Community Development Committee Meeting
4:45 pm, Thursday, March 29, 2012
Conference Room No. 1
City Office Building

Chair:	Jim Dokken
Members:	Bruce DeBlieck
	Ron Christianson
	Steve Ahmann

AGENDA

1. Public comments
2. Small Cities Development Program Application – Jill Bengtson, HRA
3. EDC Funding Request Policy – Steve Renquist, EDC
4. Downtown Plan Update
5. John's Supper Club Project Update
6. Miscellany
7. Adjourn

1. Comments will be received from the public.

2. Jill Bengtson HRA Director, will be present to discuss the 2012 Small Cities Development Program application. The attachments provide an explanation of the program and what is being sought for funding.

3. Steve Renquist EDC Director, will be present to discuss the recently adopted policy dealing with funding requests. See attachment for additional details.

4. Staff will provide an update on the status of the Downtown Plan. Attachments to this document provide additional information and should serve as discussion points.

5. Staff will provide a status report on the John's Supper Club Building project. See attachment for additional details.

Housing and Redevelopment Authority

In and For the City of Willmar, MN
Health & Human Services Building
2200 23rd Street NE Suite 2090 Willmar, MN 56201
Tel. (320) 235-8637 Fax (320) 235-7831 TDD 711, 320-235-8637

March 20, 2012

TO: **Community Development Committee**
Charlene Stevens, City Administrator
Bruce Peterson, Planning and Development Services Director

FROM: **Jill Bengtson, Willmar Housing and Redevelopment Authority**

RE: **Small Cities Development Program Application**

The 2012 SCDP final application is being prepared for the City of Willmar and the City of Raymond for the following activities:

1) Owner-occupied rehabilitation within the target area of Pacific Avenue, First Street, Willmar Avenue, 10th Street SW
2) Owner-occupied rehabilitation in Raymond
3) Commercial rehabilitation in the target area
4) Rental housing rehabilitation in single-family homes or above commercial properties in the target area.

The application is due at the Department of Employment and Economic Development office on April 12, 2012. The application process is extremely competitive. Funding for the Small Cities Program in Minnesota has decreased by $6 million in the last two years down to $13.8 million. DEED is expecting more decreases in the future. Seventy-three (73) communities were invited to submit full applications and DEED anticipates funding 25-30. The focus of the Willmar application is to continue the 2009 SCDP program rehab work in the downtown commercial area and complement the adjacent area with single family renter occupied and owner occupied rehabs. A public hearing to discuss the application has been scheduled for the April 2, 2012 City Council meeting. The HRA will present information regarding the proposed application at the public hearing. Upon conclusion of the public hearing, the City Council will be requested by the HRA to take the following actions:

1) Pass Resolution identifying the Target Area commercial properties as characterized by conditions meeting the definitions of slum and blight;
2) Pass Resolution to approve a Cooperation Agreement between the City of Willmar and the City of Raymond;
3) Pass Resolution in support of the proposed Small Cities Development Program Project.

Copies of the items requiring action by the Council are attached. Thank you to Bruce Peterson and Bev Dougherty for providing input and assistance in the application process.

Resolution _____
A Resolution of the City of Willmar
In Support of a Small Cities Development Program Project

BE IT RESOLVED THAT, the City of Willmar will act as the legal sponsor for project(s) contained in the Minnesota Department of Employment and Economic Development Small Cities Development Program application to be submitted on April 12, 2012, and that the Mayor and the City Administrator are hereby authorized to apply to the Minnesota Department of Employment and Economic Development for funding of this project on behalf of the Cities of Willmar and Raymond.

BE IT FURTHER RESOLVED, that the City of Willmar has legal authority to apply for financial assistance, and the institutional, managerial, and financial capacity to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED, that the City of Willmar has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED, that upon approval of its application by the state, the City of Willmar may enter into an agreement with the State of Minnesota, for the above-referenced project(s), and that the City of Willmar certifies that it will comply with all applicable laws and regulations as stated in all contract agreements as described in the Compliances section of the application.

BE IT FURTHER RESOLVED, that the City of Willmar has determined that it faces the same eligible need(s) as the community of Raymond and will submit a joint application to include Raymond. The City of Raymond agrees to designate Willmar as the lead applicant in the Minnesota Department of Employment and Economic Development Small Cities Development Program application.

NOW THEREFORE BE IT RESOLVED, that the Mayor and the City Administrator are hereby authorized to execute such agreements and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Willmar on the 2nd of April, 2012.

SIGNED:

_____
Frank Yanish, Mayor

_____
Charlene Stevens, City Administrator

WITNESSED:

_____
Kevin Halliday, City Clerk

2012 Small Cities Target Area

Resolution _____

To Approve A Cooperative Agreement
By and Between the Cities of Willmar and Raymond, Minnesota

WHEREAS, a Small Cities Development Program application (hereinafter "the Application") has been prepared for the Department of Employment and Economic Development to be submitted on April 12, 2012; and,

WHEREAS, the Application includes rehabilitation activities within the communities of Willmar and Raymond (hereinafter "the Communities"); and,

WHEREAS, the Communities face similar community/housing rehabilitation needs and have therefore joined together to make an Application to seek funding to address those community/housing needs; and,

NOW THEREFORE, the Communities cooperatively agree to the following terms and conditions of this cooperative agreement:

1. The City of Willmar and the City of Raymond agree to submit a joint Application with The City of Willmar being the lead applicant in the Application to the Minnesota Department of Employment and Economic Development Small Cities Development Program.

2. The Application will allocate rehabilitation units applied for in the following manner:
    - City of Willmar
        ___ Owner Occupied Units
    - City of Raymond
        ___ Owner Occupied Units

3. The Communities agree The City of Willmar will enter into a contract with a grant administrator for General Administrative Services upon the issuance of grant award by the Minnesota Department of Employment and Economic Development Small Cities Development Program.

4. Upon award by the Minnesota Department of Employment and Economic Development Small Cities Development Program, the Communities agree to comply with all applicable laws and regulations as stated in all contractual agreements provided by Minnesota Department of Employment and Economic Development.

5. The Communities agree that, although the City of Willmar must be listed as a lienholder, any liens filed under the Small Cities Development Program are allocated to the specific city in which they reside, and, therefore, any program income generated from the repayment from that lien, will be earmarked for reinvestment within that particular city.

6. Raymond agrees to track and report, as per the Minnesota Department of Employment and Economic Development Program Income Reporting Guidelines, annually to the City of Willmar, any program income used within their city. Reports will be submitted to the City of Willmar in a timely fashion in relation to report due dates.

7. The Communities agree that upon the award of grant funds by the Minnesota Department of Employment and Economic Development Small Cities Development Program, in an effort to ensure that grant funds are expended in an expeditious manner, the allocation of funds will be administered as follows:
   i) Month 0-12 – funds will be allocated to each community for the units identified in Section 2 above.
   ii) Month 13-18 – the allocation may be altered and allocated to either City regardless of either City's prior usage of original allocation so that remaining funds are expended.

8. This Cooperative Agreement is binding upon the communities of Willmar and Raymond and each community has indicated such by signing individual, binding agreements.

THIS COOPERATIVE AGREEMENT WAS ADOPTED BY THE CITY OF WILLMAR ON THE 2nd day of April, 2012.

SIGNED:

_____

Frank Yanish, Mayor

WITNESSED:

_____

Charlene Stevens, City Administrator

Resolution _____
SCDP Grant Condition Findings

WHEREAS, the City of Willmar is undertaking a program of commercial, rental, and residential revitalization, rehabilitation, and redevelopment, and

WHEREAS, the City of Willmar has identified a specific area hereafter referred to as the Downtown Commercial Rehabilitation Project "target area" in which rehabilitation, revitalization, and redevelopment activities will occur; and.

WHEREAS, the Willmar City Council has assessed the condition of the buildings and the other characteristics of the target area and has determined that the area can be characterized as blighted by reasons of "dilapidation, obsolescence, overcrowding, faulty arrangement of design, lack of ventilation, light and sanitary facilities, excessive land coverage or deleterious land use or obsolete layout or any combination of these or other factors, which are detrimental to the safety, health, morals, or welfare of the community" in accordance with Minnesota Statute 469.002 Subd. 11.

FURTHERMORE, the Willmar City Council has identified conditions of deterioration including the existence of substandard rental units, the inability of commercial structures to meet codes, the general conditions of deteriorating storefronts and facades on the commercial buildings, and the existence of dilapidated structures which contribute to the blighted conditions of the target area (see attached map of the target area).

NOW, THEREFORE, BE IT RESOLVED, that by the Resolution of the City Council of the City of Willmar, the area identified in the target area on the attached map is characterized by conditions meeting Minnesota Statute 469.002 Subd. 11 definition of "blighted area".

Date Adopted: April 2, 2012

Willmar City Council

_____
Frank Yanish, Mayor

ATTEST:

_____
Charlene Stevens, City Administrator

Kandiyohi County
& City of Willmar
Economic Development Commission

FUNDING REQUEST GUIDELINES

1. All requests for funding through the Kandiyohi County and City of Willmar Economic Development Commission (EDC) must be by written application in a form that can be obtained from the EDC Office, 333 Litchfield Avenue SW, Suite 100, P.O. Box 1783, Willmar, MN 56201, telephone 320-235-7370, edc@kandiyohi.com, along with a proposal and project budget.

2. Once a funding application is received by the EDC, an EDC staff member will review the application with the applicant and, if appropriate, forward the request to an EDC standing committee for consideration.

3. Funds contributed by the EDC must be matched dollar-for-dollar by funds from the requesting organization making the application, which funds may be raised through other organizations.

4. Applications, if approved, may receive the full funding requested or a portion thereof as determined by an EDC standing committee or the EDC Joint Operations Board.

5. An organization may request funding twice in a five-year period, except in the case of an emergency, which will be determined by the EDC Joint Operations Board. The second time a funding request is made, half of the original financial support may be offered and must be matched.

6. For profit corporations are ineligible for funding from the EDC.

7. Applications will be assessed on the following basis:

    a. Does the application relate to an EDC standing committee's goals and the EDC's goals and overall mission?
    b. Does the application detail the use of the funds requested?
    c. Does the request duplicate efforts and work already being done by another entity?
    d. Does the request show significant evidence of cooperation and collaboration with other entities?
    e. Is the request within the reviewing committee's budget limits or the EDC's community contribution line item?

8. If the above criteria can be positively answered and an EDC standing committee approves the funding request by a majority vote, the committee's recommendation will be presented to the EDC Joint Operations Board for consideration at its next monthly meeting.

9. If the request is for more than an EDC standing committee's budget allows and the committee approves the request, the committee may request the EDC Joint Operations Board to allocate additional funds.

10. All funding requests for tourism-related activities will be forwarded to the Willmar Lakes Area Convention & Visitors Bureau (CVB) for consideration and determination.

11. If the CVB deems the funding request appropriate, the CVB may make an additional request for funding from the EDC to fund unique tourism-related events. If approved by the EDC Joint Operations Board, additional funds will be transferred to the CVB and the CVB will be responsible for how those monies are spent.

12. If a funding request is not appropriate to be referred to an EDC standing committee, EDC staff will review the funding request and, if deemed appropriate, present it to the EDC Joint Operations Board for consideration at its next monthly meeting.

13. In no event, will an approved funding request be used to fund personnel unless the request is for a feasibility study.

14. If a request is for a one-time unique request, the EDC Joint Operations Board may consider using its reserve funds.

Adopted by EDC Joint Operations Board 3/8/2012
Ratified by EDC Joint Powers Board ___/___/2012

Kandiyohi County
& City of Willmar
Economic Development Commission

Name of applicant _____ Name of contact person _____

Telephone _____ Cell _____ Email _____

Describe your organization, its mission and goals:

Is your organization a □ nonprofit corporation or □ governmental entity?

Amount requested $_____. Will the funds be matched? Yes □ No □. If yes, how will they be matched?

For what purpose will the requested funds be used? Provide a copy of your budget.

If your request is for an event and is "seed money," can the event be profitable and self-supporting in future years?

Please explain:

Does the request fit within the EDC's mission (To be a catalyst for economic growth of the greater Kandiyohi County area.) and goals?

Please explain:

If funded, your federal tax ID number must be provided.

Return this application to: Kandiyohi County and City of Willmar Economic Development Commission
333 Litchfield Avenue SW, Suite 100 | P.O. Box 1783 | Willmar, MN 56201
edc@kandiyohi.com

Adopted by EDC Joint Operations Board 3/8/2012

WILLMAR DOWNTOWN PLAN DRAFT FEBRUARY 2012

OVERALL PLAN ELEMENTS (MAPPED)

- A1: downtown gateways
- A1: primary downtown access routes
- A2: pedestrian intersection improvements
- A2: bikeways and trails
- A4 / B1: Becker Avenue Plan
- B2: Glacial Lakes State Trail
- B3: trailhead at Selvig Park
- C3: historic register buildings
- D1: cultural, governmental, and inst

Willmar Downtown Plan
ELEMENT CHAMPIONS
(listed by champion)

City of Willmar

- A1: Establish Downtown Gateways and Improve Vehicular Access
- A2: Improve Pedestrian Environment and Connections
- A4 / B1: Becker Avenue Plan
- B2: Extend Glacial Lakes State Trail into Downtown
- B3: Create Downtown Trailhead at Selvig Park
- B4: Improve the Urban Forest
- C1: Adopt Downtown Design Standards
- C4: Update and Improve Lighting
- D1: Support and Maintain Cultural, Governmental, and Institutional Uses Downtown
- E2: Promote Higher Density Development at CBD Fringe

Willmar Design Center

- A3: Perform Downtown Parking Study
- A4 / B1: Becker Avenue Plan
- B2: Extend Glacial Lakes State Trail into Downtown
- B3: Create Downtown Trailhead at Selvig Park
- C2: Facilitate Façade Improvements
- C3: Encourage Historic Preservation and Restoration
- D2: Encourage Restaurant and Retail Development
- D3: Encourage Redevelopment on Targeted Sites
- E1: Analyze Existing Downtown Housing
- E3: Increase and Improve Downtown Housing

Economic Development Commission

- D2: Encourage Restaurant and Retail Development
- D3: Encourage Redevelopment on Targeted Sites
- E3: Increase and Improve Downtown Housing

HRA

- E3: Increase and Improve Downtown Housing

WILLMAR

PLANNING AND DEVELOPMENT SERVICES

City Office Building
333 SW 6th Street, Box 755
Willmar, MN 56201

GENERAL DEPARTMENT & INFORMATION	320-235-8311
DIRECTOR	320-214-5184
PLANNER	320-214-5195
BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

FAX: 320-235-4917

MEMO

TO: Bruce Peterson, Director of Planning and Development Services

FROM: Randy Kardell, Building Official

DATE: March 22, 2012

RE: John's Supper Club Update

An inspection was conducted on the above referenced property on March 22, 2012 by Tom Rosemeier, Building Inspector and myself. The mechanical contractor has completed the first floor furnace and second floor mechanical room furnace. Both are installed and insulated. I would speculate that 50% of the heating and ventilation systems are now installed. On March 21, 2012 the fire sprinkler contractor started work. The apartments are semi-finished, with no ceiling grids. The plumbing system is close to 75% installed.

I have enclosed pictures of the commercial office space, handi cap apartment, second floor rental unit, mechanical rooms, corridor and hallway, and entrance.