CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date: April 21, 2014

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date:

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: City Clerk-Treasurer

Agenda Item: Review of City Auditorium Report prepared by Engan and Associates.

Recommended Action: Review report. City staff recommends that the initial focus be placed on mitigation efforts initially and the City Council should decide on the long term goals for usage for the facility.

Background/Summary: In early September, the City closed the Indoor Gun Range at the City Auditorium due to a malfunction with the Heating Ventilation and Air Conditioning (HVAC) system. At the same time, access to other areas of building were limited due to concerns regarding potential contamination from the range HVAC. Since that time, testing has been conducted that revealed the shortfalls in the gun range technology and HVAC system. In December the City hired Engan and Associates to conduct a study of the facility and recommend improvements and mitigation strategies.

Engan has completed its review and representatives from the firm will be present to discuss their findings.

Alternatives: None.

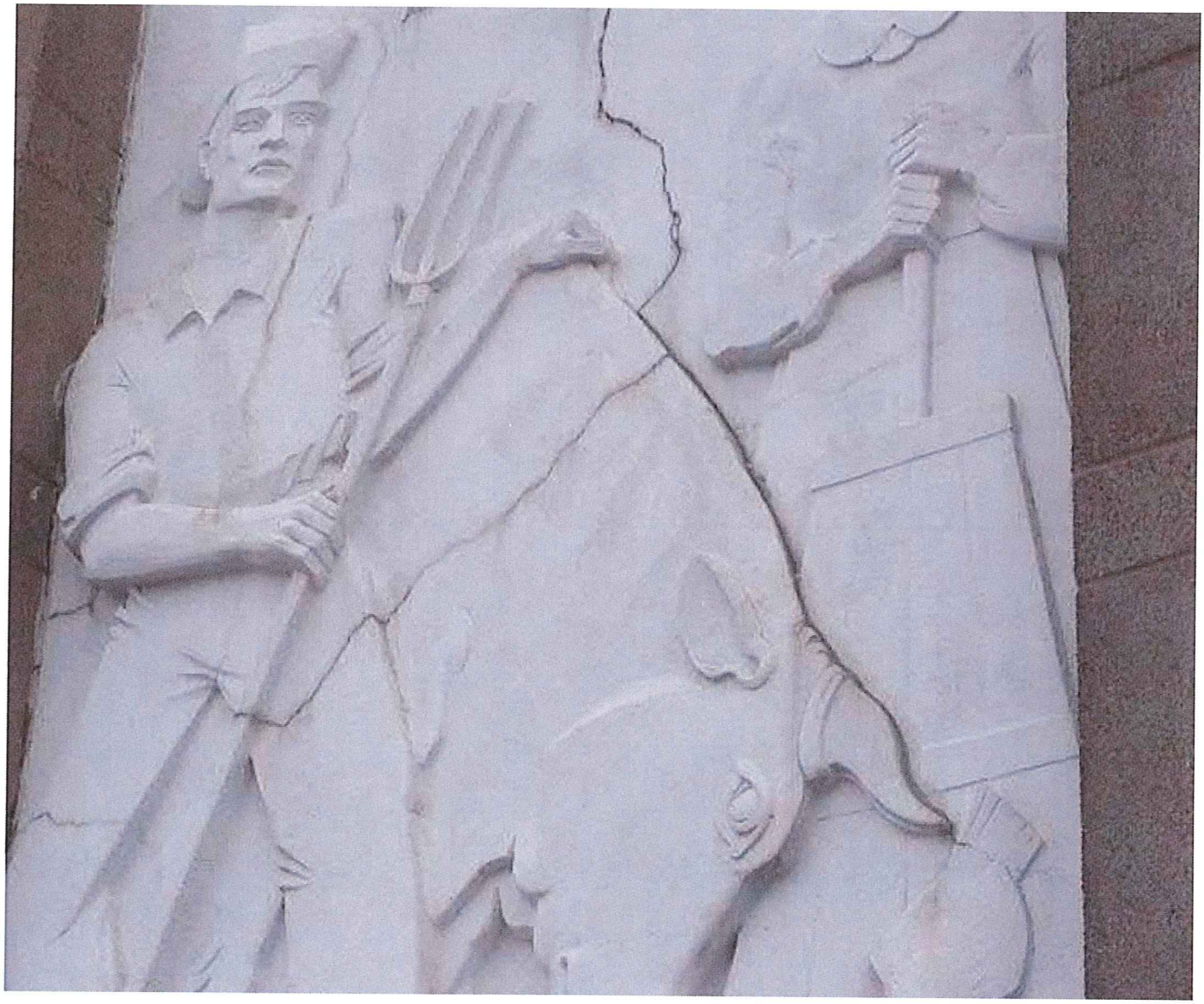
Financial Considerations: $250,000 was allocated towards improvements of the range and City Auditorium in the 2014 budget. The proposed improvements exceed this amount, however the mitigation and initial HVAC repair could be accomplished within this budget.

Preparer: Kevin Halliday

Signature: Halliday

Comments:

2014 Master Plan
Willmar City Auditorium



City of Willmar, Minnesota

ENGAN ASSOCIATES
ARCHITECTS | INTERIOR DESIGNERS
shared vision. innovative design.

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Project Statement

This Master Plan for the Willmar City Auditorium has been developed at the request of the City of Willmar. The purpose of the Plan is to identify upgrades to extend the life of and expand the use of the building.

Goals

Master Plan goals include:

- Provide an existing building condition study
- Develop a project understanding list
- Develop a code summary of the building
- Develop a list of upgrade projects
- Outline the process for applying for historic tax credits and Minnesota Historical Society Legacy grant funds
- Determine the budget of key upgrade projects

Key Issues

Study of the Willmar City Auditorium has revealed the following key issues:

Hazardous Material

Hazardous material in the building needs to be abated. This process may remove ductwork, HVAC equipment, and building finishes. New ventilation will be needed to return the building to operable condition prior to the abatement process.

Testing for the clean-up process may be done independently or by the selected abatement company. Cleaning of moveable objects and equipment is typically not done by the abatement company.

Firing Range

The firing range will need a new air handler and exhaust system. New room finishes and acoustical finishes will be needed after the abatement process. New ballistic protection blocks are recommended for protecting the walls and columns. The deceleration backstop needs some repair; if it cannot be repaired, it will need replacement. To effectively maintain the firing range, a bimonthly cleaning policy should be instituted after the range is operational.

Code Requirements

The building needs sprinkling and fire alarm systems that meet code. The Americans with Disabilities Act (ADA) requires accessibility upgrades for all occupied floors. Further, a second means of egress is needed for the second and third floors.

Key Issues (continued)

Building Preservation

Water is entering the building at the ground surface level next to the downspouts. Roof gutters and downspouts are leaking, causing damage to exterior masonry and interior finishes. Damaged masonry needs to be repaired.

HVAC

The existing heating system uses district hot water heating. The ventilation system is comprised of exhaust fans with a make-up air handler. More fresh supply air is typically needed to meet the current mechanical code.

Usage

The second and third floors of the building are under-utilized due to the absence of needed maintenance and upgrades.

Historic gutters need repair

Snow piles may contribute to water infiltration

The City Auditorium is a well-constructed building that continues to provide long-term value for the City of Willmar. Listed on the National Register of Historic Places, it was built between 1936 and 1937 by the Works Progress Administration. The following Building Condition Study details the condition of each area of the Auditorium, then describes the work needed to bring the building back into operable condition.

Sub-Structure & Super-Structure

Existing Condition

The building's exterior foundation walls are concrete. Interior columns are also concrete. The lower level floor slab is concrete. There is an exterior steel frame in the masonry walls connected to the steel roof trusses.

Description of Work

The structure appears to be in good condition. However, surface and downspout water is leaking through the walls. Perimeter paving repair and some through-wall patching of conduit are recommended to solve the leaking issues. Leaking downspouts are also contributing to water infiltration. Coordination with the footings will be required for an elevator or stair addition.

Exterior Masonry Walls

Existing Condition

Exterior walls are face brick with cast stone details. Masonry walls are about 1'9" thick on the main floor, the second floor, and the third floor. The brick veneer is a face brick.

There are also low-relief sculptures on the front facade. These have become damaged, mostly due to the affects of winter climate.

Exterior gutters and downspouts are leaking. The water is damaging the brick and interior finishes.

Description of Work

Masonry restoration is required. The sculptures on the front of the building need to be repaired. Gutters and downspouts also need repair.

Interior Framing & Use
Lower Floor

Existing Condition

The floor in this area is slab on grade. Walls are concrete, gypsum, clay tile or wood with plaster. The north side of the firing range is block. The ceiling is comprised of concrete beams and concrete slab.

Use

The lower floor of the building is about 15,060 square feet. This floor's prior uses include indoor play areas, an activity room, a gun range and training area, a weight room, locker rooms, storage rooms, and mechanical rooms. The floor is not ADA accessible. The gun range is a source of lead pollution throughout the building. Due to hazardous material and required code upgrades, the locker rooms are currently the only areas in use on this level. This level is not sprinkled, but an eight-inch water main is installed in the mechanical room. The water main is located too close to the electrical service. Some coordination will be needed to install the sprinkling system. The mechanical room contains the district hot water heating connection and the main air handler for the building. It appears that this handler also supplies air to the gun range. The gun range has an exhaust system. It is likely that the ducts to this system are not sealed. Mechanical penetrations in the walls are not sealed in several locations.

Description of Work

The following work is needed on the lower floor:

- Hazardous material cleaning
- Firing range upgrades
- Mechanical room upgrades
- Locker room renovations
- New lower lever multipurpose rooms

Interior Framing & Use
Main Floor

Existing Condition

The main floor is primarily made of terrazzo, with a wood floor in the gym. Walls are made of wood with plaster or tile with plaster. The ceiling is comprised of concrete beams with concrete slabs. The gym area ceiling is made of acoustical tile on roof trusses. Structural elements of this floor appear to be in good condition.

Use

The main floor of the building is about 15,060 square feet. Its current main uses include a gymnasium, a stage exercise room, and the memorial meeting room. The main entrance is on grade. Restrooms are not ADA accessible. Stage access is not ADA accessible. Many of the lobby doors are historic features to the building. The memorial room has historic murals on the walls. This level is not sprinkled.

Description of Work

The following work is needed on the main floor:

- Accessible restrooms
- Coordination with the elevator project
- New offices and ADA accessible access to the gym stage

Interior Framing & Use
Second Floor

Existing Condition

On this level, the floor is made of composite floor tile. Walls are made of wood with plaster. The ceiling consists of concrete beams with concrete slab.

Use

The second floor has about 5,664 square feet. These spaces are currently unused. A bleacher mezzanine is open to the gymnasium below. Some updates to the mezzanine guard rail have been made. There is a main area connected to the front stairs and two back rooms with remote stair access. This level is not ADA accessible.

Description of Work

The following work is needed on the second floor:

- Multipurpose classroom renovation
- Installation of an elevator
- Renovation of south balcony to provide a second egress path

Interior Framing & Use
Third Floor

Existing Condition
This floor is made of composite floor tile. Walls are made of wood with plaster. The ceiling is comprised of roof framing, steel trusses, and interior framing with a plaster finish.

Use
The third floor has a 2,200-square-foot front area attached to the front lobby stairs, and two remote rooms with separate stairs are at the back. One room contains 237 square feet and the other has 227 square feet. This floor is not occupied and not used.

Description of Work
The following work is needed on the third floor:

- Multipurpose classroom renovation
- Installation of an elevator
- Renovation of south balcony for an egress path

Interior Framing & Use
Attic

Existing Condition
The attic space contains wooden walkways, supported by wood framing trusses. Some portions of these walkways were not designed for the required spans, and some are no longer secured properly. The building inspector has ruled that building staff may no longer use the walkways. However, these walkways are needed to service the lights in the gym.

Description of Work
Additional framing needs to be added to the walkways to provide proper support.

Windows

Existing Condition
The building's original windows were wooden double-hung windows. These have been replaced with vinyl clad wood windows in a non-historic pattern. Original wood window jambs are still in place. On the lower floor, windows were replaced with glass block.

Description of Work
Some repair and painting of wood jambs should occur. A historical renovation project could include replacement of current windows with new wood windows with a pattern similar to the original, historic windows.


Non-historic windows

Exterior Doors

Existing Condition

The original front door assembly has been replaced with a dark-anodized aluminum assembly. Interior vestibule doors have been removed. Exterior side doors have been replaced with steel doors and framing.

Description of Work

New weather proofing and sealing of joints and some hardware should be considered. The doors also appear to need painting.

Roofing

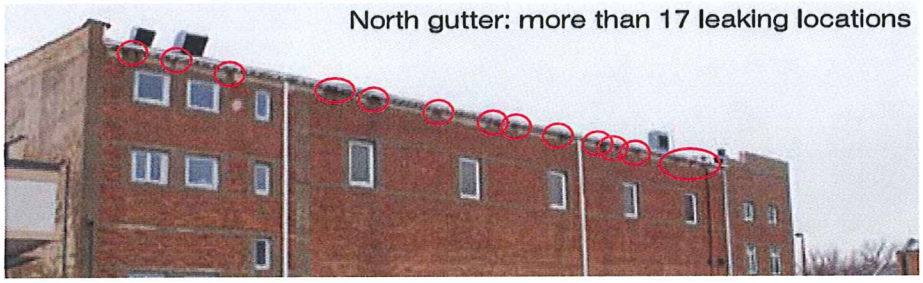
Existing Condition

A single-ply, fully adhered membrane roof was installed in 1991, along with 3 inches of roof insulation. The roof appears to be in good condition for its age. The roof slopes to the north and to the south to a gutter system. The roof framing has steel trusses and a wood deck. There is an attic space, which has some ventilation ducts.

Description of Work

The following work is needed for the roofing:

- Gutters and downspouts need to be repaired or replaced
- Repair of the existing roof membrane can extend the life of the roof
- A new roof should be budgeted for in the next 5-10 years



North gutter: more than 17 leaking locations

Interior Finishes
Lower Floor

Existing Condition

Floors: Most floors are exposed concrete. Locker areas have a tile finish. The weight room and exercise room finishes are in good condition. Other lower level finishes have lived out their useful life.

Walls: Partitions are made of plaster on wood studs. They are painted.

Ceiling: The ceiling is painted.

Description of Work

The following work is needed for the interior finishes of the lower floor:

- Firing range walls will need new acoustic panels and painting
- Firing range classroom will need new finishes
- Locker rooms will need new finishes.
- Coordination will be needed with the elevator addition and new multipurpose rooms.

Interior Finishes
Main Floor

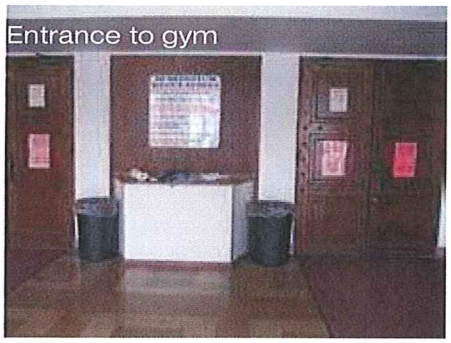
Existing Condition

The gymnasium and the Heritage Room are in good condition overall.
Floors: There is terrazzo in the front entry and a wooden floor in the gym.
Walls: Partitions are comprised of painted plaster on wood studs
Ceiling: The ceiling is painted. The gym's ceiling acoustic panels are starting to fail and fall.

Description of Work

The following work is needed for main floor interior finishes:

- New finishes for restrooms and offices
- The stage will need to be converted to become ADA accessible
- Coordination will be needed with the elevator addition
- The wood gym floor may need to be replaced in 10 years.
- The gym ceiling may need to be replaced.


Entrance to gym


Terrazzo floors

Interior Finishes
Second Floor

Existing Condition

The second floor has not been used in several years. The ceiling is comprised of gypsum board soffits. The walls are generally painted gypsum board. Floors are finished with carpet or vinyl tile.

Description of Work

Several new finishes are needed throughout this floor to return it to operable condition.

Interior Finishes
Third Floor

Existing Condition

This floor has also not been used in several years. Like the second floor, the ceiling is comprised of gypsum board soffits. The walls are generally painted gypsum board. Floors are finished with carpet or vinyl tile.

Description of Work

Several new finishes are needed throughout this floor to return it to operable condition.

Elevator

Existing Condition

There has never been an elevator in this building.

Description of Work

A passenger elevator will be required for ADA accessibility requirements.

Life Safety System

Existing Condition

There is a fire sprinkling water service stub in the building. However, the building is not currently sprinkled. Only one egress stair is used to access the second and third floors. A second exit is needed for multipurpose rooms on the 2nd and 3rd floors.

Description of Work

Fire sprinkling and alarm systems need to be installed throughout the building. Further, the south balcony needs to be renovated to provide an egress path for the 2nd and 3rd floors.

Plumbing

Existing Condition

Restrooms, locker rooms and showers are present on the lower floor. The main floor contains restrooms and janitor's rooms.

Description of Work

New ADA accessible restrooms will be required. Shower heads should be updated to include occupancy sensors and efficient, low-flow water heads. New sinks and restrooms will be needed to serve the new multipurpose rooms.

HVAC

Existing Condition

The building is supplied with district hot water heating. An air handler is in use on the lower floor to provide make-up air for its exhaust ventilation system. This air handler currently also supplies air to the firing range.

Description of Work

The following work is needed for the HVAC system:

- A new air handling unit is needed for the firing range
- A new exhaust system is needed for the firing range
- The existing air handler needs repair or replacement in order to supply make-up air to the building
- New air handlers can be added for the second and third floors' ventilation and cooling when they are occupied
- A new air handler could also be installed in the gymnasium to meet current ventilation code requirements
- A cooling system should be planned for future multi-purpose room development

Electrical

Existing Condition

The building currently has an electric service. The main floor appears to be working adequately. The electrical system on the second and third floors appears to contain outdated wiring and will need updates.

Description of Work

Future electrical load needs to be analyzed. It's recommended that new power and lighting systems be provided in all areas of renovation.

Site

Existing Condition

The City Auditorium is located at 311 6th Street Southwest in downtown Willmar. The main entrance is on the west side of the building, with an alley on the south side. Private parking lots are located on the north and east sides of the building.

Description of Work

It's recommended that repairs be made to the south alley and areas next to the building. These repairs will help prevent water infiltration. New bituminous paving is recommended. Bituminous patching at the building will also help the water infiltration issue.

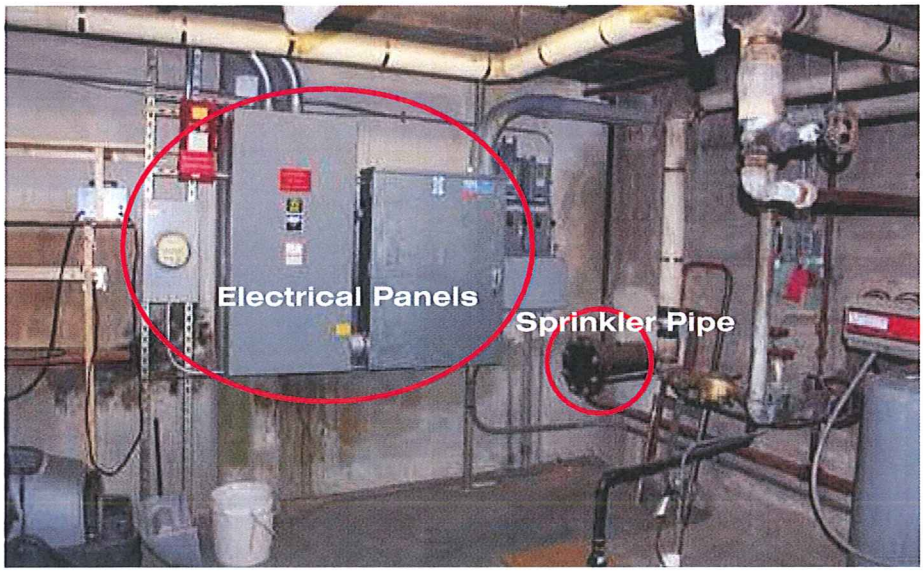
All downspouts are a source for water infiltration into the building.

As the preceding section details, a number of building upgrades are needed in order to return the City Auditorium to fully operable condition. Some relate to safety and building code issues. Others relate to ADA accessibility, energy efficiency, and historic preservation needs.

Summary of Upgrades

Following is a summary of building upgrades needed at this time:

- Lead and hazardous materials need to be removed from the building.
- HVAC improvements are needed for the firing range.
- Updated equipment should be considered for the firing range in order to improve performance and safety.
- An efficient replacement mechanical system is needed for the building because the current system is contaminated with hazardous materials.
- Existing electrical systems and wiring should be updated.
- Fire alarms need to be installed.
- Fire sprinkling needs to be installed.
- New roofing options should be reviewed.
- Some masonry restoration should be considered.
- An elevator needs to be provided.
- Accessible restrooms need to be provided
- The 2nd and 3rd floors should be made useable.
- New, energy-efficient light fixtures should be installed in areas of renovation.
- Building life safety codes requirements need to be incorporated.
- ADA building code upgrades need to be installed.
- Energy-saving construction options should be reviewed.



Code requires larger clearances between electrical panels and sprinkler pipes than are currently in place. Sprinkler water main or electrical panels will need to be moved to meet code.

Lower Floor

Program of Uses	Size (in square feet)
Firearm safety training room	968 SF
Firearm observation room	600 SF
Firing range	2,778 SF
Arms vault	90 SF
Activity room	969 SF
Multi-purpose space 1	2,742 SF
Multi-purpose space 2	1,171 SF
Locker room 1	531 SF
Locker room 2	757 SF
Weight room	363 SF
Storage rooms	236 SF
Mechanical rooms	722 SF
Other, circulation and structure	3,133 SF
Total	15,060 SF

Main Floor

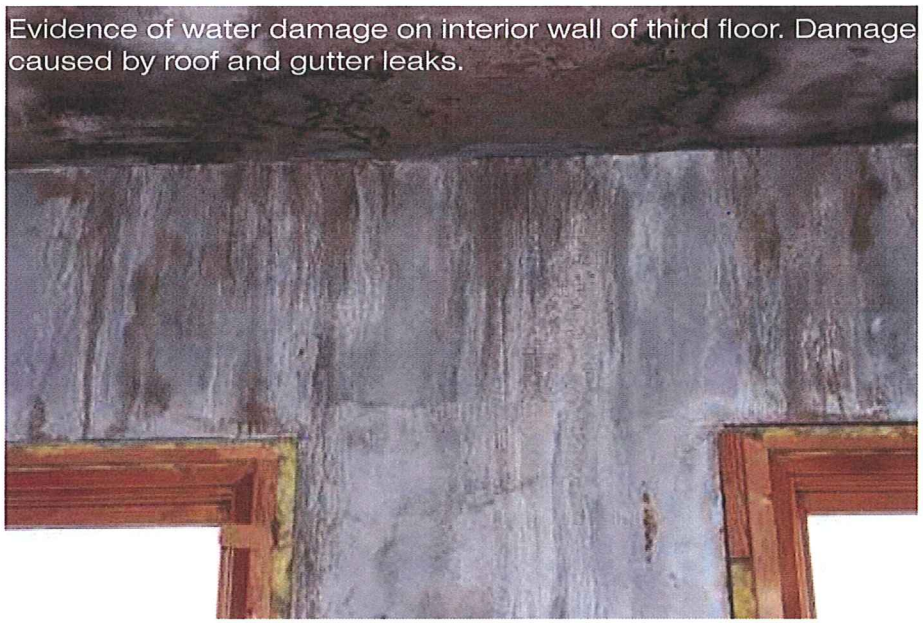
Program of Uses	Size (in square feet)
Gymnasium	8,942 SF
Stage exercise room	1,782 SF
Memorial meeting room	606 SF
Janitor room	219 SF
Other, circulation and structure	3,511 SF
Total	15,060 SF

Second Floor

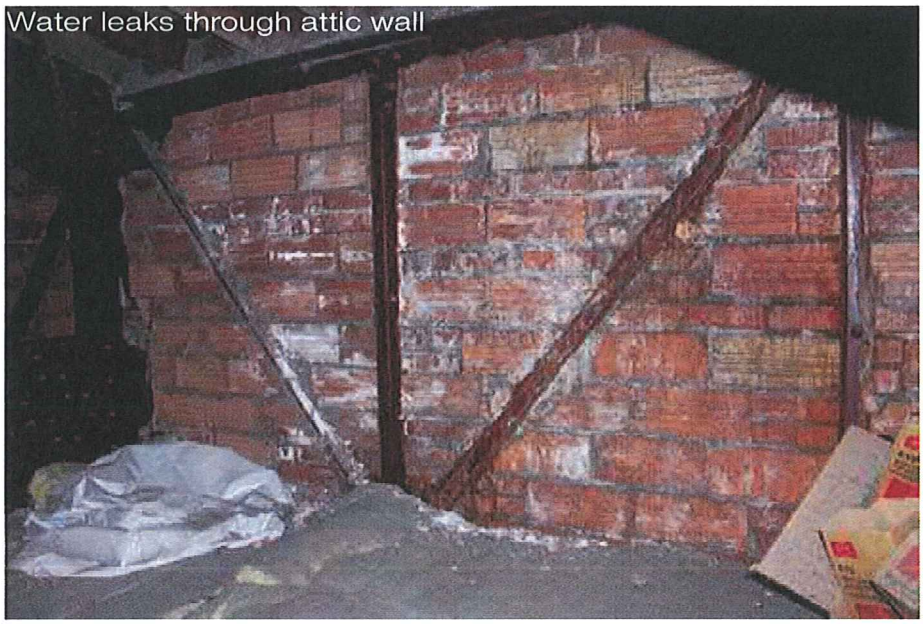
Program of Uses	Size (in square feet)
Fixed seating	2,990 SF
Front classrooms	2,200 SF
Back room 1	249 SF
Back room 2	225 SF
Total	5,664 SF

Program: Existing Spaces *Third Floor*

Program of Uses	Size (in square feet)
Front classrooms	2,200 SF
Back room 1	237 SF
Back room 2	227 SF
Total	2,664 SF



Evidence of water damage on interior wall of third floor. Damage caused by roof and gutter leaks.



Water leaks through attic wall

Cost Breakdown of Projects

The following sections provide detailed estimates for each of the building upgrade projects recommended in this Master Plan. While reviewing the information below, it's helpful to bear in mind that it would cost **$8 million to construct a new building** with size and programming similar to that of the City Auditorium**.** This fact helps provide context for the value provided by the projects detailed below.

The steps below are provided in the order that they need to be completed. The first step—hazardous material abatement—will involve cleaning that will remove duct work and HVAC equipment. Thus, step two is to add ventilation equipment back into the building, which will return the Auditorium to the condition it was in before the abatement work. **Steps one and two are required before anything else can be done to the building.**

Once these first two steps are complete, step three can follow: restoring the firing range. Exterior building preservation and interior systems projects (including accessibility upgrades) are the next steps.

STEP 1: Hazardous Material (Lead) Abatement

Management and Monitoring Services	$40,000.00
Abatement Contractor	$65,000.00
Contingency	$10,500.00
Total Budget	**$115,500.00**

After staff members have gone through lead safety training, they should be able to clean moveable equipment and furniture. Typically, firing ranges are cleaned and filters are replaced every two months. This is what is recommended for the City Auditorium's firing range.

STEP 2: Ventilation Equipment

New ventilation needs to be installed to return the building to the ventilation functioning it had before hazardous material abatement. The scope of work is to replace mechanical and ventilation equipment removed during the abatement process.

Div 23 Air Handler	$55,000.00
Div 23 Ductwork	$17,000.00
Div 23 Terminal Units	$7,600.00
Div 23 Pumps	$19,000.00
Div 23 Piping	$8,000.00
Div 23 Hydronic Specialties	$12,000.00
Div 26 Electrical	$9,300.00
Div 26 Controls	$45,200.00
Total	$173,100.00
Contingency	$17,310.00
Budget	**$190,410.00**

STEP 3:
Firing Range Restoration

STEP 3: ***Firing Range Renovation***

This step will restore the firing range to operable condition. The project includes renovations to the firing range itself as well as the observation area and the training room.

Base construction	
Div 0 General Conditions	$38,498.00
Div 2 Demolition	$2,000.00
Div 6 Carpentry	$3,500.00
Div 7 Fire Stopping and Caulking	$3,000.00
Div 9 Finishes	$26,000.00
Div 23 Air Handler	$115,390.00
Div 23 Ductwork	$20,100.00
Div 26 Electrical	$14,000.00
Div 26 Controls	$8,500.00
Total	$230,988.00
Contingency	$23,099.00
Budget	**$254,087.00**

Once base construction work is complete, one of the two following options needs to be chosen in order to finish the firing range project:

3.1: Equipment Option 1

Repair existing bullet trap, install new ballistic blocks to protect columns **$30,000.00**

3.2: Equipment Option 2

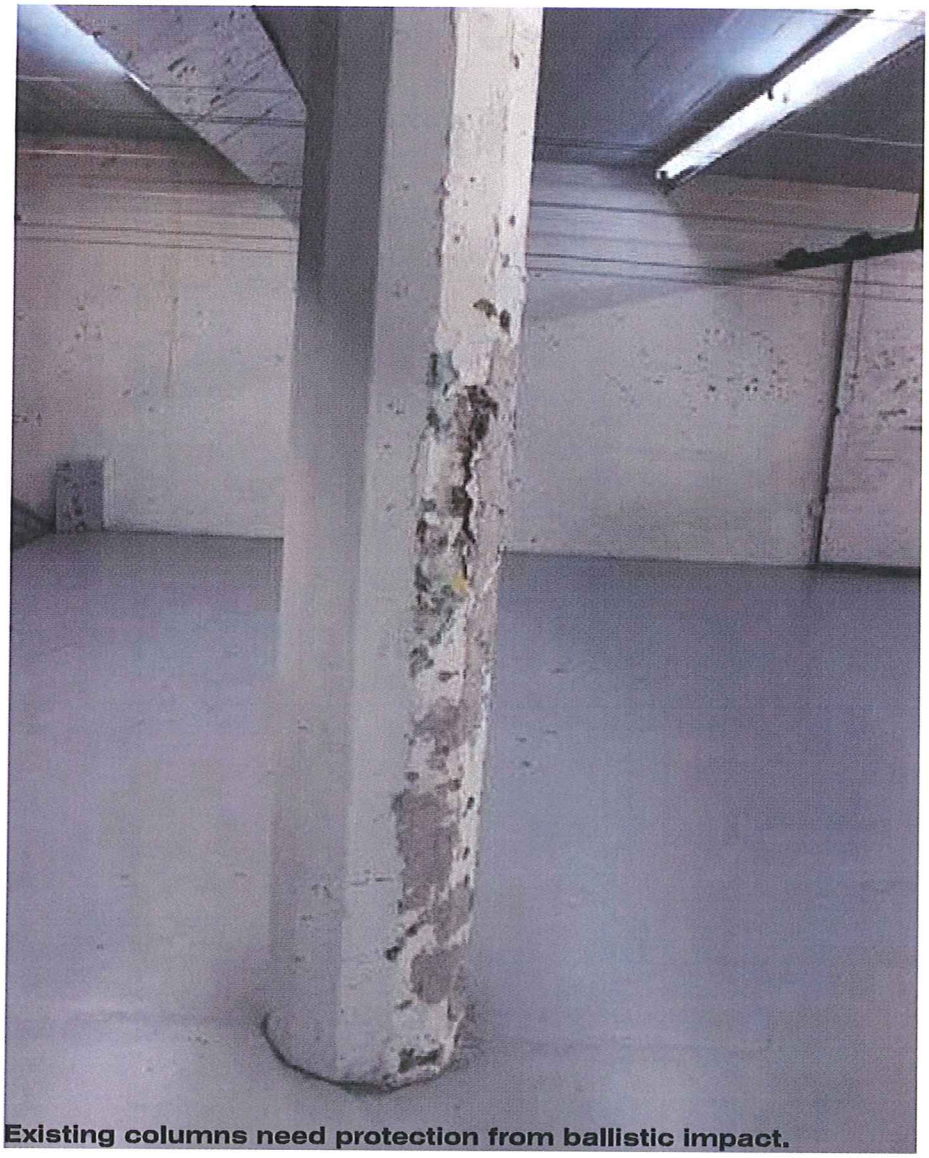
Install new bullet trap and new ballistic blocks **$200,000.00**

Notes: The target system appears to be in good working order. There are bullet impact marks 5 to 10 feet from the firing line at the walls, floor and ceiling. When ceiling tile and acoustical panels are removed, damage to ceiling and walls can be reviewed and a decision can be made about whether these locations need more bullet deflection protection.

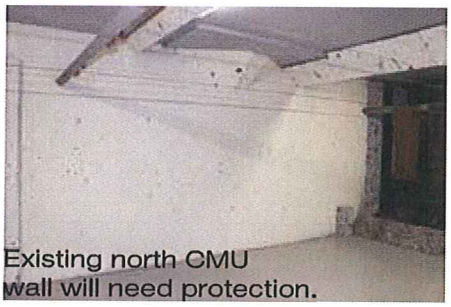
Cost Comparison

In considering the cost details above, it's useful to consider that the construction of a **new five-lane firing range would cost $1.6 million.**

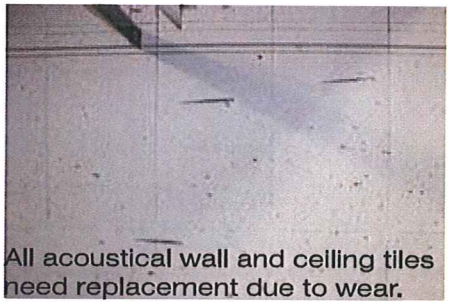
STEP 3:
Firing Range Restoration
(continued)



Existing columns need protection from ballistic impact.



Existing north CMU wall will need protection.

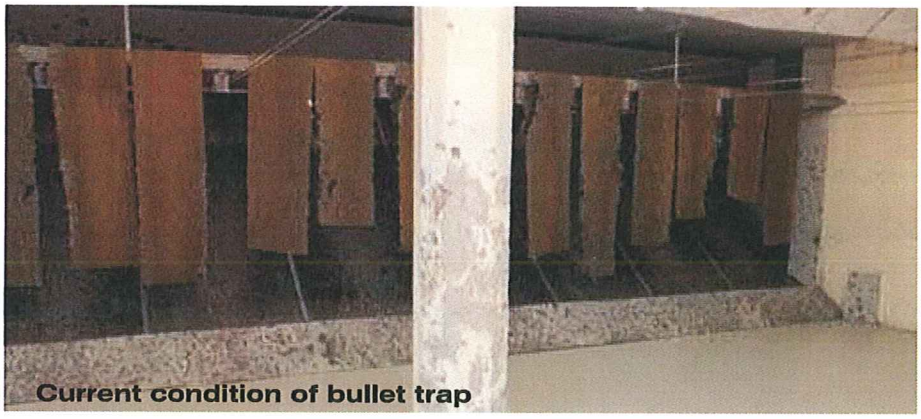


All acoustical wall and ceiling tiles need replacement due to wear.

STEP 3:
Firing Range Restoration
(continued)


Ceiling damaged from sewerage leak

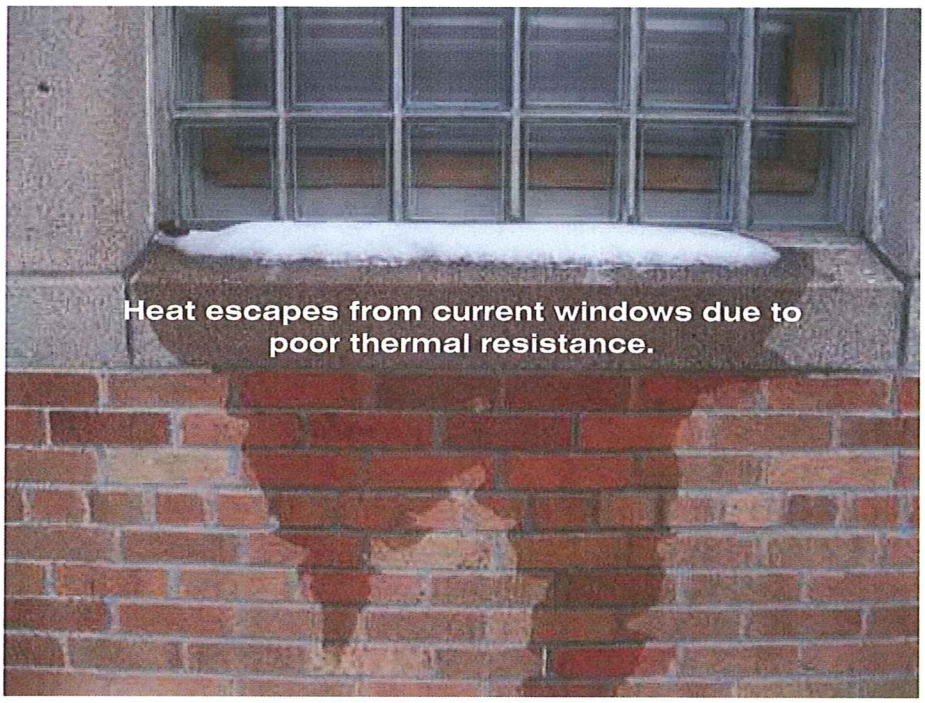

Water leaks in firing range

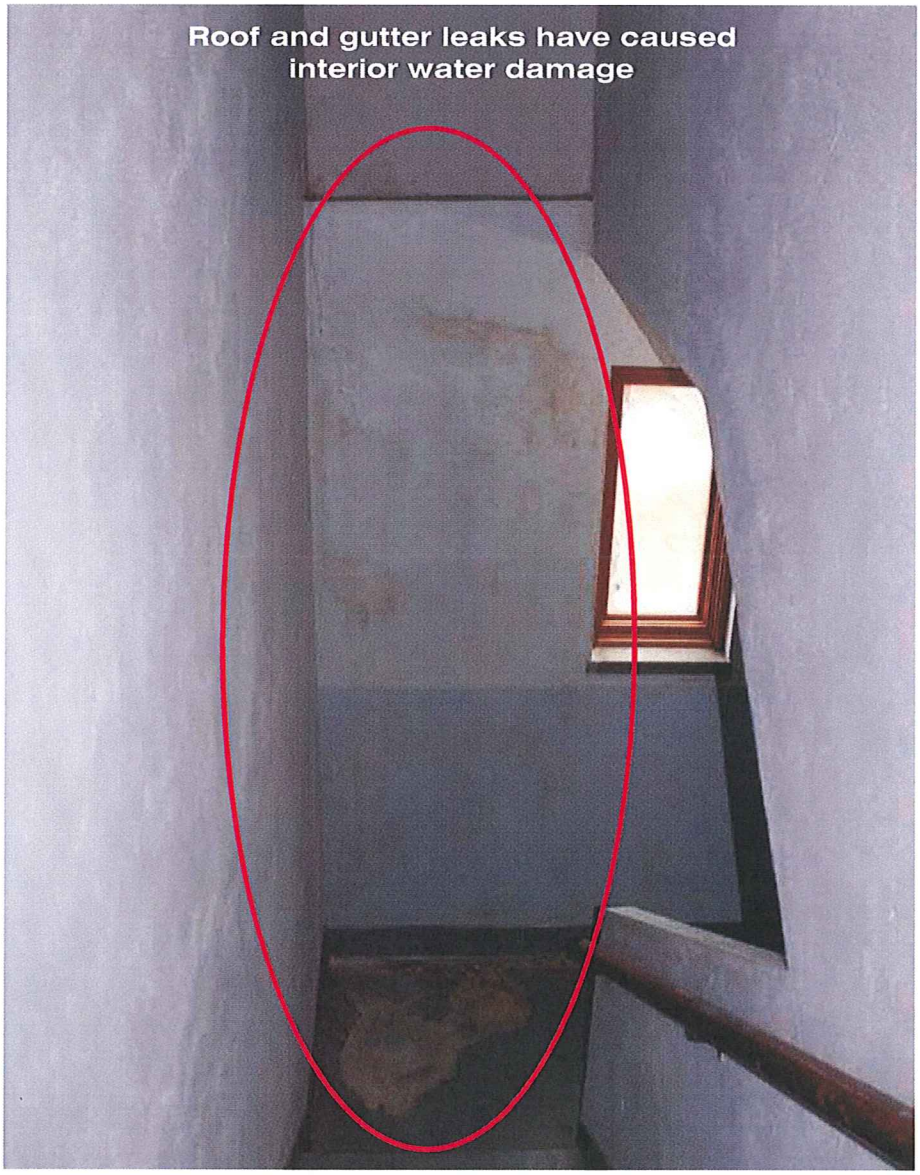

Current condition of bullet trap

Cost Breakdown of Projects

STEP 4:
Exterior Building Preservation

Exterior Masonry	
Tuck-pointing and masonry repair	$50,000.00
Gutters and Downspouts	
Repair of gutters and downspouts to prevent leaking and meet MN State Historical Society restoration standards	$30,000.00
Site	
Site repairs to prevent water leaks	$10,000.00
Roofing	
Two options are currently available:	
1. Replace existing roof with new 60 mil EPDM membrane	$55,000.00
2. Patch existing roof to extend life by 5-10 years	$10,000.00
Window Replacement	
Install new wood windows to meet Minnesota Historical Society's requirements	**$100,000.00**




Roof and gutter leaks have caused
interior water damage


Exterior stucco has cracked over time and needs repair.

STEP 5:
Interior Systems & Accessibility Upgrades

Code Upgrades	
Fire Alarm Project	$80,000.00
Fire Sprinkling Project	$140,000.00
Total	$220,000.00
Contingency	$22,000.00
Budget	$242,000.00
Attic Walkways	
Provide replacement walkways and guardrails	$20,000.00
Gym Lighting	
Lighting replacement	$15,000.00
Accessibility upgrades	
Elevator Project:	
Elevator and Shaft	$200,000.00
Lobby upgrades	$50,000.00
Total	$250,000.00
Contingency	$25,000.00
Budget	$275,000.00
Automated door operators:	$5,000.00

STEP 5:
Interior Systems & Accessibility Upgrades
(continued)

Lower Floor Muti-Purpose Rooms Renovation
These renovations will include finishes, new operable partitions, lighting, and HVAC upgrades.

Div 0 General Conditions	$50,000.00
Div 6 Carpentry	$15,000.00
Div 9 Finishes and Operable partitions	$50,000.00
Div 23 Ductwork	$21,000.00
Div 23 Terminal Units	$4,600.00
Div 23 Chiller (sized for building)	$65,000.00
Div 23 Pumps	$22,000.00
Div 23 Piping	$18,000.00
Div 23 Hydronic Specialties	$15,000.00
Div 26 Electrical	$38,500.00
Div 26 Controls	$28,000.00
Total	$327,100.00
Contingency	$32,710.00
Budget	**$359,810.00**

Main Floor, 2nd, and 3rd Floor Renovation
These renovations will include main floor restrooms and office; 2nd and 3rd floor classrooms; HVAC; and a new exit path from the 2nd and 3rd floors.

Div 0 General Conditions	$80,000.00
Div 2 Demolition	$40,000.00
Div 6 Carpentry	$80,000.00
Div 8 Doors	$20,000.00
Div 9 Finishes	$102,000.00
Div 23 Air handler	$70,000.00
Div 23 Ductwork	$18,000.00
Div 23 Hydronic Heating Piping	$9,500.00
Div 23 Chilled Water Piping	$8,500.00
Div 23 Terminal Units	$20,000.00
Div 26 Electrical	$32,500.00
Div 26 Controls	$21,000.00
Total	$501,500.00
Contingency	$50,150.00
Budget	$551,750.00

STEP 5:
Interior Systems & Accessibility Upgrades
(continued)

Locker Room Renovation

This project includes new plumbing fixtures, accessibility upgrades, and area finishes.

Div 0 General Conditions	$20,000.00
Div 2 Demolition	$5,000.00
Div 9 Finishes	$45,000.00
Div 22 Plumbing Fixtures	$30,000.00
Total	$100,000.00
Contingency	$10,000.00
Budget	
$110,000.00	

Gym Ventilation and Stage Ramp

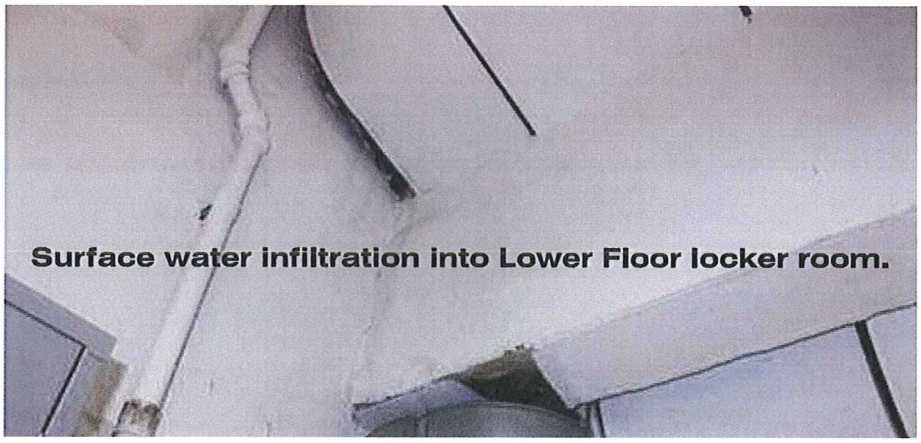
Div 0 General Conditions	$20,000.00
Div 2 Demolition	$10,000.00
Div 6 Carpentry	$24,000.00
Div 9 Finishes	$10,000.00
Div 23 Air handler	$84,000.00
Div 23 Ductwork	$23,000.00
Div 23 Chilled water piping	$8,500.00
Div 23 Heating piping	$9,500.00
Div 26 Electrical	$12,500.00
Div 26 Controls	$21,000.00
Total	$232,500.00
Contingency	$23,250.00
Budget	**$255,750.00**

Energy Saving Construction

Insulate interior gymnasium walls. **$60,000.00**

Gym Ceiling

Install a new ceiling **$35,000.00**



Surface water infiltration into Lower Floor locker room.

Funding may be available for a portion of this work through Minnesota Historical and Cultural Heritage Grants. Comprehensive information on these grants is available on the Minnesota Historical Society's website.* For convenience, highlights of the process are outlined below:

Application Process

Eligibility: As a government organization, the City of Willmar is eligible to apply for these grants.

Category: The City Auditorium is a "Historic Properties."

Eligible Projects:

- Preparation of a Historic Structure Report—A MN Historical Society "Small Grant" can be used to pay for the preparation of this Report. This Report can then be used to support an application for one of the "Large" Legacy grants and, possibly, tax credits.
- Pre-development work: architectural drawings & specifications
- Exterior building preservation
- Interior Systems: power, lighting, plumbing, HVAC
- Work to make a building accessible

Required Documentation & Application Attachments:

- Scope of Work form (details each area of proposed work)
- Photographs
- Historic Structures Report – Preferred
- Conditions Assessment – Preferred
- Plans and drawings illustrating current conditions and proposed construction projects

Deadlines:

Several application deadlines exist throughout each year. For the next two years, deadlines are listed below.

Small Grant Deadlines (for applications up to $10,000)

- April 11, 2014
- June 13, 2014
- October 10, 2014
- January 9, 2015
- April 10, 2015

Mid-Size ($10,001–$50,000) and Large ($50,001+) Grant Deadlines

- May 2, 2014: Pre-applications due
- June 27, 2014: Final applications due

* http://legacy.mnhs.org/grants/application-process/getting-ready.

Federal Historic Preservation Tax Incentives (credits) can provide **another source of capital** to fund projects such as the one described in this Master Plan. Administered through the National Park Service, this program provides a **20% federal income tax credit** for "certified rehabilitation" of a "certified structure." A state tax credit of 20% is also available. Cities often transfer these tax credits to a corporate investor.

Eligibility

The City Auditorium meets eligibility requirements for this program, which are:

- The structure must be listed on the National Register of Historic Places or located in a qualified historic district
- The structure must be an income-producing building
- Renovation work must follow Standards for Historic Rehabilitation

Process

Following is a brief outline of the steps involved in the process of applying for historic tax credits:

1. Provide an evaluation of the structure's historic significance; a description of its physical appearance; a statement of its significance; and photographs and map(s) for documentation.

2. Provide a description of the rehabilitation planned for the structure:
   a. Project Data: date of building, construction completion date, estimated cost, etc.
   b. Detailed description of the rehabilitation work: each existing feature of the building needs to have documentation of its existing conditions and a description of how the renovation work imparts the feature.

3. Request Certification of Completed Work: after the renovation work is completed, an application is submitted for certification.

Submittals must be made first to the State of Minnesota, then to the National Park Service. Full details on the Federal Historic Preservation Tax Incentives program can be found here: http://www.nps.gov/tps/tax-incentives/taxdocs/hpca-instructions.pdf.

Note: historic tax credits are less desirable for phased projects. Selling tax credits is more rewarding on larger projects. There is a refund option with state historic tax credits.

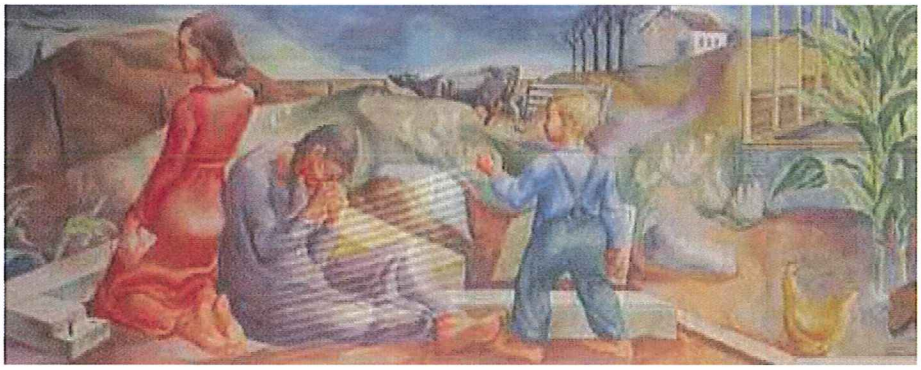
Project Schedule

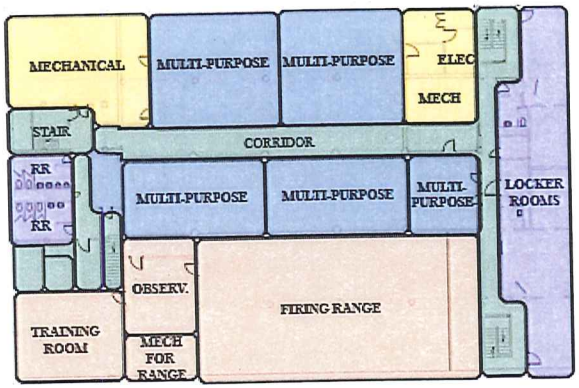
Steps 1-3

The schedule for work described in this Master Plan is dependent on which projects are approved by the City of Willmar. The preliminary schedule below provides a **possible schedule for the first three steps** described above: 1. Hazardous Material (Lead) Abatement, 2. Ventilation Equipment, and 3. Firing Range Restoration.

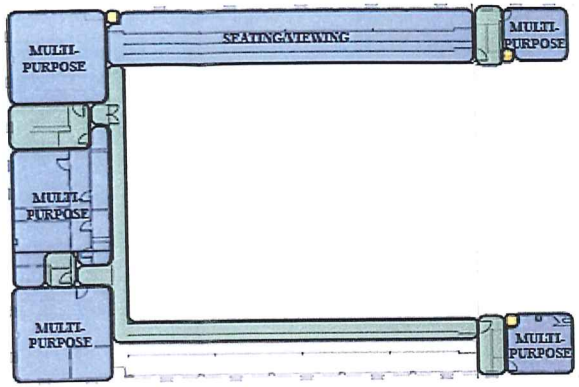
April 3, 2014:	Master Plan
May 30 , 2014:	Design Development/ Construction Documents
June 31, 2014:	Receive bids from contractors
July 31, 2014:	Construction Start
August 1 to September, 2014:	Construction
October, 2014:	Substantial Completion
November 1, 2014:	Final Completion

With proper maintenance and upgrades, the historic City Auditorium can continue to serve Willmar for many decades to come.

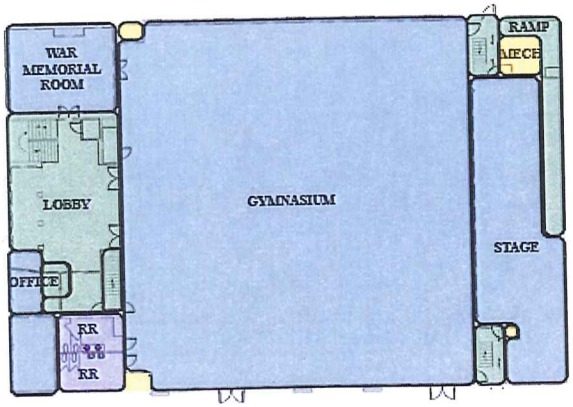




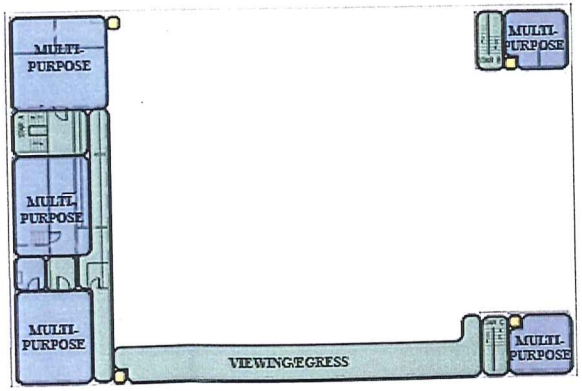
Lower Level Plan



2nd Floor Plan



Main Floor Plan



3rd Floor Plan

WILLMAR CITY AUDITORIUM

2014 MASTER PLAN

ENGAN ASSOCIATES
ARCHITECTS
INTERIOR DESIGNERS

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4

Meeting Date: April 15, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Willmar Police Department

Agenda Item: Archery Range Safety Planning

Recommended Action: Continue discussion on safe archery range considerations for City Council.

Background/Summary: This item was last discussed at the February 11, 2014 meeting. Due to time constraints, it was requested to bring it back to this meeting from a previous agenda for further discussion. Council Members have previously been provided copies of past plans and suggested processes. At this meeting we will discuss suggestions brought forward by the archer community as to what is felt to be safe range designs from their perspective.

Attachment is the most recent amended version of the proposal for safety guidelines submitted by Mr. Gilman on behalf of archers.

Alternatives: Table the item and discussion until a future date.

Financial Considerations: None

Preparer: David Wyffels

Signature: David J Wyffels

Comments:

Since each range is unique, a privately owned range on an individual's personal property would have to meet a minimum of one of the following criteria:

1. Option #1. Provide a backstop as required for a 3 degree offset angle (A 30 yard range requires a 9' wide backstop). A backstop that is erected for the sole purpose of an archery range would be limited to the same height limitations as a fence. From the backstop to edge of property behind the backstop a minimum of 10' required. Target must be a minimum of 18" x 18" and constructed of a thickness to stop an arrow from completely penetrating and continuing through the target. The target is not part of the backstop.
2. Option #2. "Free Range" as outlined by the National Field Archery Assn. for Target Archery Range. Provide a safe zone that allows for a minimum of 15 yards buffer zone on each side of the shooting lane and a minimum of 25 yards behind the target to the property line. Target must be a minimum of 18" x 18" and constructed of a thickness to stop an arrow from completely penetrating and continuing through the target.
3. Option #3. A range where the archer is shooting into a structure such as an open garage, provide a safe zone equal to a 3 degree offset from the firing line to the point at which the arrow enters the structure.
4. Option #4. By exception. A citizen that wishes to construct a range that does not conform to the requirements listed above may request to have their range approved by the City Council on a case by case basis with the emphasis on safety.

Notes:

1. A safe zone may not include streets, sidewalks, another individual's property, or other public right of ways.
2. A safe zone may be reduced if the area is protected by structure (building, fence, embankment, etc.) capable of stopping an arrow and pedestrian traffic.
3. A range will have to be re-evaluated if there is a significant change in the criteria used for approval. (Any property changes to property effecting range or property ownership.)
4. A safe zone behind the target may be reduced by 50% if an archer shoots from an elevated position and the arrow path is 30 degrees or more from the horizontal plane. The angle is measured from the arrow release point, not the platform or stand (A 12' height at a 20 yard target would result in a 30 degree angle). This provision only applies if the area surrounding the target absorbs the energy of the arrow such as soil, clay, sand, water, pea rock of adequate depth, etc. Concrete, rocks, frozen ground, or other surfaces that would cause an arrow to ricochet are not acceptable.
5. Since every variable cannot be accounted for, archers hold the responsibility to ensure steps are taken to maximize safety at all times. If a potential hazard arises, the archer has an obligation to suspend shooting until the hazard can be removed or mitigated. An archer is still liable for all damages that result from their actions.
6. (Optional) While a range is in use, a responsible person must be on site to supervise activities. A responsible person is defined as someone over 18 years of age, or if under 18, a graduate of an approved Minnesota Bowhunter Education Course, Advanced Hunter Education Course, International Hunter Education Association (IHEA) Course, or other comparable course that focuses on archery safety, marksmanship, and ethics.
7. Only target point arrow tips can be used.

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) : _____ 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: _____ feet wide by _____ 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).

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:_____.

Address of applicant:_____.

Phone number of applicant:_____.

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 Safety Requirements

The Willmar City Council promotes safe archery within the community. Through the use of standard safety guidelines the Council will allow a citizen to construct and enjoy a private archery range which is balanced against the safety of other community members.

Since each range may be unique, the council would have discretion to approve and designate a privately owned archery range on an individual's personal property under City Code Sec. 10-55 (C)(3) so long as the range can be shown to meet a minimum of the safety standards determined for the different range designs (Range Design #1, Range Design #2, and Range Design #3) that follow.

The Application/Permit Process

All private archery ranges within the City of Willmar must obtain a permit through Council action.

There is no cost to the citizen to obtain a permit. A "Private Archery Range Permit" application form can be obtained at the Willmar Police Department, City Office, or found on the City website located at: www.willmarmn.gov.

1. First read the safety standards of the various approved range designs. Make sure the range design you are considering will meet the stated standards as outlined in this document.

2. Complete the application form in its entirety and include a detailed diagram.

3. Submit the application to the City Office to be placed on the next Public Works/Public Safety Committee meeting agenda. (It may be helpful to ask which Committee meeting date your application will be reviewed at so you can be present to answer any possible questions the Committee members may have).

4. Your application will be reviewed by the Public Works/Public Safety Committee. Upon approval, the Committee will make recommendation at the next City Council to approve the permit. Upon Council approval, you have permission to construct the range design you presented.

5. An approved application will be forwarded to the Willmar Police Department to be kept on file in Willmar Police records under the property owner's name for purposes of establishing compliance.

6. If the 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.

City of Willmar
Private Archery Range Safety Requirements

GENERAL RANGE SAFETY REGULATIONS

Arrow Tips – Only arrows tipped with what is commonly referred to as "blunt", "field-point", "bullet" or "target" tips can be used on approved private ranges. Arrows containing broad-head, razor, barbed, or explosive tips are prohibited on all approved ranges.

Range Length – is the furthest distance the archer (shooter) will be standing away from the target when discharging an arrow downrange at an intended target.

Range Location – No private range can include either publicly owned property or privately owned property of another in its design unless in the case of privately owned property the owner of such property has signed off on the permit application approving the use of their land in the range design being proposed.

Shooter (Archer) Position – The archer must always stand perpendicular to the approximate center of the target when shooting arrows downrange.

Target – A target must be a minimum of 18x18 inches in size. It must be constructed of a thickness to stop an arrow from completely penetrating and continuing through the target.

Target Position – The target must be placed on an imaginary line between the archers shooting position in relation to the approximate horizontal center within a range's defined safety buffer zones or the constructed backstop.

INDOOR RANGE

Indoor Range – An archery range that is completely contained within a building in which no discharged arrow can escape. By their design an indoor range is not subject to any of the additional safety regulations listed under Range Designs #1, #2, or #3 and only the "Arrow Tips" above.

RANGE DESIGN #1

Downrange safety is provided through the use of an appropriately sized backstop matched to the range length. The backstop size accommodates the likelihood of stopping a potential errant arrow shot from a bow. Side range safety is managed by maintaining a 3° degree angle of offset between the archers shooting position and the backstop. In addition to the general range safety regulations, Range Design #1 requires the following additional safety standards to be adhered to.

Backstop – is also referred to in archery range terminology as the "target butt". Your target is not considered to be a backstop but is independent of the backstop. The sole purpose of the backstop is to

prevent the arrows discharged from the bow which happen to miss the target, from traveling further downrange and exposing either someone else or other property to a potential damage or hazard.

Backstop Height – The top edge of a backstop shall be maintained at seven (7) feet in height from the ground. The bottom edge of the backstop does not need to rest on the ground but can be no more than one (1) foot above ground level.

Backstop Length – The backstop must be of a length which covers a 3° degree angle offset on either side of the archers shooting position in relation to the backstop must be maintained. This 3° degree offset allows for margin of human error and/or proficiency upon release of an arrow. It also would allow protection for compensation of the effects of any crosswind that might be present.

The distance of the range stated in the applicant's permit will determine the proper length for a required backstop. The table below shows what length your backstop must be when compared to the range length defined in your application. (For example: if your range is 140 feet in length a 3° degree offset would require your backstop to be 14.6 feet in length.)

Distance from shooter to backstop (Feet / Yards)	10	20	30	40	50	60	70	80	90
			10			20			30
Required backstop length (in feet)	1.0	2.1	3.1	4.2	5.2	6.3	7.3	8.3	9.4
Distance from shooter to backstop (Feet / Yards)	100	110	120	130	140	150	160	170	180
			40			50			60
Required backstop length (in feet)	10.4	11.5	12.5	13.5	14.6	15.6	16.6	17.7	18.8

Backstop Location – No backstop shall be placed closer than ten (10) feet to the property line.

Backstop Material – The backstop must consist of a substance (or combination of substances) which prevents the arrow being discharged from the bow from penetrating through the backstop. At any time backstops begin to allow pass-through arrows, the condition shall be corrected at once.

RANGE DESIGN #2

Both downrange and side-range safety is provided through the use of appropriately sized safety buffer zones which are open spaces behind a target and to each side of the shooting line between the archer and the target. This area is intended to provide safe buffer zones which would compensate for an errant arrow shot from a bow or the effects of any crosswind that might be present.

In addition to the general safety regulations, Range Design #2 requires the following additional safety standards to be adhered to.

City of Willmar
Private Archery Range Safety Requirements

- A minimum of 15 yards/45 ft. (open space) on each side of the shooting lane.
- A minimum of 25 yards/75 ft. (open space) behind the intended target.
- A safe zone **may not** include streets, sidewalks or other public right of ways.
- A safe zone **may** be reduced if the intended open area is protected by a structure (building, fence, embankment, etc.) capable of stopping an arrow and pedestrian traffic.
- A safe zone behind the target **may** be reduced by 50% if an archer is shooting from an elevated position and the arrow path is 30 degrees or more from the horizontal plane.

RANGE DESIGN #3

Downrange safety is provided through the use of incorporating a hybrid of safety features used in either Range #1 or Range #2 designs. In addition to the general range safety regulations, Range Design #3 requires the following additional safety standards to be adhered to.

This range design would typically be a design whereby the archer would shoot through an opening (garage or shed door, etc.) and into a building. The building would act as the intended backstop once an arrow enters through the opening accommodating the likelihood of stopping a potential errant arrow shot from a bow.

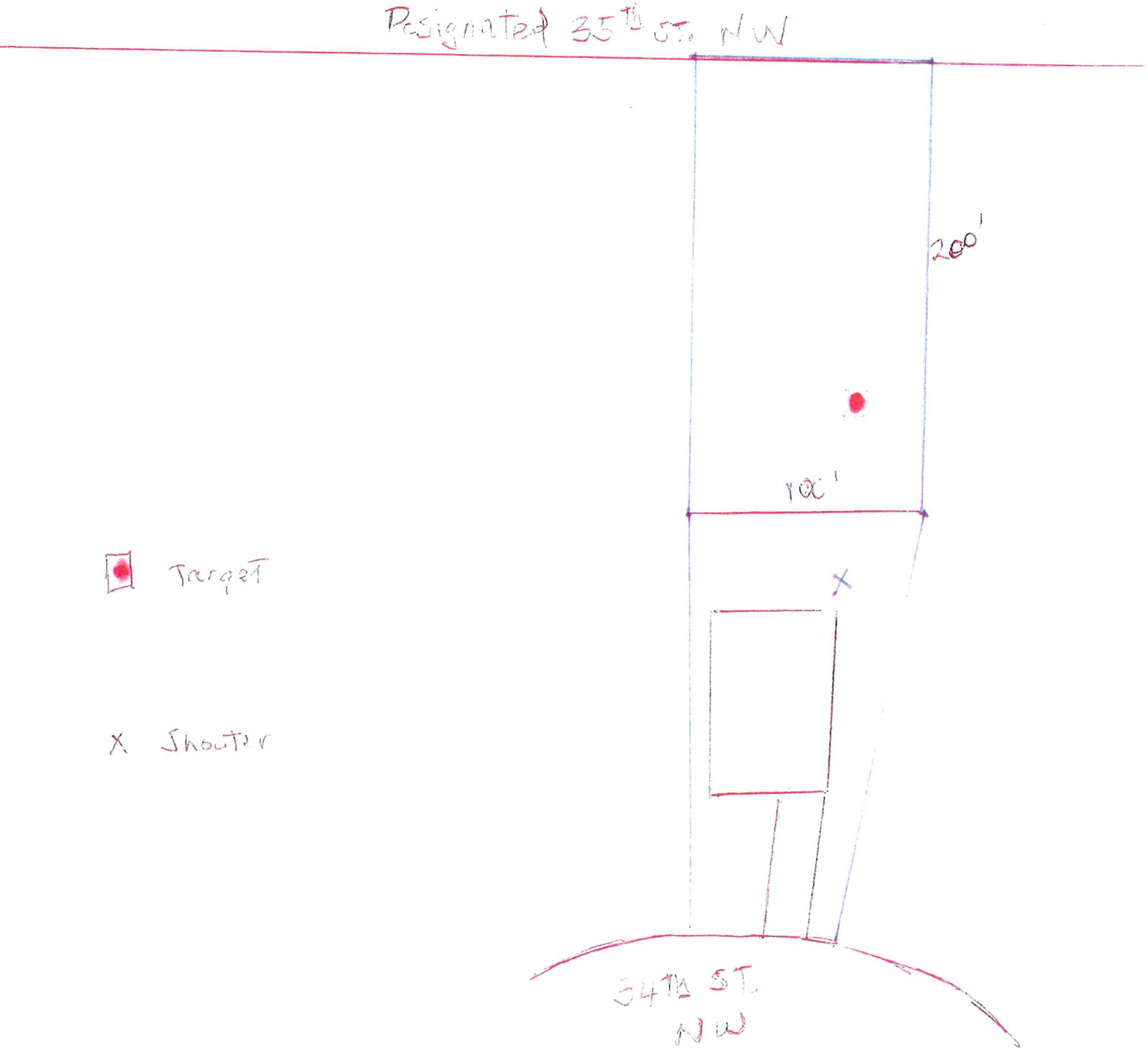
However, in this range design the archer must still plan for side range safety either by maintaining a proper 3 degree angle offset in Range Design #1 or using the stated side-range safety buffer zones in Range Design #2 up to the point just prior to opening where the arrow enters the building. Target placement can be anywhere inside the building opening.

The 10 foot minimum distance to property line is not a requirement as the arrow is being shot into a building. Essentially the inside of the building is acting as the backstop.

The archery range distance is dependent upon the size of the building opening which allows entry of the arrow into the building while still maintaining the 3 degree offset or side safety buffer zones. A larger opening would allow a longer distance of the requested range.

1.

N →



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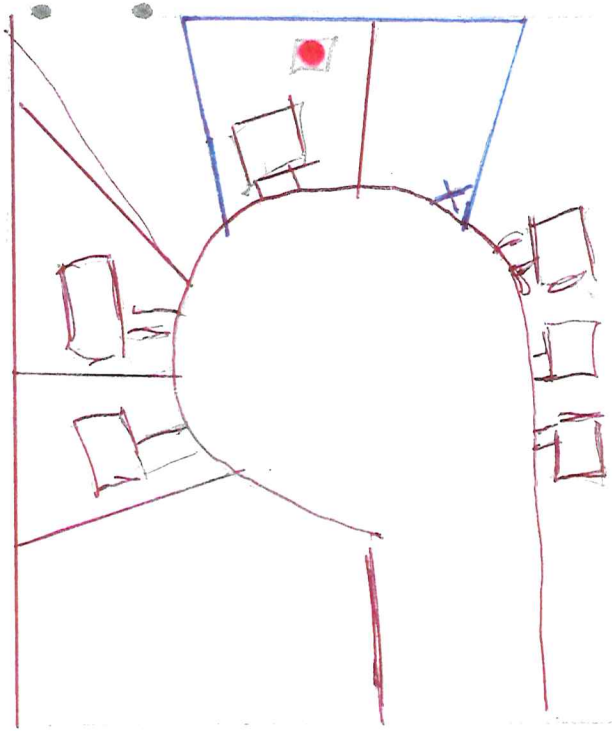
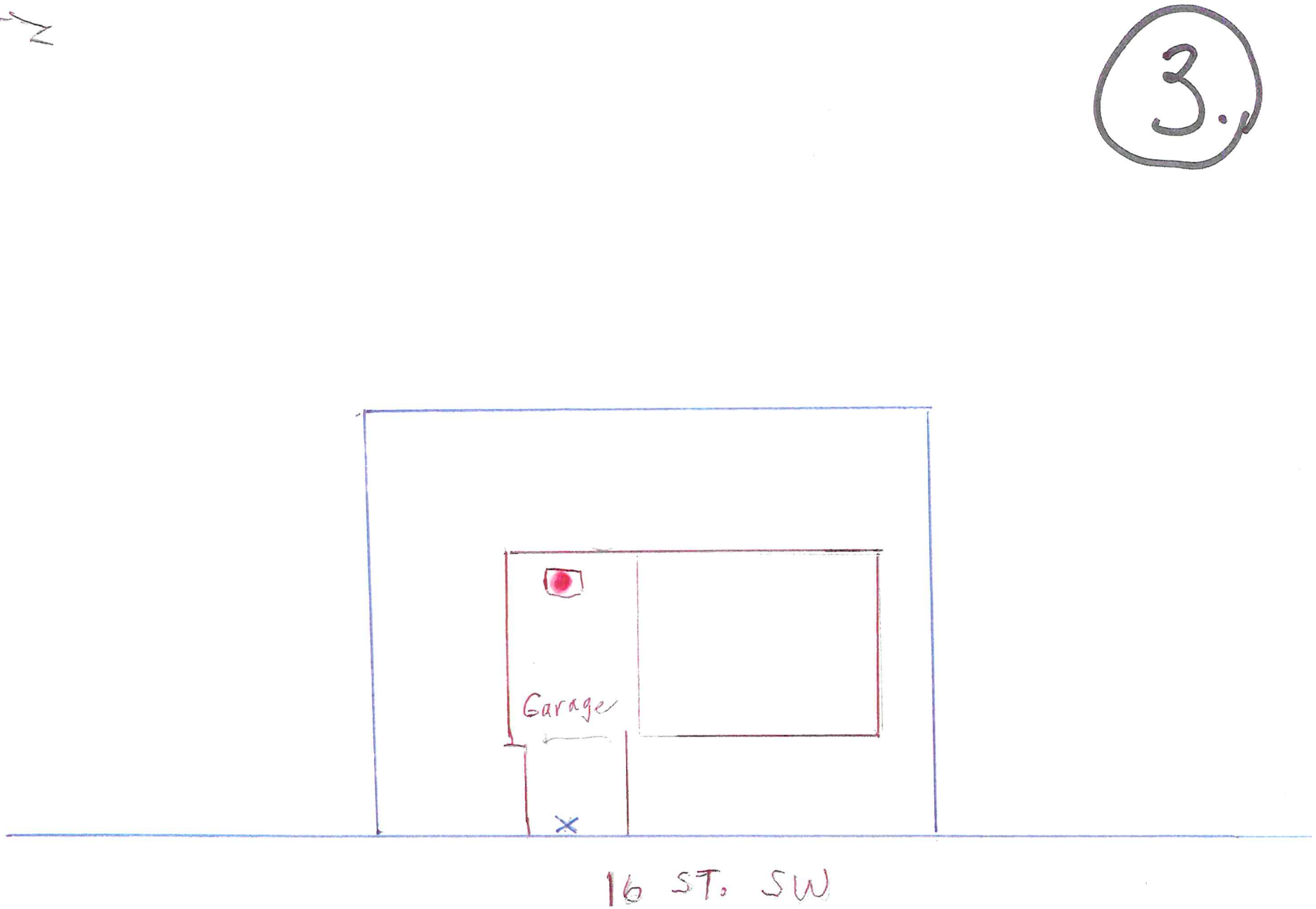
Large Corn/Bean Field

2.

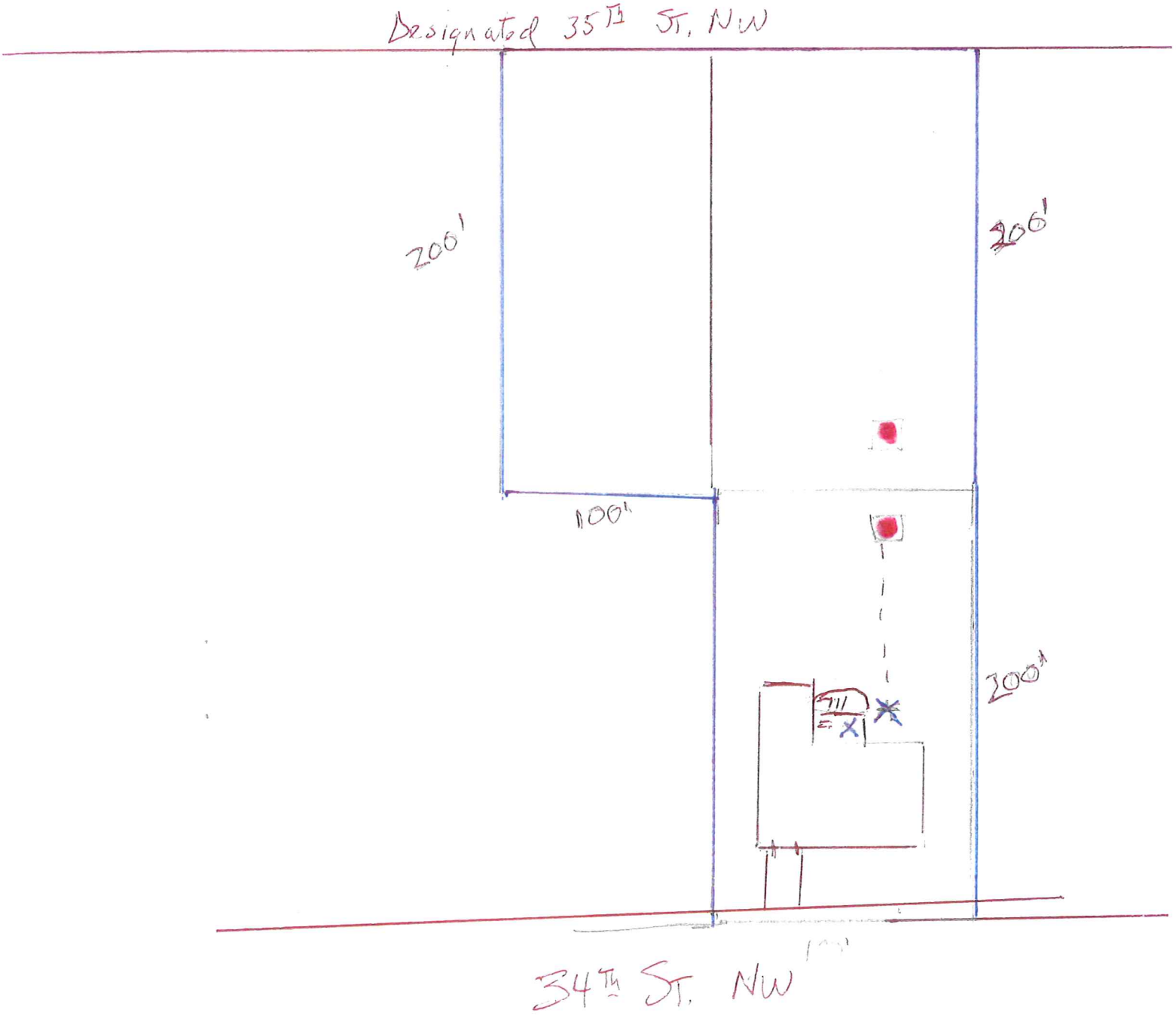


Ridge water college


3.
Garage
16 ST. SW

4.

→ N



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 5

Meeting Date: April 15, 2014

Attachments: Yes

CITY COUNCIL ACTION

Date:

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Willmar Police Department

Agenda Item: Bullet Proof Vest Grant Application

Recommended Action: Pass a resolution to allow the Willmar Police Department to apply for the Bureau of Justice Assistance (BJA) Fiscal Year 2014 BVP (Bulletproof Vest Program) grant and to participate in the grant if awarded.

Background/Summary: This is a Federal grant program which the Willmar Police Department has participated in for 25 plus years.

The grant program awards an approximate 50% payback (depending upon available grant funds) for officer bulletproof vests being purchased as replacement of existing vests with expired warranties or for new officers who receive a new vest and do not have an existing vest already covered by the program.

Bulletproof vests are purchased through the budgeting process of the Willmar Police Department and any awarded reimbursement funding is received by the City.

Alternatives: Deny grant participation which would put vest replacement costs entirely upon the City budget.

Financial Considerations: None.

Preparer: David Wyffels

Signature: David J. Wyffels

Comments:

Dave Wyffels

From: Charlene Stevens
Sent: Wednesday, April 02, 2014 9:01 AM
To: Dave Wyffels
Subject: Fwd: Bulletproof Vest Partnership FY 2014 Application Announcement

FYI

Charlene Stevens
City Administrator
City of Willmar, MN
Sent from my iPad

Begin forwarded message:

From: BVP <bvp@usdoj.gov>
Date: April 1, 2014, 2:00:43 PM CDT
To: Undisclosed recipients:;
Subject: Bulletproof Vest Partnership FY 2014 Application Announcement

Dear BVP Participant:

The Bureau of Justice Assistance (BJA) is pleased to announce the Fiscal Year 2014 BVP application funding period.

Applications for FY 2014 BVP funds will be accepted beginning Tuesday, April 1, 2014. All applications must be submitted online at http://www.ojp.usdoj.gov/bvpbasi/ by 6:00 pm (e.d.t.), Tuesday, May 13, 2014.

Important Information Regarding FY 2014 BVP Funds:

1. Jurisdictions receiving funding for reimbursement of body armor purchases must have a written mandatory wear policy for uniformed patrol officers, in place when the FY 2014 BVP applications are submitted. Please see the BVP mandatory FAQs for further guidance on this new requirement: http://www.ojp.usdoj.gov/bvpbasi/docs/FAQsBVPMandatoryWearPolicy.pdf

2. Each vest purchased with FY 2014 funds must meet National Institute of Justice (NIJ) standards on the date it was ordered and must be American-made. Please see this website for the latest NIJ compliant vests: https://www.justnet.org/other/ballistic_cpl.html and https://www.justnet.org/other/stab_cpl.html
3. Jurisdictions with more than one law enforcement agency (LEA) associated with the jurisdiction account may not submit a separate application. Instead, the LEAs associated with jurisdictions with more than one LEA must submit their own application information and vest needs to the jurisdiction. The jurisdiction will then submit the LEA applications in one submission to BJA.
4. To ensure that program participants are submitting applications that accurately reflect their vest needs for the next two years, please review the program guidance below. Prior to submitting an application for FY 2014 BVP funds:

a. Verify that the number of vests indicated on the application does not exceed actual agency needs. Review all currently deployed vests for those that will need to be replaced during the next two years, according to the replacement cycle indicated on your BVP system profile. Applications for funds should reflect the number of vests your agency needs to replace within the next two years, and vests for officers your agency anticipates hiring in the next two years. (New hires can be anticipated based on the average number of officers hired over the most recent three years.)

b. Ensure that the application accurately reflects the current market cost for the vests identified on the application.

c. Review previous year(s) BVP funding to identify any unspent funds that might currently be available for BVP needs.

Your careful attention to actual vest needs will help ensure that all eligible jurisdictions submitting requests will receive the maximum allowable based on the appropriation and distribution guidelines.

For questions regarding this email or for assistance with the online application process, please do not hesitate to call the BVP Help Desk at 1-877-758-3787, or email vests@usdoj.gov.

Sincerely,

The BVP Program Team
Bureau of Justice Assistance
http://www.ojp.usdoj.gov/bvpbasi/

CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6

Meeting Date: April 15, 2014

Attachments: ☒ Yes ☐ No

CITY COUNCIL ACTION

Date: April 21 , 2014

☐ Approved ☐ Denied
☐ Amended ☐ Tabled
☐ Other

Originating Department: Wastewater

Agenda Item: Purchase of one riding lawn mower/ cab with mower and snow blower attachments AND one utility vehicle for the Wastewater Treatment Facility.

Recommended Action: Approve the purchase of a riding lawn mower/cab with mower and snow blower attachments AND a utility vehicle from Haug Kubota for the Wastewater Treatment Facility.

Background/Summary: The total cost for the above equipment amounts to $28,798; $20,848 for mower/attachments after a trade-in allowance of $15,000 and $7,950 for utility cart. This is below the $33,000 budgeted in 2014 Capital Outlay Program. The mower is used to mow as well as blow snow. It serves a dual purpose and is used all year. This mower is shuffled back and forth between the old and new sites for mowing. In the winter it is used at the new site for snow removal. From an economic standpoint purchasing this equipment makes sense because a $21,000 investment over 7 years amounts to $250 a month. It also allows staff the ability to control removal of snow which is a high priority in maintaining safe and quick respond time for staff so they can attend to plant alarms as well as keep areas open for chemical deliveries and hauled in waste truck traffic.

Alternatives: 1) Approve purchase of equipment within budget
2) Delay purchase at this time possibly increasing cost

Financial Considerations: There are sufficient funds in the 2014 Wastewater Treatment Budget to cover these purchases.

Preparer: Sean Christensen, Public Works Director

Signature:

Comments: Vehicle/Equipment Replacement Policy objective is to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.

Kubota

HAUG-KUBOTA, LLC.

3585 HWY 12 SE • PO Box 1156
Willmar, MN 56201
Office: 320-235-2717 • Fax: 320-235-2771

DATE 3-19-14

PRICE PAGE DATE

SALESMAN Jon Zaske

CUSTOMER

NAME Willmar Waste Water Plant

ADDRESS

PHONE

DESCRIPTION TRADE-IN

MACHINE Front mount

MODEL F3680-F, 72" rear blower

MFGR. Kubota

YEAR 2007

HRS/ACRES 870

SERIAL NO.

OTHER COMMENTS

Trade Allowance
F3680 w cab
72" rear discharge mower
51" Front mount snow blower

$15,000.00

$20,848.00 No trade
tractor, cab, mower, blower for
same

Code	Description	Price
F3680	New Kubota 36 H.P.	
	Front mount mower, 4 cyl	
	36 H.P. Kubota diesel engine	
	4WD, 2 Range Hydro Trans.	
	Rear 3pt hitch,	
	Deluxe Suspension seat	$21,071
	2 Post Foldable ROPS	
RCK72P-F36	New Kubota	
	72" side discharge	
	mower deck for Front mount	
	3 blade, shaft driven	$4,170.00
	Quick mount mechanism	
FS51X	8- New Kubota 51"	
	2 stage snowblower, Hyd.	
	chute rotator, Hyd. spout	
	deflector, Quick hitch,	
	sub frame rear wt. brackets	
	(4) 55 lb wts	$618.00
	Total :	$31,424.00
	less Gov disc	-3,676.00
	Sale Price -	$27,748.00
	New TDS Hard sided	
	Cab with heat, defroster,	
	wipers, lights, mirror, Flashers	$810.00
RTV500	New Kubota 500 cc	
	gas Utility Vehicle, 2 cyl.	
	Kubota EFI gas engine,	
	cargo box, Hydro Trans 4WD	$7,950.00
	Total all Pieces :	
	Trade Difference	

THIS QUOTE SUBJECT TO PRICE CHANGES AND AVAILABILITY BY HAUG-KUBOTA LLC.