

MINUTES

Robbins Island Local Option Sales Tax Subcommittee Meeting

Monday, May 20, 2019

11:30 a.m. @ Rosita's

I. **Welcome & Introductions** – Members present: Staff Representative – Rob Baumgarn & Curt Hein, Rachel Skretvedt, James Miller via phone, Steve Kneprath, Jason Grabinger, Paul Cool.

II. **Reviewed the Revised Flow Chart**

The former structure of the Invest in Willmar Flow Chart went in order of:

LOST Individual Committees – Invest in Willmar Executive Board – Park & Rec Board – City Council

New Flow Chart should read as:

LOST Individual Committees – City Staff - Invest in Willmar Executive Board – Park & Rec Board – Public Works - City Council

III. **Prioritizing Projects**

Our recommendation for Robbins Island would be to complete the roads and parking lots first with the Local Option Sales Tax Funds. If our budget allows for more, our next goal would be to complete the two, 3-Season shelters. Other factors to consider is that we need to have a 25% contingency fund set aside for design, engineering and surveying.

IV. **Update on water/sewer line – Curt Hein**

Since work will be done on building a new 4-season shelter, the water line for Robbins Island is in need of repair. It is past its prime and needs to be replaced. Also considering an update to the sewer line. Cost for just the water line is around \$50,000. To do both water and sewer would be around \$100,000. It is still unclear where the funding will come. City staff are in discussion on this with Mayor Calvin and the Invest in Willmar Executive Board.

V. **Discussion: Timeline & Design ideas**

Rob Baumgarn, Sean Christensen, Curt Hein and Rachel Skretvedt met with Jared Voge with Bolton & Menk to discuss a timeline for Robbins Island. He showed two timeline schedules; one having a portion of construction being completed in 2019 and the other with construction in 2020. Jared's recommendation is to do construction in 2020.

Jared indicated reasons for his recommendation:

1. The 2019 construction schedule does not provide for review of the construction documents or bids by a committee or board, only council.
2. The 2019 construction schedule does not provide for any delays due to weather.
3. I do not believe all construction associated with the improvements can be completed in 2019 if construction begins in mid to late September and therefore, the 2019 schedule includes only a portion of the total project.

4. If the project is phased, design and administrative costs and potentially construction costs increase.
5. A wetland delineation will be required.
6. A cultural resources review may be required.
7. A condensed construction schedule will result in higher construction costs.
8. If 2019 construction is mandatory, soil borings, survey, wetland delineation, and design must begin as soon as possible.

Having this information from Jared, plus discussion with City Staff, our Robbins Island Local Option Sales Tax Committee made a motion to do Fall planning in 2019 (surveying, wetland delineation, soil borings, design, specs, permits) and construction in 2020. Motion was made by Jason and seconded by Steve. Motion passed 5-0.

- VI.** Steve Kneprath made a motion to adjourn, seconded by Paul Cool. Motion carried. **Next meeting will be June 17, 2019 @ 11:30 am @ Robbins Island. Bring your own sack lunch.**