

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

Agenda Item Number: _____

Meeting Date: June 10, 2014

Attachments: Yes No

CITY COUNCIL ACTION

Date: June 16, 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:

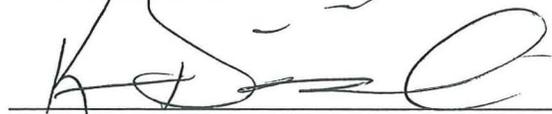
<u>Cost Summary:</u>	Original Contract	\$1,321,174.20
	Change Order No. 1 (Work Order No. 1 For Minor Extra Work)	\$10,875.60
	Contract Total	\$1,332,049.80

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	Wo 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 items, 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	Castling 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

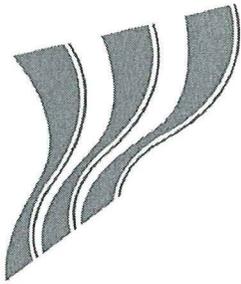
Due to this change, the contract time (check one)	
<input checked="" type="checkbox"/> Is NOT changed	<input type="checkbox"/> May be revised as provided in Mn/DOT Specification 1806
<input type="checkbox"/> Is Increased by _____ Working Days	<input type="checkbox"/> Is Increased by _____ Calendar Days
<input type="checkbox"/> Is Decreased by _____ Working Days	<input type="checkbox"/> 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)

<p>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.</p> <p>This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds</p> <p>District State Aid Engineer: _____ Date: _____</p>	
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Originating Department: Public Works

Agenda Item: Sign Retroreflectivity Policy

Recommended Action: To adopt the policy

Background/Summary: The purpose of the Sign Retroreflectivity Policy is to establish how the City will implement a method to meet the minimum sign retroreflectivity requirements in the Manual on Uniform Traffic Control Devices. The goal of this policy is to improve public safety on the City's streets and maximize the City's limited resources to replace signs.

Alternatives: Don't adopt policy

Financial Considerations: None at this time

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

Signature:

Comments:

City of Willmar, Minnesota Sign Retroreflectivity Policy

Article I. Purpose and Goal.

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

Article II. Applicable Signs.

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD.

[Pursuant to Section 2A.8 of the MN MUTCD the city excludes the following signs from the retroreflectivity maintenance guidelines:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs, including Memorial signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians]

Article III. Resource Materials

The city has reviewed and relied on numerous resources in adopting this policy. These resource materials include, but are not limited to the following:

- *Methods for Maintaining Traffic Sign Retroreflectivity*, Publication No. FHWA-HRT-08-026, U.S. Department of Transportation, Federal Highway Administration (November 2007).
- *Sign Retroreflectivity Guidebook*, Publication No. FHWA-CFL/TD-09-005, U.S. Department of Transportation, Federal Highway Administration (September 2009).
- *Sign Retroreflectivity: A Minnesota Toolkit*, Minnesota Department of Transportation, Local Road Research Board (June 2010).

- *Traffic Sign Maintenance/Management Handbook*, Report No. 2010RIC10, Version 1.1, Minnesota Department of Transportation (October 2010).
- *LMCIT Sign Retroreflectivity Memo and Model Policy*, League of Minnesota Cities (Final Edition, March 2014).

Article IV. Sign Inventory

To meet the city's goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement, the type of sheeting material used on the sign face, the expected life of the sign, and any maintenance performed on the sign.

As to existing signs, the city will perform an inventory of all signs covered by this policy. The city recognizes this process will occur over time subject to the city's monetary and human resources. The city expects to complete its sign inventory by January, 2015. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

Article V. Removal of Signs

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city's policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation. The removal of signs shall be based on an engineering study and the MN MUTCD.

Article VI. Approved Sign Evaluation Method.

After reviewing the various methods proposed for sign maintenance, the City adopts one or more of the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

- Nighttime Visual Inspection.** The retroreflectivity of the City's signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The City will visually inspect its signs based on the following schedule:

The City will visually inspect all of the signs covered by this policy once each year.

- Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be replaced.

Article VII. Sign Replacement.

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to signs determined to be marginal in their retroreflectivity evaluation.
- Third priority shall be given to all remaining signs as they come to the end of their anticipated service life, become damaged, etc.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period; (b) expected life expectancy for the sheeting material used on the sign; or (c) expected life as determined by an authorized engineering study.

Damaged, stolen, or missing signs may be replaced as needed.

Article VIII. Modification and Deviation from Policy.

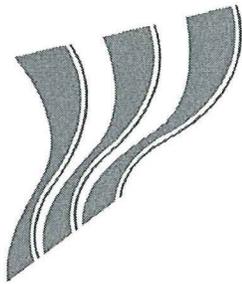
The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, social, political and economic considerations.

The Director of Public Works, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, social, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the City Council of the City of _____ on this ____ day of _____, 2014.

City Clerk

Mayor



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Originating Department: Public Works

Agenda Item: Award the Contract for the 2014 Street Lighting, Project No. 1407 and amend the budget

Recommended Action: To award the Contract to Zenergy, LLC in the amount of \$63,489.00 and authorize signatures on the 2014 Street Lighting Contract.

To approve the amendment of the final budget to fund the project from the Local Option Sales Tax.

Background/Summary: The City requested quotes for the 2014 Street Lighting Project. One quote was received from Zenergy, LLC from Sebeka, MN in the amount of \$63,489.00.

Alternatives: 1. Reject and rebid the project

Financial Considerations: The funding associated with the project is from Local Option Sales Tax.

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

Signature: 

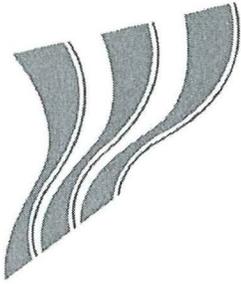
Comments:

**CITY OF WILLMAR
PROJECT NO. 1407
STREET LIGHTING
BID TABULATION**

Bids Close: June 3, 2014 at 1:00 p.m.

<u>BIDDER</u>	<u>BID TOTAL</u>	<u>BID SECURITY</u>	<u>REMARKS</u>
Design Electric, Inc. St. Cloud, MN 56302			
Zenergy LLC Sebeka, MN 56477	\$63,489.00	Bond	
Aevenia, Inc. Moorhead, MN 56560			

Engineer's Estimate: \$50,952.00



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Originating Department: Willmar Police Dept

Agenda Item: Wal-Mart Foundation grant application for Shop with a Cop program

Recommended Action:

Recommend approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the Shop with a Cop event.

Background/Summary: The Willmar Police Department has participated with the Willmar Wal-Mart for over 10 years in the Shop with a Cop program. For this program, officers volunteer their time to assist an underprivileged child in shopping for holiday gifts for the child's family. Gift cards for merchandise are provided through the grant.

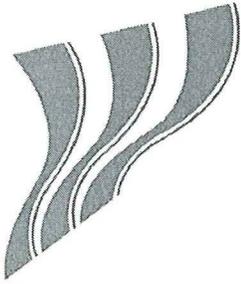
Alternatives: Discontinuing the program or seek alternate funding.

Financial Considerations: No matching grant requirements or other financial obligations. All Willmar PD time is volunteered.

Preparer: Cpt. Jim Felt

Signature:

Comments:



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| <input type="checkbox"/> Other | |

Originating Department: Willmar Police Dept

Agenda Item: Wal-Mart Foundation grant application for DARE program

Recommended Action:

Recommend approval for the Willmar Police Department to apply with the Wal-Mart Foundation for a \$1,000 grant for the DARE program.

Background/Summary: The Willmar Police Department has been active in the DARE program since 1990, teaching 5th grade students in the Willmar Schools. The Wal-Mart Foundation has been a regular contributor for over 10 years to the DARE program. If approved, grant funds would be used for instructor training and development and curriculum materials for students.

Alternatives: Current funding for the DARE program is a combination of the Wal-Mart Foundation grant, donation from the American Legion & drug fine money received by the court, which varies through fines collected. If not approved, alternate grants & donations may be needed for funding.

Financial Considerations: No matching grant requirements or other financial obligations

Preparer: Cpt. Jim Felt

Signature:

Comments: