi	IT	$ 20,000.00				
19	Environmental Assessment 13/31 Ext.	Airport	$ 18,000.00				$ 162,000.00
19	Land Acquisition - County Road 116	Airport	$ 50,000.00				$ 450,000.00
19	Tiling & Drainage Design/Implementation	Airport	$ 31,500.00				
17	HVAC Admin Bldg. Modifications	WWT			$ 30,000.00		
17	RO Water System	Civic Center	$ 23,000.00				
16	Sr. Center Wi-Fi	IT	$ 10,000.00				
			$ 1,910,000.00	**$ 3,000,000.00**	**$ 1,543,000.00**	**$ 200,000.00**	**$ 1,201,000.00**

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: July 30, 2015

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

_____

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Originating Department: Planning and Development Services

Agenda Item: EDC Update

Recommended Action: Receive for information

Background/Summary: Steve Renquist, Director of the City/County Economic Development Commission, will appear before the Committee to provide an update on EDC projects and activities.

Alternatives: N/A

Financial Considerations: N/A

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: July 30, 2015

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

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Originating Department: Planning and Development Services

Agenda Item: Habitat for Humanity Request to Acquire Property

Recommended Action: To provide the requested lot to Habitat for Humanity in the amount of $1.00.

Background/Summary: Habitat for Humanity has requested the City transfer title to Lot 1, Block 2, Pleasant View Fourth Addition for the purpose of constructing an affordable residential structure. Consistent with activities in other communities, Habitat is seeking the City-owned property as a gift or for the amount of $1.00. Please view the attached letter from Joline Hovland, Executive Director, for additional information. The City has had these platted lots for a number of year; since the street was extended out of Pleasantview Addition. There has been no concerted attempt to market the properties. Interest in the properties has been light. By participating in a Habitat for Humanity project the tax base of the community would be enhanced and the City would be able to collect a higher level of real-estate taxes to fund municipal projects.

Alternatives: To not gift the property to Habitat.

Financial Considerations: The lot is valued by the City assessor at $6300, and assessments of approximately $9600 were levied against the property.

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

Habitat for Humanity® of West Central Minnesota

July 22, 2015

Bruce Peterson, Director Planning & Development Services
City of Willmar
333 SW 6th Street
Willmar, MN 56201

Re: Acquisition of Willmar city lot, Lot 1 Block 2 Pleasantview 4th Addition, for affordable home building project

Dear Bruce:

As stated in my meeting with you today, Habitat for Humanity of West Central MN is seeking a lot in order to build a Habitat for Humanity single home in Willmar. Although we do own the 7th Street lot, it is not financially feasible for us to build a twin home at this time. The lot is large and would be best utilized for a twin home, not a single home. Therefore, Habitat for Humanity of West Central MN is seeking the assistance of the City of Willmar to possibly acquire a lot from the city for $1 or as a donation.

I would like to share information regarding our history and other municipalities donating a lot, as well as other Habitat for Humanity affiliates' history. In 2013 the city of Litchfield donated a city lot to HFHWCM. Thus, we were able to build a home in Litchfield, which was completed November 2014. In 2006 the city of Hector sold HFHWCM a lot for $1 with a quit claim deed and a home was completed November 2006. That was before my time here. North St. Louis County Habitat for Humanity has had lots donated to them for $1 several times. They have had lots donated to them by the cities of Hibbing, Tower, Virginia, Eveleth, Chisholm, Biwabik, and Aurora. I do have a copy of the purchase agreement that the city of Eveleth and the affiliate agreed upon which we could possibly use as a model.

We would appreciate efforts to help us obtain this lot for the purpose of building an affordable home. This is an opportunity for a family in need to purchase a home in Willmar. You will be helping us provide a home to people who otherwise would not be served. At the same time our collaborated efforts will put this lot back on the tax role and since our build will incorporate Minnesota Green Communities Criteria and Energy Efficiency, we will be contributing towards energy conservation. HFHWCM has selected a family of nine into the Habitat program who will help, along with volunteers, build their new home in Willmar.

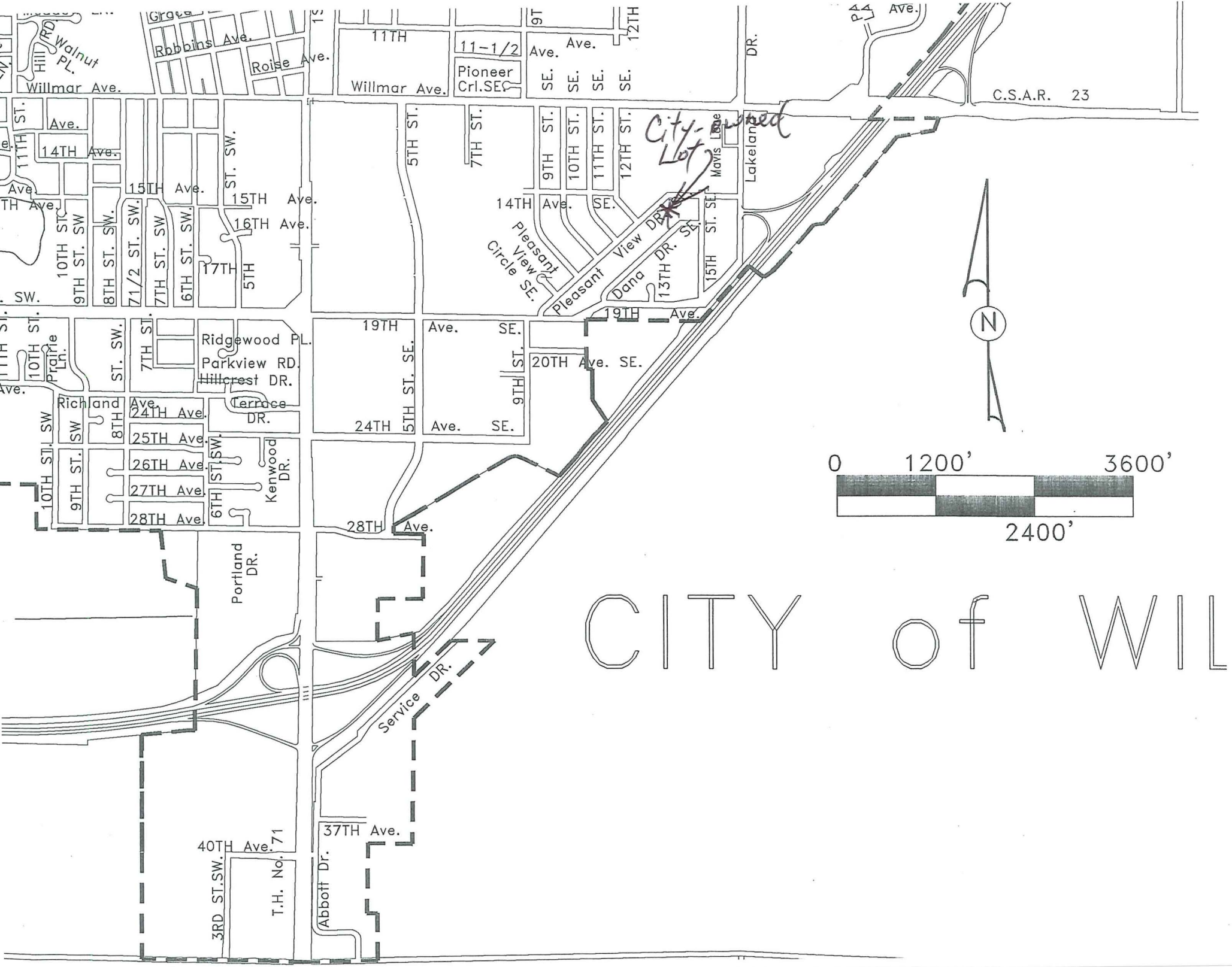
This partnership would greatly support our mission to continue to build simple, decent, and affordable homes for families in need in the City of Willmar. Currently we have built 20 homes in Willmar alone. We would like to request the City's assistance in acquiring the lot located in the Pleasantview addition. We look forward to partnering with the City of Willmar to build a Habitat for Humanity affordable home. Thank you.

Sincerely,

Joline Hovland, Executive Director

2424 S 1st St, P O Box 1171, Willmar, MN 56201

Phone: (320) 231-2704 Fax: (320) 231-0659 www.habitatwcm.org



City-owned Lot
Willmar Ave.
Walnut PL.
Robbins Ave.
Roise Ave.
11TH
11-1/2 Ave.
Pioneer Crl.SE.
C.S.A.R. 23
Lakeland
Mavis Lane
14TH Ave.
15TH Ave.
16TH Ave.
17TH
5TH ST.
7TH ST.
9TH ST.
10TH ST.
11TH ST.
12TH ST.
Pleasant View Circle SE.
Pleasant View DR.
Dana DR. SE.
13TH
15TH ST. SE.
19TH Ave.
20TH Ave. SE.
24TH Ave. SE.
Ridgewood PL.
Parkview RD.
Hillcrest DR.
Terrace DR.
Richland Ave.
24TH Ave.
25TH Ave.
26TH Ave.
27TH Ave.
28TH Ave.
Kenwood DR.
Prairie Ln.
Portland DR.
Service DR.
37TH Ave.
40TH Ave.
3RD ST.SW.
T.H. No. 71
Abbott Dr.
N
0
1200'
3600'
2400'
CITY of WIL

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: July 30, 2015

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: _____

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

_____

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Originating Department: Planning and Development Services

Agenda Item: Waste Water Treatment Facility Land Sale Proposal

Recommended Action: To give preliminary approval to the sale, and introduce the required "ordinance to sell property" for an August 17th public hearing. The property boarders County Road 116. The proposed use is an ag/industrial use that would like to take advantage of the access to sanitary sewer but doesn't need Municipal Water for its functions. There is some odor associated with the proposed use, but it would be very consistent with other agricultural and municipal uses in the area. Please view the attached letter for the specifics of the offer.

Background/Summary: The City has received an offer to purchase approximately 4.8 acres of land at the new Waste Water Treatment Site. The matter was discussed with the Planning Commission at the July 22, 2015 meeting. The Planning Commission has recommended the sale of the property as proposed. The price offered by the buyer is consistent with an appraisal recently performed for the property. The appraisal was conducted by Holmgren Appraisal of Willmar and treated the property as ag land with a premium added due to its accessibility to sewer.

Alternatives:
1. To not proceed with a sale.
2. To negotiate different terms/conditions.

Financial Considerations: The City stands to gain revenue through the sale of the property.

Preparer: Bruce D. Peterson, AICP
Director of Planning and Development Services

Signature:

Comments:

Bruce Peterson

From: Shawn Engstrom <Shawn.Engstrom@life-scienceinnovations.com>
Sent: Thursday, July 23, 2015 12:18 PM
To: Bruce Peterson
Cc: Rick Huisinga
Subject: Purchase Offer

Dear Bruce Peterson,

On behalf of Willmar Poultry Company we are requesting to purchase approximately 4.8 acres of land near the Willmar Wastewater Treatment Facility on County Rd 116. Our required usable lot size is 522' (North-South) x 400' (East-West). Willmar Poultry Company proposes to purchase 4.8 acres at $11,250 per acre for a total of $54,000. With a required right-of-way of 45' from County Rd 116 the full lot size will measure 522' (North-South) x 445' (East-West).

We have two requests during construction as part of our purchase offer.

1) We are requesting that during site excavations we use excavation crews of our selection to connect city sewer lines at the entrance of the Wastewater Treatment Facility to our building site along County Rd 116. We will work with city engineers to ensure the line is constructed to city specifications.
2) We are requesting to use surrounding acres to deposit excess topsoil from building site excavations. During construction we will disrupt no greater than 5 additional acres of land and we will restore land back to current conditions at the end of construction.

Thank you for your consideration of our offer. We look forward to working with the city in the near future.

Regards,
Rick Huisinga

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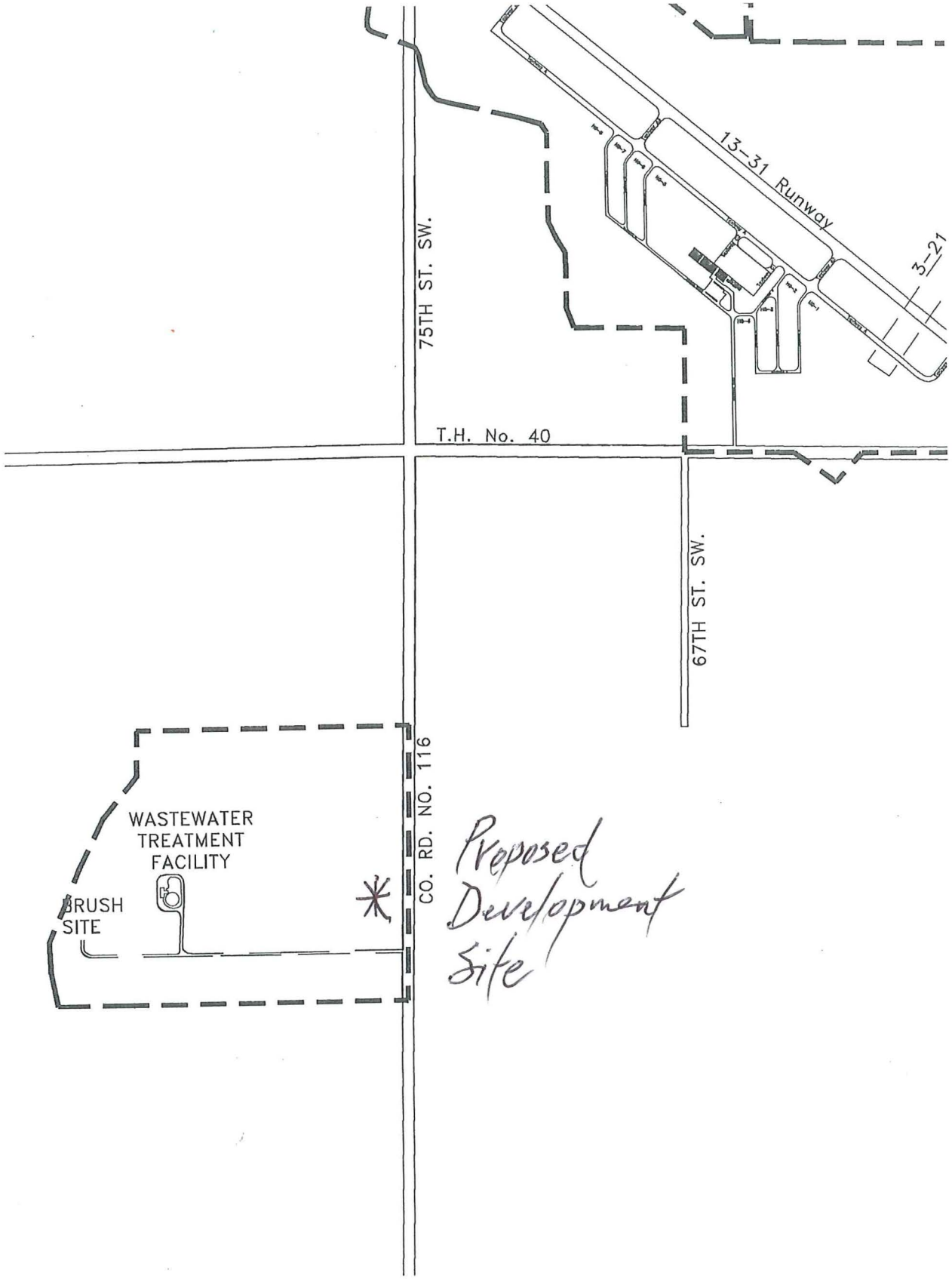
13-31 Runway
3-21
75TH ST. SW.
T.H. No. 40
67TH ST. SW.
CO. RD. NO. 116
WASTEWATER
TREATMENT
FACILITY
BRUSH
SITE
Proposed
Development
Site