

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: December 12, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Planning and Development Services

Agenda Item: Dangerous/Unsafe Buildings

Recommended Action: To initiate formal removal proceedings for buildings at 1504 13th Avenue Northeast and 944 Olaf Avenue Northwest.

Background/Summary: Buildings at the above locations were deemed dangerous/unsafe by inspection staff. Efforts to work with the property owners to remove the structures have been unsuccessful. It is necessary to initiate formal removal proceedings.

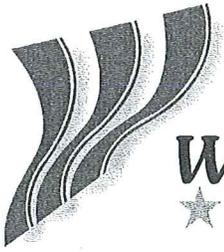
Alternatives: 1. Initiate the formal removal proceedings.
2. Continue to work with the property owners.
3. Allow the buildings to remain.

Financial Considerations: If the owners do not remove the buildings with a court order, it may fall on the City to remove the structures. Cost estimates are unavailable.

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:



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
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BUILDING OFFICIAL	320-214-5185
BUILDING INSPECTION TECH	320-214-5187

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MEMORANDUM

TO: Bruce Peterson, Director of Planning and Development Services

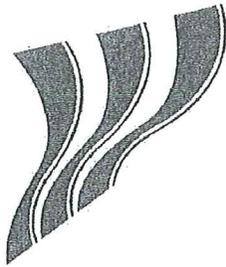
FROM: Randy Kardell, Building Official

DATE: November 21, 2013

RE: Dangerous/Unsafe Building

Due to major code violations, information regarding properties located at 1504 13th Avenue Northeast and 944 Olaf Avenue Northwest need to be sent on to the City Attorney to begin the formal removal process as allowed by Minnesota State Statutes, Section 463.15 to 463.2.





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Originating Department: Planning and Development Services

Agenda Item: Highway 12 Corridor Study

Recommended Action: For information and discussion.

Background/Summary: The Council recently approved participating in a consultant contract for the Highway 12 corridor study. Due to the DOT process, a certain level of confidentiality was necessary in the consultant selection process. With a consultant having been selected, staff felt it was prudent to have a discussion with the Committee regarding the scope of the corridor study so that the final expectations/deliverables are made known prior to the study occurring. The process includes opportunities for significant public input.

Alternatives: N/A

Financial Considerations: The City is participating to the extent of \$50,000 as budgeted in the CIP.

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:

Hwy 12 Corridor Study

MnDOT Contract No. 04599
Exhibit A - Scope of Services

This Scope of Services document is structured as follows:

- Section 1.0 Project History, Background Information and Contract Purpose
- Section 2.0 Project Administration
- Section 3.0 Corridor Area data Collection
- Section 4.0 Corridor Issues Identification
- Section 5.0 Conceptual Long Range Vision of the Corridor
- Section 6.0 Transportation/Land Use Goals and Objectives
- Section 7.0 Corridor Management Recommendations
- Section 8.0 Public Participation
- Section 9.0 Draft and Final Transportation Study Reports
- Section 10.0 Project Schedule

1. Project History, Background Information and Contract Purpose

1.1 Project History. The State is replacing the highway pavement on a one mile section of Highway 12 at the east edge of Willmar. The project, scheduled for 2014, begins approximately at Stacey's Nursery, extends east, ending at the west entrance to Haug Implement. During the development process for the pavement project, other issues along the corridor were identified that the pavement project cannot address. These issues have been identified by various stakeholders, including; business leaders, developers, the City of Willmar, and the Willmar Chamber of Commerce. The issues include:

- Lack of long range corridor vision
- Inconsistent roadway design (4-lane gaps)
- Drainage
- Intersection crashes
- Multiple accesses

To address the issues, a corridor study of this segment of Highway 12 has been proposed to better identify the corridor issues, their root causes, and provide some recommendations as to how to manage the corridor into the future. The study would be lead and administered by the State, but would be a cooperative partnership and would include a study steering committee with representation from each of the partners. The costs for the study would be paid for cooperatively by the State, the City of Willmar, and Kandiyohi County. This Contract is the result of the proposal.

1.2 Project location /termini. This study will cover U.S. Highway 12 in the City of Willmar from the junction of Kandiyohi CSAH 5 on the west to 45th Street NE on the east.

1.3 Study partners and stakeholders. For purposes of this Scope of Services document, the following definition of terms applies. The term Contract Partners, or Partners, will be in reference to the City of Willmar, Kandiyohi County, and the State. These entities will cooperatively share the costs and responsibility for administering the contract. The term Stakeholders will be in reference to various entities; including but not limited to: business leaders, developers, and the Willmar Chamber of Commerce. Stakeholders will also usually include the Contract Partners or entities from within the Partner organizations (functional areas, departments, etc.).

1.4 Project Management. The State will provide overall project management and administration for this contract, and will serve as the primary liaison between the Contractor and the Contract Partners.

1.5 Study Purpose. The purpose of the Highway 12 Willmar Corridor Study is to examine issues and concerns along Highway 12 (from CSAH 5 to 45th Street NE) and to then develop a common vision and understanding of the challenges faced by the corridor now and into the future. The study must establish an agreeable future vision for the corridor which is supported by the corridor's Partners and Stakeholders. By having a common vision, the Partners and Stakeholders can work towards a common direction for the corridor which will guide future improvement projects if funding were to become available. The study will not develop a plan of needed improvement projects, but rather will establish the vision needed to identify and develop projects in the future.

2. Project Administration

2.1 The Contractor will perform general administration of the contract, operation of the contract details, and communicating all project activities, progress, and findings to the State's Project Manager, Patrick Weidemann.

2.2 Activities/Deliverables

- A. Project Invoices
- B. Progress Reports
- C. Project Schedule and Updates
- D. Contractor and State Project Manager Project Status Meetings

3. Corridor Area Data Collection

3.1 The Contractor will work closely with the State and Partners to gather data for use in the Study. Data to be gathered includes, but is not limited to;

- A. Current Land Use and Regulations
- B. Planned Development/Future Land Use
- C. Existing Corridor and Intersection Designs and Characteristics
- D. Corridor Traffic and Crash History
- E. Drainage Pattern Data
- F. Multimodal Access/Use Along the Corridor

3.2 The Contractor will compile and present data in a GIS format to provide the best possible flexibility in the assessment, cross-reference and presentation of the data.

3.3 Activities/Deliverables

- A. Research all relevant data
- B. Compile in GIS and text formats

4. Corridor Issues Identification

4.1 The Contractor will hold a series of facilitated small group meetings with various corridor Stakeholders from the community in order to identify what are the main issues and concerns along the corridor. Each meeting may range in time from 30 to 90 minutes and all meetings can be held on a single day if schedules will allow it. The Contractor will work with the Partners to identify and contact the individuals to invite to the meetings. At a minimum, the following Stakeholders will be included;

- A. Representatives from Public Works Departments of the City of Willmar and Kandiyohi County
- B. Chamber of Commerce Representatives and Corridor Businesses

- C. Representatives from the Emergency Services Departments of the City of Willmar and Kandiyohi County
- D. Elected Officials and Staff Representatives from the Planning and Zoning Commissions of the City of Willmar and Kandiyohi County
- E. State's MnDOT District 8 Functional Leaders

4.2 Activities/Deliverables

- A. Work with the Technical Advisory Team (TAT)(see Section 8.0 regarding formation of the TAT) to determine final list of groups to be surveyed.
- B. Develop and implement a facilitated discussion approach (with the consultation of the TAT and the State's Project Manager) that will provide a means of gathering meaningful input from the various specialized interests and stakeholders along the corridor in order to identify their top issues and concerns.
- C. Identify the top corridor issues received from the groups and map those issues onto a Community Corridor Issues Map for inclusion in the Study Report.

5. Conceptual Long Range Vision of the Corridor

5.1 The Contractor will analyze the data collected, the corridor issues identified by the transportation Stakeholders, and the discussions held with the TAT in order to develop a Conceptual Long Range Vision of the Corridor for review and acceptance by the Project Manager, in consultation with Partners. The Vision may include some elements of roadway geometrics, but the Vision should not focus on the geometrics. The Contractor will focus on the following to help define the Long Range Vision of the Corridor;

- A. Future Development / Land Use for the Corridor
- B. Character of the Corridor (i.e. Continued Gateway into the City)
- C. Character of the Drainage for the Area
- D. Traveler's View Along the Corridor / Area Aesthetics
- E. Desired Corridor Access Types and Spacing
- F. Intersection Uniformity and Safety
- G. A Conceptual Layout Drawing of the Vision

5.2 Activities/Deliverables

- A. A Technical Memorandum Describing the Conceptual Vision of the Corridor.
- B. A conceptual layout drawing of the vision.

6. Transportation/Land Use Goals and Objectives

6.1 The Contractor will work with the TAT and State's Project Manager in order to develop an agreeable set of transportation and land use goals for the Partners that will allow the corridor to work towards the agreed vision by the Partners. In addition, the Contractor will develop a recommended set of supportive objectives that support meeting the stated goal. The Contractor will include the finished Goals and Objectives in the Study Report.

6.2 Activities/Deliverables:

- A. Transportation and Land Use Goals for the Corridor
- B. Supportive Objectives for Each of Identified Transportation and Land Use Goals.

7. Corridor Management Recommendations

7.1 The Contractor will prepare a series of recommendations that will assist the Partners in strategically managing the corridor into the future. These recommendations should be a series of strategies that the corridor Partners may deploy in order to meet the transportation and land use goals for the corridor, and ultimately achieve the desired vision for the corridor. The list should not be a list of specific improvement projects. The list of recommended strategies will cover the following areas, and potentially others as directed by the Project Manager:

- A. Corridor Safety Approaches
- B. Drainage
- C. Corridor Access
- D. Enhanced Multimodal Usage on the Corridor

8. Public Participation

8.1 The Contractor will coordinate and facilitate the inclusion of the public in the performance of this study. Public participation includes the development/facilitation/administration of Technical Advisory Team meetings, conducting the Corridor Issues Identification process, and preparation/facilitation/administration of an open house meeting to share the draft Conceptual Corridor Vision/ draft Study Report, and attend a meeting of the Willmar City Council and Kandiyohi County Board of Supervisors in order to provide a summary of the Study Report.

8.2 Activities/Deliverables

- A. Coordinate the formation of the Technical Advisory Team (TAT)
- B. TAT meeting facilitation (6 meetings)
- C. TAT meeting agendas, mailings, presentation materials, minutes
- D. Facilitate Corridor Issues Identification meetings
- E. Open house preparation and attendance
- F. Open house communications/advertisements
- G. Open house comment collections/complaints

8.3 The Contractor will provide no less than two qualified staff people, who are knowledgeable about the study, at each TAT meeting, the Corridor Issues Identification meetings, and the open house.

9. Prepare Draft and Final Transportation Study Reports

9.1 A draft Study Report will be developed based upon a compilation of the task work efforts for review by the TAT at the final TAT meeting.

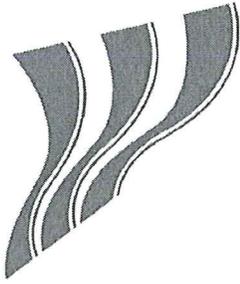
10. Project Schedule

10.1 The project schedule is as follows:

- A. Study Kick-off - January 9, 2014
- B. Corridor Issues Identification Meetings - February 2014
- C. Completion of Corridor Data Collection - March 1, 2014
- D. Community Corridor Issues Map Completion - March 15, 2014
- E. Development of Draft Long Range Vision - June 15, 2014
- F. Development of Draft Transportation and Land Use Goals/Objectives - June 30, 2014
- G. Development of Draft Corridor Management Strategies - July 15, 2014
- H. Open House Meeting - August 2014
- I. Prepare Draft Study Report - August 30, 2014

- J. Provide Study Findings Summary to City Council and County Board - September 2014
- K. Complete Final Study Report - September 30, 2014
- L. Project Completion - September 30, 2014

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| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Planning and Development Services

Agenda Item: Robbins Island Amphitheater

Recommended Action: Support for the project, by the Council, is being sought prior to the private sector moving to fund the project.

Background/Summary: A performance amphitheater has been proposed for Robbins Island Park. The project is being spearheaded by private citizens. Bob Mathiasen will be present to update the Committee on the project progress and will solicit support from the Council.

Alternatives:

1. Support the project
2. Support the project as amended
3. Don't support the project

Financial Considerations: Future City costs to involve primarily maintenance.

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

Signature:

Comments:



ENGAN ASSOCIATES
ARCHITECTS
INTERIOR DESIGNERS

FOOT LAKE

PERFORMANCE AREA

PLAY AREA

TERRACED SEATING

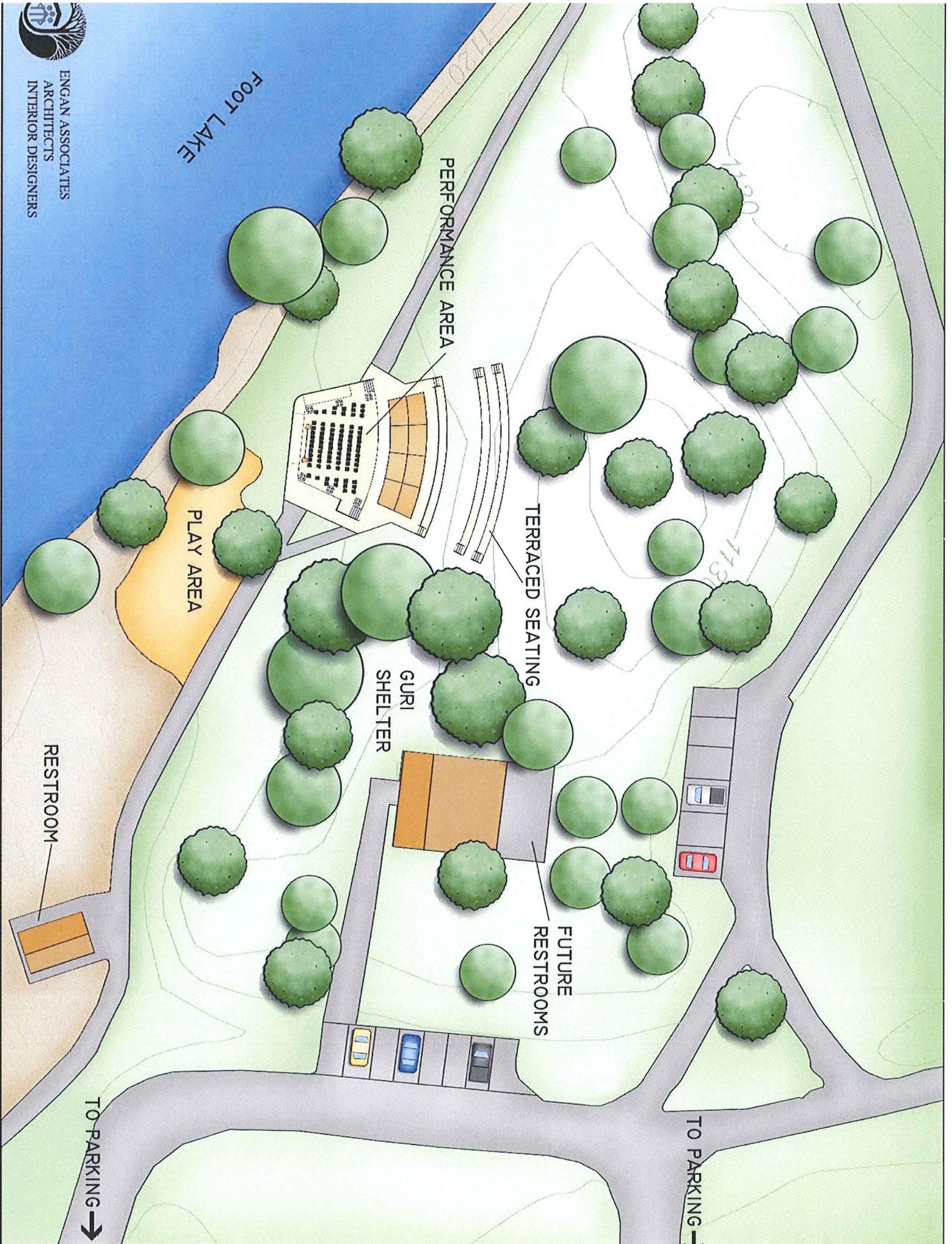
GURI
SHELTER

FUTURE
RESTROOMS

RESTROOM

TO PARKING →

TO PARKING →





ENGAN
ASSOCIATES
ARCHITECTS

