

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: May 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 19, 2014

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

Originating Department: Engineering

Agenda Item: Contract No. 1301-A – Change Order #1

Recommended Action:

Approve Change Order #1 to the 1301-A Contract.

Background/Summary:

Project No. 1301-A was awarded on May 9, 2013 to Duinick Inc., Prinsburg, MN and included the street improvements to Kandiyohi Avenue SW from 1st Street to 7th Street SW, 11th Street to 15th Street. Staff noted some minor extra work was required to correct grade and drainage preference. Change Order No. 1 in the amount of \$10,875.60 was negotiated with the contractor to address the added work.

Alternatives:

NA

Financial Considerations:

Design engineer has agreed to pay additional contract costs to complete work.

Preparer: Sean Christensen, P.E.
Public Works Director

Signature: 

Comments:

CHANGE ORDER NO. 1
WORK ORDER NO. 1
FOR MINOR EXTRA WORK

CITY OF WILLMAR, MINNESOTA

PROJECT – PROJECT 1301-A-2013 STREET IMPROVEMENTS

CONTRACTOR – DUININCK INC. BOX 208, PRINSBURG, MN 56281

The following changes in work, quantities and cost for the above project are herewith authorized:

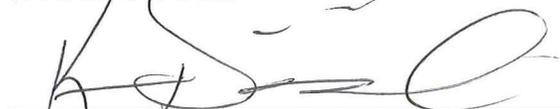
<u>Cost Summary:</u>	Original Contract	\$1,321,174.20
	Change Order No. 1 (Work Order No. 1 For Minor Extra Work)	\$10,875.60
	Contract Total	\$1,332,049.80

Date: April 17, 2014

CITY OF WILLMAR:


Sean Christensen, Works Director

DUININCK INC.


Contractor

STATE AID FOR LOCAL TRANSPORTATION
WORK ORDER FOR MINOR EXTRA WORK

Rev .July 2010

Page 1 of 1

SP	Minn. Proj. No.: 175 - 122 - 005	W.O. No.: 1
Project Location: Kandiyohi Avenue Between 12 th to 13 th Streets		
Local Agency: City of Willmar, MN		Local Project No.: 1301A
Contractor: Duinink, Inc.		Contract No.
Address/City/State/Zip: 408 Sixth Street, P.O. Box 208, Prinsburg, MN 56281		
Total Work Order Amount \$		\$ 10,875.60

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

Remove and replace curb and gutter/sidewalk and other items on Kandiyohi Avenue between 12th and 13th Streets as listed below:

Estimate of Cost (Include any increases or decreases in contract terms, any negotiated or force account items)					
Item No.	Description	Unit	Unit Price	+ Or - As Built Quantity	+ Or - Final Amount \$
2104.501	Remove 4" Sidewalk	SF	\$2.00	+47.0	\$94.00
2104.503	Remove concrete curb and gutter	LF	\$4.00	+114.8	\$459.20
2503.511	8" PVC Storm Sewer	LF	\$100.00	+ 16.0	\$1,600.00
2506.501	Connect to Storm Sewer (12" Pipe)	EACH	\$600.00	+ 1	\$600.00
2506.501	Const Drainage Structure Design H	LF	\$700.00	+3.1	\$2,170.00
2506.516	CASTING ASSEMBLY (Catchbasin) B624 Curb	EACH	\$700.00	+ 1	\$700.00
2521.501	4" Concrete Walk	SF	\$10.00	+137.6	\$1,376.00
2531.501	Concrete Curb & Gutter Design B624	LF	\$23.00	+114.8	\$2,640.40
2531.507	6" Concrete Driveway Pavement	SY	\$40.00	+ 30.9	\$1,236.00
Net Change this Work Order					\$10,875.60

Due to this change, the contract time: (check one)

(X) Is NOT changed () May be revised as provided in Mn/DOT Specification 1806

() Is Increased by _____ Working Days () Is Increased by _____ Calendar Days

() Is Decreased by _____ Working Days () Is Decreased by _____ Calendar Days

Approved by Project Engineer: Paul Jurek Date: 2-18-2014
 Print Name: PAUL JUREK Phone: _____

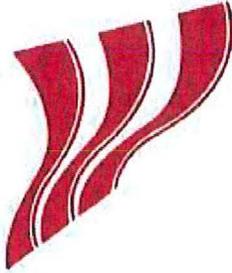
Approved by Contractor: Kristopher Duinink Date: 8/20/13
 Print Name: KRISTOPHER DUININK Phone: 320-978-6011

Distribution: Project Engineer (Original), Contractor (copy), DSAE (copy for funding review)

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: May 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 based on Bid Alternate B

Recommended Action: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 based on Bid Alternate B

Background/Summary: The City Council ordered the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 at the Improvement Hearing held April 7, 2014. Council requested that a concrete surfacing alternate bid (Alternate A) be included in the bidding documents. Bids were opened and the amount received to perform the necessary improvements is known. The life-cycle cost analysis between bituminous surfacing and concrete surfacing is essentially the same however the inconvenience to property owners during construction is significantly greater with the concrete alternate. Past practice indicates that the concrete surface would not be installed until 2015 after the roadway has undergone one freeze/thaw cycle following construction. The additional cost to construct a concrete surface in lieu of a bituminous surface is \$93,797.75. Staff recommends that the bituminous alternate (Alternate B) be used to determine the project construction cost to be assessed to the property owners. Staff has prepared the assessable footage and the amount for each affected lot. Affected property owners must be notified of their assessment amount and the date of the hearing in accordance with Chapter 429, State of Minnesota Statutes.

- Alternatives:
1. Declare Costs to be Assessed and Order the Preparation of Assessment Roll based on Alternate A.
 2. Declare Costs to be Assessed at a later date.

Financial Considerations: The funding associated with the project includes Special Assessments, State Aid Monies, and Local Funds

Preparer: Jared Voge, P.E., Principal Project Manager

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: May 13, 2014

Attachments: Yes X No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Call for Assessment Hearing on the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 on June 16, 2014.

Recommended Action: Call for Assessment Hearing on the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 on June 16, 2014.

Background/Summary: The City Council ordered the Gorton Avenue NW and 9th Street NW Improvements – City Project No. 1401 at the Improvement Hearing held April 7, 2014. Council requested that a concrete surfacing alternate bid (Alternate A) be included in the bidding documents. Bids were opened and the amount received to perform the necessary improvements is known. The life-cycle cost analysis between bituminous surfacing and concrete surfacing is essentially the same however the inconvenience to property owners during construction is significantly greater with the concrete alternate. Past practice indicates that the concrete surface would not be installed until 2015 after the roadway has undergone one freeze/thaw cycle following construction. The additional cost to construct a concrete surface in lieu of a bituminous surface is \$93,797.75. Staff recommends that the bituminous alternate (Alternate B) be used to determine the project construction cost to be assessed to the property owners. Staff has prepared the assessable footage and the amount for each affected lot. Affected property owners must be notified of their assessment amount and the date of the hearing in accordance with Chapter 429, State of Minnesota Statutes.

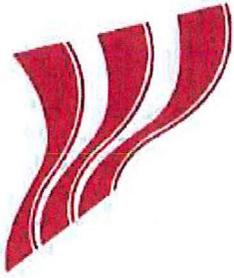
Alternatives: 1. Delay Assessment Hearing to a later date.

Financial Considerations: The funding associated with the project includes Special Assessments, State Aid Monies, and Local Funds

Preparer: Jared Voge, P.E., Principal Project Manager

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: May 13, 2014

Attachments: XYes No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the 12th Street SE Improvements – City Project No. 1404 based on Bid Alternate B

Recommended Action: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the 12th Street SE Improvements – City Project No. 1404 based on Bid Alternate B

Background/Summary: The City Council ordered the 12th Street SE Improvements at the Improvement Hearing held April 7, 2014. Council requested that a concrete surfacing alternate bid (Alternate A) be included in the bidding documents. Bids were opened and the amount received to perform the necessary improvements is known. Based on the life-cycle cost analysis between bituminous surfacing and concrete surfacing, staff recommends that the bituminous alternate (Alternate B) be used to determine the project construction cost. Staff has prepared the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes.

- Alternatives:
1. Declare Costs to be Assessed and Order Preparation of Assessment Roll based on Alternate A
 2. Declare Costs to be Assessed at a later date.

Financial Considerations: The funding associated with the project includes Special Assessments and Local Funds

Preparer: Jared Voge, P.E., Principal Project Manager

Signature:

Comments:

BID TABULATION

PROJECT: 12TH STREET SE IMPROVEMENTS – 2014
CITY OF WILLMAR, MN

DATE: May 6, 2014
TIME: 1:30 p.m.

PROJECT NO. W18.107640
CITY PROJECT NO. 1404

BIDDERS	BASE BID	BASE BID + ATERNATE A	BASE BID + ALTERNATE B	BID BOND
1. Duinick, Inc. Prinsburg, MN	\$126,229.61	\$366,445.41	\$310,005.41	X
2. Vreeman Construction Willmar, MN	\$147,698.92	\$378,600.30	\$301,140.47	X
3. Land Pride Construction Paynesville, MN	\$159,229.40	\$398,838.40	\$348,945.00	X
4. Breitbach Construction Co. Elrosa, MN	\$182,568.87	\$428,212.98	\$356,557.93	X



Bolton & Menk, Inc.
CONSULTING ENGINEERS & SURVEYORS
Mankato – Fairmont – Sleepy Eye – Burnsville – Willmar – Chaska – Ramsey
Maplewood – Baxter – Rochester, MN; Spencer – Ames, IA; Fargo, ND



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 7

Meeting Date: May 13, 2014

Attachments: Yes X No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Call for Assessment Hearing on the 12th Street SE Improvements – City Project No. 1404 on June 16, 2014.

Recommended Action: Call for Assessment Hearing on the 12th Street SE Improvements – City Project No. 1404 on June 16, 2014.

Background/Summary: The City Council ordered the 12th Street SE Improvements at the Improvement Hearing held April 7, 2014. Council requested that a concrete surfacing alternate bid (Alternate A) be included in the bidding documents. Bids were opened and the amount received to perform the necessary improvements is known. Based on the life-cycle cost analysis between bituminous surfacing and concrete surfacing, staff recommends that the bituminous alternate (Alternate B) be used to determine the project construction cost. Staff has prepared the assessable footage and the amount for each affected lot. Affected property owners must be notified of their assessment amount and the date of the hearing in accordance with Chapter 429, State of Minnesota Statutes.

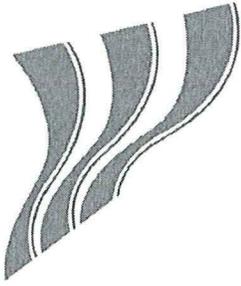
Alternatives: 1. Delay Assessment Hearing to a later date.

Financial Considerations: The funding associated with the project includes Special Assessments and Local Funds

Preparer: Jared Voge, P.E., Principal Project Manager

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8

Meeting Date: May 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Overlay – City Project No. 1403

Recommended Action: Declare Costs to be Assessed and Order Preparation of Assessment Roll for the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Overlay – City Project No. 1403

Background/Summary: The City Council ordered the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Overlay at the Improvement Hearing held April 7, 2014. Bids were opened and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Costs for the improvements must be declared and the preparation of an assessment roll ordered in accordance with the requirements of Chapter 429, State of Minnesota Statutes. 9th Street SW was bid separately as an alternate and is a recommended addition.

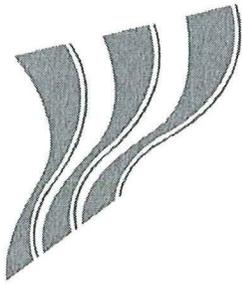
Alternatives: 1. Declare Costs to be Assessed at a later date.
2. Remove 9th Street SW from the project.

Financial Considerations: The funding associated with the project includes Special Assessments and Local Funds

Preparer: Sean Christensen, P.E.
Public Works Director

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 9

Meeting Date: May 13, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: May 19, 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: Engineering

Action Requested: Call for Assessment Hearing on the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Overlay Improvements – City Project No. 1403 on June 16, 2014.

Recommended Action: Call for Assessment Hearing on the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Improvements – City Project No. 1403 on June 16, 2014.

Background/Summary: The City Council ordered the 23rd Street SW, 10th Street SW, 9th Street SW, 7th Street SE, and 25th Street SE Overlay Improvements – City Project No. 1403 at the Improvement Hearing held April 7, 2014. Bids were opened and the amount received to perform the necessary improvements is known. Staff is preparing the assessable footage and the amount for each affected lot. Affected property owners must be notified of their assessment amount and the date of the hearing in accordance with Chapter 429, State of Minnesota Statutes.

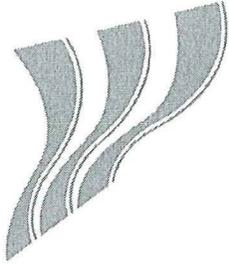
Alternatives: 1. Delay Assessment Hearing to a later date.

Financial Considerations: The funding associated with the project includes Special Assessments and Local Funds

Preparer: Sean Christensen, P.E.
Public Works Director

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 10

Meeting Date: May 13, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Willmar Police Department

Agenda Item: Private Archery Range Request

Recommended Action: Approve the requested permit application allowing construction/use of the private archery range design as illustrated on the application.

Background/Summary: A request to construct and use a private archery range at 508 NW 34th St. owned by the same person has been received. A review of the attached application demonstrates that the design of the purposed archery range will comply with the safety standards established through Council action on April 21, 2014. The range style is identified as "Range Design #2" which is based upon having properly sized safe buffer zones.

Alternatives: Deny the request and further identify to the citizen what additional safety requirements are desired.

Financial Considerations: None.

Preparer: David Wyffels

Signature:

Comments: Examination of the design of the requested range along with the detailed diagrams indicates the range would meet the safety standard requirements Council considers when giving approval to such requests.

City of Willmar
Private Archery Range Permit Application

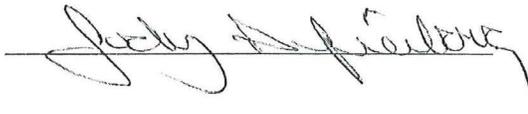
I will not allow arrows which penetrate through a backstop to be shot on this range.

I have read and understand that I must comply with all stated safety regulations as stated in the Private Archery Range Safety Requirements document which depicts the Council imposed safety standards for either ranges #1, #2, or #3 of this permit application.

Printed name of applicant: Jody Freiborg

Address of applicant: 508 NW 34th St. P.O. Box 345

Phone number of applicant: 320-235-7876

Signature of applicant: 

*Note: If this archery range application is approved, it is valid until either the submitted range design changes or the property is purchased by another person or business. It does not require yearly renewal. An approved application will be kept on file in Willmar Police records under the property owner's name for purposes to establish compliance.

Date Permit was reviewed by Council: _____

Approved by Council Action? Yes ___ No ___

City of Willmar
Private Archery Range Permit Application

I am requesting Council approval to setup a private archery range within the City of Willmar.

Location (enter the physical street address) : 508 N.W. 34th St. Willmar, MN.

I do own this property.

(Do not complete this section if you own the property).

I do not own this property. It is owned/managed by: _____ and I have obtained their permission to setup the archery range requested.

Printed name of property owner/manager: _____.

Address of property owner/manager: _____.

Phone number of property owner/manager: _____.

Signature of property owner/manager: _____.

(Check one)

Indoor Range (my range is totally contained within a building).

Or,

My archery range is outdoors and designed employing all the Council safety standards detailed in at least one of the range standards identified below as:

Range Design #1 (downrange safety is based upon a properly sized backstop).

Range Design #2 (downrange safety is based upon proper safe buffer zones).

Range Design #3 (downrange safety is based upon a hybrid design of range #1 or #2).

This range will be constructed on private property that is: 115' feet wide by 200' feet long.

The distance from the archers shooting position to the backstop will be _____ feet or less and my targets will be placed in the approximate horizontal center of the defined range or backstop.

City of Willmar
Private Archery Range Permit Application

Draw diagram of the overhead view showing the property dimensions. Indicate the location of the archers shooting position and backstop position in the diagram. Also indicate the property type (residential, open, wooded, field, etc.) of the adjoining property behind the backstop and to the sides of the shooting lane. (Google earth overhead views are helpful as well).

