

**COMMUNITY DEVELOPMENT COMMITTEE  
MINUTES**

The Community Development Committee of the Willmar City Council met on Thursday, September 1, 2016, in Conference Room No. 1 at the City Office Building.

|          |                |       |            |
|----------|----------------|-------|------------|
| Present: | Rick Fagerlie  | ..... | Chair      |
|          | Andrew Plowman | ..... | Vice Chair |
|          | Tim Johnson    | ..... | Member     |
|          | Audrey Nelsen  | ..... | Member     |

Others present: Bruce Peterson - Director of Planning and Development Services, Sean Christensen - Public Works Director, Megan DeSchepper - Planner/Airport Manager, Kevin Madsen, and Troy Gorans.

Item No. 1      Call to Order

The meeting was called to order by Chair Fagerlie at 4:45 p.m.

Item No. 2      Public Comments (For Information Only)

There were no public comments.

Item No. 3      Airport Grant Acceptance (Resolutions)

Staff presented two resolutions calling for the acceptance of airport grants for the airport master plan update and the design work for the rehabilitation of the east taxi lanes. The projects have a 90 percent Federal, 5 percent State, and 5 percent City split with the City's share being \$19,376.10.

Following discussion, a motion was made by Council Member Nelsen, seconded by Council Member Plowman and passed that the Council adopt the resolution accepting and authorizing the execution of the Federal Aviation Administration grant.

A motion was made by Council Member Johnson, seconded by Council Member Nelson and passed that the Council adopt the resolution accepting and authorizing the execution of the Minnesota Department of Transportation grant.

Council Member Johnson requested that, over the course of the year, the capital improvement budget expenditures be tracked for a comparison to the amounts budgeted.

Item No. 4      FBO Recommendation (Motion)

Megan DeSchepper - Planner/Airport Manager, reviewed the history and the process for the selection of a new FBO. RFP's were solicited and the City received two proposals. An interview committee interviewed both and, following the review of their proposals and the interviews, had recommended to the Council that the City select Oasis Aero as the new FBO and to pursue negotiation of a contract with them. The Council discussed the recommendation and how to best integrate a new FBO into the airport. Council Member Plowman said he was impressed by the process. All the steps

were timely, documented, and carefully taken. He said the City was fortunate to have two proposals. The Committee briefly discussed the need for a full-time airport manager. It was acknowledged that the right FBO could serve as the site manager as well.

A motion was made by Council Member Fagerlie, seconded by Council Member Johnson and passed to select Oasis Aero as the new FBO and to pursue negotiation of an FBO Agreement.

Item No. 5      Civic Center Roof Bid (Motion)

Public Works Director Christensen provided background on the project. The roof has been bid twice; both times the bids far exceeded the estimates. The roof continues to deteriorate as it leaks in rain events and the wooden shakes are blowing off. The Committee discussed possible ways to re-bid the project, as well as reasons for the bids coming in so high. Mr Christensen said there were really three options: (A) reject all bids, (B) find a way to fund the difference in 2016, or (C) push it to a future capital improvement plan.

Following discussion, a motion was made by Council Member Nelson, seconded by Council Member Plowman, and passed that the Council reject the bid received.

Item No. 6      Curling Club (Motion)

Planning and Development Services Director Peterson presented a proposal generated by Staff to assist the Curling Club with their proposed project. At a previous meeting, the Council had agreed with the concept of providing a site and providing some site assistance, but had asked Staff to quantify the cost. Staff has done that and offered a proposal to assist the Curling Club by providing a site, sewer and water to the building, and a minimal amount of site work in a not to exceed amount of \$15,500.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman and passed that the Council make a formal proposal that subject to negotiating an acceptable lease with the Curling Club, the City of Willmar agrees to provide an accessible site at the Civic Center property, limited excavation and soil correction, and water and sanitary sewer connections to the building in a not to exceed amount of \$15,500.

Item No. 7      Permit Fees for Flood Damage (Motion)

Staff presented a proposal to waive plan review fees for rehabilitation permits necessitated by the recent flooding. The Committee discussed the extent of the flooding and the speed at which repairs can be made to the damaged properties. City Attorney Scott had provided an email to the Council outlining his review of the law regarding waiving permit fees. Staff told the Committee that there had been very little push-back from property owners or contractors regarding permits and fees for the flood damage rehab work.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman and passed that the City waive plan review fees for all permits issued due to flood damage, and that no permit fees be charged for replacement of furnaces, water heaters, and water softeners damaged by the flood. The forgiveness period is to be in effect through the end of October 2016.

Item No. 8      Willmar Fire Station Driveway Replacement (Resolution)

Public Works Director Christensen presented a request to remove and replace the concrete driveway at the Willmar Fire Station. The 2016 CIP included \$34,000 for the work. A low quote in the amount of \$30,223.40 was received. The work will be completed yet this season.

A motion was made by Council Member Nelsen, seconded by Council Member Plowman, and passed that a resolution be adopted accepting the quote from Haats Masonry in the amount of \$30,223.40 and authorizing the Mayor and the Administrator to execute the contract.

There being no further business to come before the Committee, the meeting was adjourned at 6:05 p.m. by Chair Fagerlie.

Respectfully submitted,

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