



★ WILLMAR

City Administrator

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: April 3, 2017

SUBJECT: District Heating Presentation

RECOMMENDATION: To review information presented by Willmar Municipal Utilities staff.

BACKGROUND: The Willmar Municipal Utilities is considering the discontinuation of the District Heating system which currently serves 218 commercial and residential customers. Staff will give a presentation and answer questions of the City Council.

FINANCIAL CONSIDERATION:

LEGAL: N/A

Department/Responsible Party: Mike McGuire, Interim City Administrator

Work Session Date: April 3, 2017

Council Meeting Date:

Analysis of Local Generation Options



Willmar Municipal Utilities

Project No. 82076

April 2015

1.0 EXECUTIVE SUMMARY

1.1 Introduction

Willmar Municipal Utilities (“WMU”) is a municipal public utility located in central Minnesota in the City of Willmar, Minnesota. WMU provides electric power, water, and sewer. In addition to those utilities, WMU also operates a heating district. WMU currently has approximately 9,600 electric customers and a summer peak of approximately 62 MW. The 233 district heating customers create a winter peak of approximately 12 MW (thermal).

The objective of this Study was to assess WMU’s current generation assets and to create and evaluate alternative power generation resources or paths that may provide WMU reliable and affordable local electric generation options within the WMU service territory.

1.2 Situation Review

A key step in any resource plan is to determine the current status of a utility in regards to environmental regulations, power supply resources, load and energy requirements, and cost forecasts for fuel, operation and maintenance, and market energy. Burns & McDonnell Engineering Co. (“BMcD”) reviewed WMU’s current status in each of these categories.

BMcD conducted a regulatory review to assess the impacts of existing and proposed regulations may have on WMU’s local generating facilities. Under the current environment, the power plant does not appear to have significant future environmental expenditures beyond the storm water sand filter project already budgeted to maintain current operations.

WMU has several power supply resources currently being utilized within its power supply portfolio including both local generation resources under WMU operating control and power supply contracts with other power generating entities. In general, WMU has a well-diversified power supply portfolio consisting of a blend of coal-fired, natural gas-fired, nuclear, hydroelectric, and wind based resources.

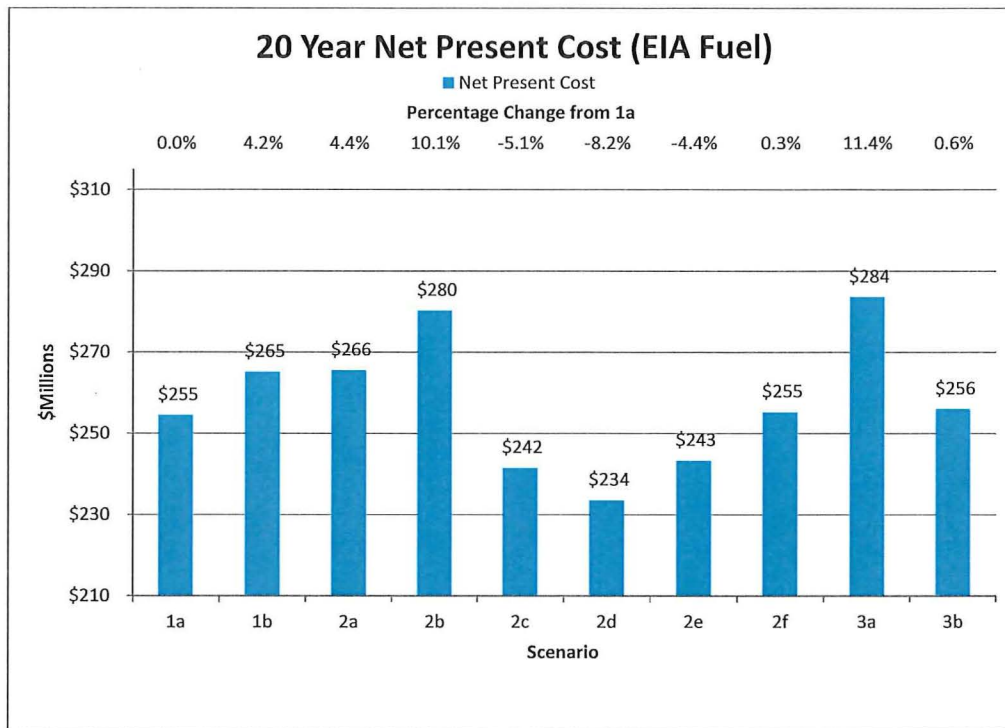
WMU has both electric and thermal load customers. In general, WMU electric load requirements and projections are similar to other utilities. WMU is somewhat unique in that it serves a central heating district within close proximity to the power plant. Both electric and thermal load requirements were considered within this evaluation.

1.5 Conclusions & Recommendations

Based on the analysis presented herein, BMcD provides the following conclusions and recommendations:

1. WMU's Plant is subject to existing, new, and future regulations.
2. The Plant does not appear to have significant future environmental expenditures beyond the storm water sand filter project already budgeted to maintain current operations. However, as new permits are issued and new regulations are enacted, the need for additional capital and O&M expenditures for compliance may be required.
3. The power industry continues to experience considerable pressure from regulators and environmental activists to reduce the amount of power production from coal-fired generation.
4. While few of the recently enacted or proposed regulations appear to affect WMU's coal-fired unit, as illustrated in the commissioning of this Study, WMU should continue to monitor the status of regulations and trends associated with the coal-fired power generation industry to assess the long-term viability of its coal-fired power plant.
5. WMU's current power supply portfolio is well diversified with local coal-fired, natural gas-fired, and renewable generation, and contracts for nuclear, hydroelectric, and overall system sales (which will be sourced from a variety of resources).
6. Scenarios were evaluated with various levels of capital investment.
7. The scenarios in which the central heating district is retired appear to provide lower power supply costs to the electric customers.
8. Continued coal-fired operation at the existing power plant will allow WMU to maintain a more diverse energy portfolio.
9. Should the power plant cease coal-fired operations, WMU will have all local generation dependent on natural gas (except for the wind turbines and diesel generators though those are a capacity resource only).
10. Under some scenarios WMU will have the more exposure to MISO Energy market pricing as coal-fired generation is retired and no new local generating units are installed. Scenarios in which local generation is added reduce this exposure.
11. WMU may be able to manage fuel supply and portfolio diversity through market purchases or power supply contracts in addition to local generation.
12. WMU should continue to evaluate the reliability and economic considerations related to coal-fired operations, new resource options, and the continued operation of the central heating district to allow WMU to determine an appropriate balance of power supply costs, market energy exposure, fuel diversity, and local generation.

Figure 5-2: 20-Year NPV Results (EIA Case)



5.1.1 Base Case Economic Evaluation Conclusions

The following provides BMcD's conclusions regarding the base case economic evaluation.

1. Scenarios 1A, 2A, 2C, and 2D do not require significant capital investment. Scenarios 1B, 2B, 2E, 2F, 3A, and 3B do require significant capital investment due to either upgrading the existing facility or the installation of additional generating capacity.
2. Due to the MTEP forecast being greater than the EIA forecast for both natural gas fuel and market energy, the NPV for all scenarios is higher under the MTEP forecasts.
3. The relative ranking of scenarios is nearly the same under both MTEP and EIA cases.
4. The lowest cost scenario is Scenario 2D which represents the retirement of the heating district and all natural gas operation of WMU's local units with no additional generation added.
5. The highest cost scenario is Scenario 3A which represents the retirement of Unit 2 and Unit 3 and the construction of a new 25 MW CHP facility.
6. Scenario 1B is higher than Scenario 1A, illustrating the installing upgrades to Unit 3 to allow higher utilization of coal at the Plant is not cost effective under the assumptions herein.
7. In general, power supply costs are lower for those scenarios in which the heating district is retired.

WMU District Heat Presentation to City Council

PRESENTED APRIL 3RD, 2017 BY: JOHN HARREN, GENERAL MANAGER



WMU MISSION STATEMENT

“Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers.”

WMU Principle Statement

“The purpose of the Willmar Municipal Utilities is to provide the highest quality, lowest cost services while being fiscally responsible.

In order to accomplish the mission, the WMU promotes the following three principles:

- 1) Deliver service that exceeds customer expectations;*
- 2) Provide a solid financial foundation for the City of Willmar;*
- 3) Improve the efficiency with which we provide services, using industry-proven processes and technologies.”*



District Heating Overview

- Steam from WMU's electric generation is converted to hot water to supply the District Heating (DH) system
- DH was financed in 1982 by the selling of Revenue Supported General Obligation Bonds in the amount of \$2.09 Million
 - WMU provided the primary piping and the heat exchanger in the building
 - Property owners were responsible for hooking up to the heat exchanger
- DH customer numbers peaked at 394 in 1990
- DH currently serves 218 Commercial and Residential customers

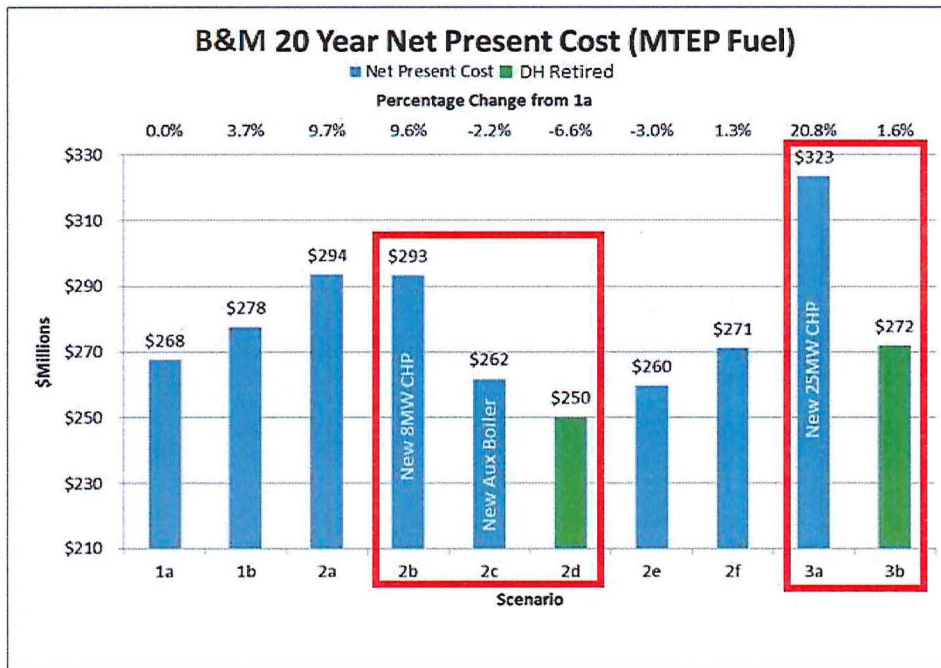


“Analysis of Local Generation Options” study
completed in April 2015

- Main focus of the study was on Power Supply and Generation; however, District Heat was part of the study



Burns & McDonnell Study



- 1a – BAU
- 1b – BAU with coal upgrades
- 2a – Retire use of coal
- 2b – Retire use of coal, add generation
- 2c – Retire use of coal, add new boiler
- 2d – Retire use of coal, retire heating district
- 2e – Retire use of coal, retire heating district, add generation (8 MW elec. only)
- 2f – Retire use of coal, retire heating district, add generation (25 MW elec. only)
- 3a – Retire Units 2/3, add 25 MW generation in CHP mode
- 3b – Retire Units 2/3, retire heating district, add 25 MW generation (elec. only)



12 month Real Cost analysis for District Heat

	Actual Oct 2015 – Sept 2016	Repower	Repower No DH
Total Annual Cost	\$4,803,799.59	\$4,428,040.54	\$3,569,511.04
KWH Produced	29,916,540	29,916,540	29,916,540
\$/KWH difference from BAU	0	-0.013	-0.042



Future District Heat Expenses

Capital Costs

- Add new Combined Heat & Power (CHP) unit strictly for District Heat
 - \$1,000,000
- Connect to the Heat Exchange building
 - \$250,000
- Long Range Capital Costs over next 10 years
 - \$1,000,000

Operational Costs

- If WMU were to retain stand-alone generation for District Heat, gas costs would average as low as \$1,000/day and as high as \$3,000/day based on \$4.00/dekatherms gas



District Heat YTD (11 mo. 2016) customer cost comparison (WMU vs Alternate Option)

		PRESENT RATE	FUTURE RATE	ALTERNATE OPTION		
		WMU	WMU			
Rate	YTD Usage	ACTUAL	ESTIMATED	90% Eff Bill	85% Eff Bill	
Medium & Large Commercial	HCO	5,024,792	\$147,505.31	\$338,729.37	\$111,720.28	\$120,063.05
	HCO	2,160,998	\$70,005.50	\$145,895.80	\$48,316.80	\$51,904.75
	HCO	2,399,954	\$68,518.85	\$161,985.90	\$53,607.21	\$57,591.91
	HCO	1,511,416	\$50,470.09	\$102,156.20	\$33,935.26	\$36,444.70
	HCO	997,957	\$30,374.50	\$67,582.43	\$22,567.45	\$24,224.38
	HCO	895,013	\$24,323.07	\$60,650.70	\$20,288.30	\$21,774.31
	HCO	277,761	\$7,649.02	\$19,088.04	\$6,622.54	\$7,083.71
	HCO	150,187	\$5,448.91	\$10,497.84	\$3,798.09	\$4,047.45
Small Commercial	HC1	74,914	\$2,603.50	\$5,429.33	\$1,959.48	\$2,088.87
	HC1	58,214	\$2,001.12	\$4,304.84	\$1,574.16	\$1,674.71
Residential	HR	30,308	\$1,117.13	\$2,112.29	\$848.85	\$904.63
	HR	15,558	\$593.50	\$1,119.10	\$486.60	\$515.23
	HR	11,440	\$451.36	\$841.81	\$385.46	\$406.52



Study Conclusions/State Statutes-

Burns & McDonnell study concluded the following:

- *“The scenarios in which the central heating district is retired appear to provide lower power supply costs to the electric customers.”*
- *“In general, power supply costs are lower for those scenarios in which the heating district is retired.”*

Minnesota State Statute 216B.166 - Cogenerating Power Plant, states the following in Subdivision 3 - Cost allocation:

- (a) The method used shall result in **a cost per unit of electricity which is no greater than the cost per unit which would exist if the power plants owned by the public utility had normally constructed and operated without cogenerating capacity.**
- (d) The methods should encourage cogeneration **while preventing subsidization by electric customers so that both heating and electric consumers are treated fairly and equitably with respect to the costs and benefits of cogeneration.**

WMU Commission Actions To Date-

- A letter was sent on directive from the Willmar Municipal Utilities Commission to DH customers, City Council members and WMU Commissioners on February 8th, 2017
 - Letter outlined the Commission's decision to pursue options to transition its customers away from DH
- A second letter was sent to DH customers on March 7th, 2017 inviting customers to attend an informational meeting on March 15th
 - The March 15th informational meeting was well attended and answered customer questions regarding the pending transition as well as offering information on resources to assist in planning for an alternative heating source for these customers
- A third letter was mailed to DH customers on March 20th, 2017
 - Letter recapped the timeline of events to date and identified a list of questions and concerns that arose from the March 15th informational meeting that will be addressed by WMU in further correspondence/meetings



Next Steps:

- Commission to consider input received from customers
- WMU Commission may consider a resolution(s) to discontinue the District Heating system and establish a program to transition District Heating customers to other sources of heat
- Contingent on the City Council approving such discontinuance after holding a public hearing, the resolution would have an effective date of discontinuance at least two years after date of passage
- Upon City Council passing of the resolution(s) WMU Commission would notify Department of Employment and Economic Development (DEED) at least two years prior to the proposed effective date of discontinuance

The WMU Commission would be working with City Attorney Robert Scott to accomplish the processes necessary



Recap

WMU MISSION STATEMENT

“Willmar Municipal Utilities will provide safe, reliable & quality utility services at competitive rates for their customers.”

- **The economics no longer support the financial viability of District Heat per our Mission and Principle statements**
- **Customer rates will have to nearly double to cover current and future costs to the District Heating System**





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COUNCIL ACTION REQUEST

DATE: April 3, 2017

SUBJECT: Prioritization of Capital Projects

BACKGROUND: At the Council/Staff Retreat there was discussion about prioritization of all capital projects and what method should we use.

CURRENT CIRCUMSTANCES: Currently there is a rating system for all projects. It is attached and is a good starting point. Also attached you will find each department's project requests. Each Director will briefly review their lists.

RECOMMENDATION: It is requested that after the staff reviews the projects, that the Council discuss the alternatives for prioritizing the projects.

ALTERNATIVES:

1. Schedule a one-day work session for the Mayor/Council and staff to prioritize all City projects.
2. Bring in a facilitator to assist Mayor/Council and staff in prioritizing all City projects.
3. Bring in someone from Northland Securities or Springsted to lead the discussion and assist the Mayor/Council and staff in prioritizing all City projects.

Department/Responsible Party: Mike McGuire, Interim City Administrator

Work Session Date: April 3, 2017

Council Meeting Date:

**CITY OF WILLMAR CAPITAL IMPROVEMENTS PLANNING REVIEW
AND RATING CRITERIA**

1. **Legal Mandates:** Will the proposed project bring the City into compliance with an existing or new legal mandate?
 - ✓ Is the mandate local, state or federal?
 - ✓ What is the risk of non-compliance?
 - ✓ Is there a mandated timeframe and/or deadline for compliance?

2. **Maintenance of Existing Assets:** Does the project enhance or maintain a current asset of the City?
 - ✓ Does it extend the useful life cycle of an existing asset?
 - ✓ Is it a replacement for a deteriorated asset?
 - ✓ Is it an investment that is part of a larger City asset?
 - ✓ Will the project result in a change to operating costs, either positive or negative?

3. **Sustainability:** Is the project based not only on what makes the most sense now, but what makes the most sense for the future?
 - ✓ Does it enhance organizational efforts to indefinitely maintain a healthy and habitable environment?
 - ✓ Does it promote, initiate, support, and/or facilitate the creation of wealth and employment opportunities?
 - ✓ Does it do what is fair to all, not just a few?
 - ✓ Does the project represent a fiscally responsible decision considering the present and future impact to our organization?

4. **Reduce or Offset Costs:** Does the project provide for reduced cost (current or future) to the City, offset costs through additional revenue or partnerships, improve services at the same cost, or deliver service at less cost per unit of service as is being provided currently?
 - ✓ Does it offer the prospect of reduced or beneficial operations and maintenance cost (cost/sq ft) for new or renovated facilities?
 - ✓ Does it provide a favorable return on investment for revenue generating facilities (what is payback period)?
 - ✓ Does the project allow a % reduction in cost to the City through partnerships and or "other fund sources"?
 - ✓ Does it provide economic efficiency - reduced cost per unit of service delivered?

5. **Critical Public Safety Needs or Concerns:** Does the proposal address an existing or potential threat to lives or property?
 - ✓ Would the project reduce the risk of death and injuries due to transportation incidents?
 - ✓ Would it reduce the risk of damage to or loss of public or private property?
 - ✓ Would it facilitate response of emergency services?
 - ✓ Would the project improve the safety of people using public facilities?

6. **Meet Council Priorities:** Does the proposed project address an issue or concern that has been identified as a Council priority?
 - ✓ Is the project part of a comprehensive or strategic plan?
 - ✓ Has the project been deemed important by multiple member of the Council?

**2017-2021 CIP Peer Review Scoring
Willmar Fire Department**

Rank

Auto Extrication Equipment	none	low	medium	high	
	0	1-3	4-7	8-10	
Meet Legal Mandates		0			0
Critical Public Safety needs/concerns				9	9
Maintain Existing Assets			6		6
Reduce or Offset Cost			4		4
Meet Council (Public) Priorities			5		5
Sustainability			5		5
					29

Discussion:

small tools

Fire Nozzle Replacement	none	low	medium	high	
	0	1-3	4-7	8-10	
Meet Legal Mandates					
Critical Public Safety needs/concerns					
Maintain Existing Assets					
Reduce or Offset Cost					
Meet Council (Public) Priorities					
Sustainability					

Discussion:

main veh.

Fire Truck - Pump Rebuild	none	low	medium	high	
	0	1-3	4-7	8-10	
Meet Legal Mandates					
Critical Public Safety needs/concerns					
Maintain Existing Assets					
Reduce or Offset Cost					
Meet Council (Public) Priorities					
Sustainability					

Discussion:

general supplies

Outdoor Warning Siren Batteries	none	low	medium	high	
	0	1-3	4-7	8-10	
Meet Legal Mandates					
Critical Public Safety needs/concerns					
Maintain Existing Assets					
Reduce or Offset Cost					
Meet Council (Public) Priorities					
Sustainability					

Discussion:

CAPITAL IMPROVEMENT/EXPENDITURE SUMMARY

Year Prepared: 2017

Name of Department: FIRE DEPARTMENT

Recommending Financing		
GR – General Revenue	SP – Special Assessment	RB – Revenue Bonds
SC – Services Charges	RF – Revenue Fund	SR – Special Revenue
UR – Utility Revenue	FA – Federal Air	WC – Working Capital
GOB – General Obligation Bonds	SA – State Aid	CI – Community Investment Fund

Status of Plans	
0 – Plans not needed	5 – Sketch plans in preparation
1 – Nothing done	6 – Sketch plans complete
2 – Prelim Estimate	7 – Detail plans in preparation
3 – Surveys Complete	8 – Detail plans and specs
4 – Work on Plans Scheduled	

Priorities
#1 – Must be in the year budgeted
#2 – Should be done in the year budgeted, if funding is available
#3 – Could be done in the year budgeted, if funding is available

Line #	Priority	Item and Description	Financing	Total Est. Cost	Total for 5 Years	Year in Which Expenditure is Needed					Add'n'l. Annl. Op. Cost	Status of Plans
						2018	2019	2020	2021	2022		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
		Auto Extrication Equipment	WC	45,000	45,000	45,000					2	
		Walk-in Door replacement	WC	14,000	14,000	7,000	7,000				2	
		Outdoor Warning Siren	WC	75,000	75,000	25,000	25,000	25,000			2	
		HVAC Replacement (Office Area)	WC	10,500	10,500		10,500				2	
		HVAC Replacement (Training Room)	WC	9,500	9,500		9,500				2	
		Garage Floor Resurface / Repaint	WC	18,000	18,000			18,000			2	
		Garage Heat System Replacement	WC	50,000	50,000		50,000				2	
		North Parking Lot Resurface	WC	100,000	100,000	100,000						
		Portable & Mobile Radios	WC	300,000	300,000	100,000	100,000	100,000			2	
		Fire Station Carpeting	WC	20,000	20,000	20,000					2	
		Thermal Imaging Cameras	WC	36,000	36,000		12,000	12,000	12,000		2	
		Training Burn Facility	WC	300,000	300,000			300,000			2	
		Outdoor Warning Siren Batteries	WC	37,500	37,500	7,500	7,500	7,500	7,500	7,500	2	
		South Parking Lot Resurface	WC	65,000	65,000		65,000					

CAPITAL IMPROVEMENT/EXPENDITURE SUMMARY

Year Prepared: 2016

Name of Department: Airport

Recommending Financing		
GR – General Revenue	SP – Special Assessment	RB – Revenue Bonds
SC – Services Charges	RF – Revenue Fund	SR – Special Revenue
UR – Utility Revenue	FA – Federal Air	WC – Working Capital
GOB – General Obligation Bonds	SA – State Aid	CI – Community Investment Fund

Status of Plans	
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Priorities
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#3 – Could be done in the year budgeted, if funding is available

Line #	Priority	Item and Description	Financing	Total Est. Cost	Total for 5 Years	Year in Which Expenditure is Needed					Addn'l. Annl. Op. Cost	Status of Plans
						2017	2018	2019	2020	2021		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	2	East Taxilane Reclamation Construction	FA	\$590,000	\$590,000	\$590,000						1
	2	Main Apron expansion design	FA	\$75,000	\$75,000		\$75,000					1
	2	Main Apron expansion Construction	FA	\$630,000	\$630,000		\$630,000					1
	2	Runway 13/31 & Taxiway A Pavement Maintenance Design	FA	\$75,000	\$75,000			\$75,000				1
	2	Runway 13/31 & Taxiway A Pavement Maintenance Construction	FA	\$850,000	\$850,000			\$850,000				1
	2	Airfield Electrical Back-Up Generator	SA	\$90,000	\$90,000			\$90,000				1
	2	Design Report-Sanitary sewer alternatives	SA	\$50,000	\$50,000					\$50,000		1
	2	Extend Sanitary Sewer Line to Airport	SA/GOB	\$385,000	\$385,000					\$385,000		1

WILLMAR MUNICIPAL AIRPORT (BDH)											9/8/2016	
FFY 2017 - FFY 2021 CIP											Preliminary	
State FY	Fed FY	Description	Funding % Rates			Project Cost	Federal Entitlement Funding	Federal Discretionary Funding	State Funding	Local Funding	Other Programs	Federal Entitlement Balance
			FAA %	State %	Local %							
FFY 2016											FFY 2016 ENTITLEMENT BALANCE	\$ 600,000.00
2017	2016	Master Plan & ALP Update	90%	5%	5%	\$ 305,018.00	\$ 274,516.20	\$ -	\$ 15,250.90	\$ 15,250.90	\$ -	\$ 325,483.80
2017	2016	East Taxi Lane Rehabilitation - Design	90%	5%	5%	\$ 75,000.00	\$ 67,500.00	\$ -	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 257,983.80
						FFY 2016 TOTALS	\$ 380,018.00	\$ 342,016.20	\$ -	\$ 19,000.90	\$ 19,000.90	\$ -
FFY 2017											FFY 2017 ENTITLEMENT BALANCE	\$ 407,983.80
2018	2017	East Taxi Lane Rehabilitation - Construction	90%	5%	5%	\$ 667,466.24	\$ 407,983.80	\$ 192,735.82	\$ 33,373.31	\$ 33,373.31	\$ -	\$ -
2018	2017	Fuel Pump Credit Card Reader	90%	5%	5%	\$ 30,000.00	\$ -	\$ 27,000.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -
						FFY 2017 TOTALS	\$ 697,466.24	\$ 407,983.80	\$ 219,735.82	\$ 34,873.31	\$ 34,873.31	\$ -
FFY 2018											FFY 2018 ENTITLEMENT BALANCE	\$ 150,000.00
2019	2018	Apron Expansion (400'x100') - Design	90%	5%	5%	\$ 75,000.00	\$ 67,500.00	\$ -	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 82,500.00
2019	2018	Apron Expansion (400'x100') - Construction	90%	5%	5%	\$ 628,278.00	\$ 82,500.00	\$ 482,950.20	\$ 31,413.90	\$ 31,413.90	\$ -	\$ -
						FFY 2018 TOTALS	\$ 703,278.00	\$ 150,000.00	\$ 482,950.20	\$ 35,163.90	\$ 35,163.90	\$ -
FFY 2019											FFY 2019 ENTITLEMENT BALANCE	\$ 150,000.00
2020	2019	Runway 13/31 & Taxiway A Crack Repair and Seal Coat - Design	90%	5%	5%	\$ 75,000.00	\$ 67,500.00	\$ -	\$ 3,750.00	\$ 3,750.00	\$ -	\$ 82,500.00
2020	2019	Runway 13/31 & Taxiway A Crack Repair and Seal Coat - Construction	90%	5%	5%	\$ 847,750.00	\$ 82,500.00	\$ 680,475.00	\$ 42,387.50	\$ 42,387.50	\$ -	\$ -
						FFY 2019 TOTALS	\$ 922,750.00	\$ 150,000.00	\$ 680,475.00	\$ 46,137.50	\$ 46,137.50	\$ -
FFY 2020											FFY 2020 ENTITLEMENT BALANCE	\$ 150,000.00
2021	2020	No Project Planned	90%	0%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00
						FFY 2020 TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FFY 2021											FFY 2021 ENTITLEMENT BALANCE	\$ 300,000.00
2022	2021	Design Report - Sanitary Sewer Alternatives	90%	0%	10%	\$ 50,000.00	\$ 45,000.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 255,000.00
2022	2021	Extend Sanitary Sewer Line to Airport	90%	0%	10%	\$ 385,000.00	\$ 255,000.00	\$ 91,500.00	\$ -	\$ 38,500.00	\$ -	\$ -
						FFY 2021 TOTALS	\$ 435,000.00	\$ 300,000.00	\$ 91,500.00	\$ -	\$ 43,500.00	\$ -
Summary for Willmar Municipal Airport						FFY 2017 - FFY 2021 TOTAL:	\$ 3,138,512.24	\$ 1,350,000.00	\$ 1,474,661.02	\$ 135,175.61	\$ 178,675.61	\$ -
LONG TERM NEEDS												
FFY 2022											FFY 2022 ENTITLEMENT BALANCE	\$ 405,000.00
2023	2022	NO PROJECTS SCHEDULED				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	\$ 405,000.00
						FFY 2022 TOTALS	#N/A	#N/A	#N/A	#N/A	#N/A	\$ 405,000.00
FFY 2023											FFY 2023 ENTITLEMENT BALANCE	\$ 555,000.00
2024	2023	Preliminary/Final Design P&S Runway and Taxiway Extension - Multiphase	90%	0%	10%	\$ 250,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 330,000.00
						FFY 2023 TOTALS	\$ 250,000.00	\$ 225,000.00	\$ -	\$ -	\$ 25,000.00	\$ -
FFY 2024											FFY 2024 ENTITLEMENT BALANCE	\$ 480,000.00
2025	2024	NO PROJECTS SCHEDULED				#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	\$ 225,000.00
						FFY 2024 TOTALS	#N/A	#N/A	#N/A	#N/A	#N/A	\$ 225,000.00
FFY 2025											FFY 2025 ENTITLEMENT BALANCE	\$ 375,000.00
2026	2025	Drainage Improvements - Around NAVAIDS	0%	80%	20%	\$ 90,000.00	\$ -	\$ -	\$ 72,000.00	\$ 18,000.00	\$ -	\$ 375,000.00
2026	2025	Runway and Taxiway Extension - GRADING	90%	0%	10%	\$ 700,000.00	\$ 375,000.00	\$ 255,000.00	\$ -	\$ 70,000.00	\$ -	\$ -
2026	2025	County Road 116 Realignment	90%	0%	10%	\$ 350,000.00	\$ -	\$ 315,000.00	\$ -	\$ 35,000.00	\$ -	\$ -
						FFY 2025 TOTALS	\$ 1,140,000.00	\$ 375,000.00	\$ 570,000.00	\$ 72,000.00	\$ 123,000.00	\$ -
FFY 2026											FFY 2026 ENTITLEMENT BALANCE	\$ 150,000.00
2027	2026	Perimeter Fencing - Phase 1	90%	0%	10%	\$ 650,000.00	\$ 150,000.00	\$ 435,000.00	\$ -	\$ 65,000.00	\$ -	\$ -
2027	2026	Runway and Taxiway Extension - PAVING & Electrical	90%	0%	10%	\$ 1,100,000.00	\$ -	\$ 990,000.00	\$ -	\$ 110,000.00	\$ -	\$ -
						FFY 2026 TOTALS	\$ 1,750,000.00	\$ 150,000.00	\$ 1,425,000.00	\$ -	\$ 175,000.00	\$ -

see
2032

City of Willmar Capital Project
Priority List for CER Program/Facility Projects

Park Development

2016

Rice Park \$706,000-Bids are in, this work should be able to be completed this year

2017

Swansson Field Concession/Restroom Facility \$365,000-Specs are being created for bids-Late July Completion

Miller Park Tennis Court Project \$220,000-Specs are being created for this work \$10,000 USTA/MN Grant awarded fall work

2018

Neighborhood Park \$100,000 Playground Equipment Upgrades

Swansson Field \$645,000 Lighting Replacements- Baker/Orange Baseball Fields

Swansson Field \$400,000? North Entrance Bituminous Road/Parking Lot

Robbins Island \$250,000-394,000 Matching Dollars Legacy Grant \$606,000-Beach Shelter/Rental Center/Boardwalk

2019

Swansson Fields \$324,000-\$600,000 Lighting Replacement-Yellow/Red/Green and Utility/Storage Facility

2020

Swansson Fields \$918,000 Reorient/Light Blue Field, Concrete Plaza, Shelter, Playground Equipment

Neighborhood Parks \$100,000 Playground Equipment Upgrades

2021-25 **Robbins Island Shelters, Park Plan Upgrades Lincoln, Northside and Ramblewood Parks**

Civic Center

2017

Bathroom Fixture Retrofit \$100,000 funded in CIP-Staff is gathering quotes to get this work done summer of 2017

Tables/Chair Replacement \$12,000 Staff is hoping to find \$ to make this purchase funding was not included in 2017 budget

2018

\$2,450,000 Refrigeration replacement for both ice sheets

\$375,000 Bleacher replacement Cardinal Arena

2019

\$300,000 Create new lockerroom/storage capacity

\$30,000 Entry Door Replacement

\$50,000 Sound System Upgrade

2020

\$350,000 Blueline Arena Shell Insulation-Create better conditions for summer ice usage

DOAC

2017

\$20,000 Water Heater Quotes have been received \$7,950 expected cost

2018

\$200,000 Replace surface of pool

2019

\$130,000 Basketball Complex in DOAC Area

2020

\$380,000 Concession Stand/Restroom Facility-Serve the DOAC and Recreational Area Basketball/Soccer

\$50,000 Fencing Enhancements

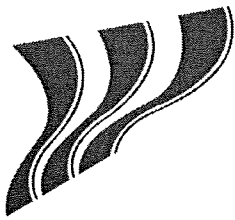
Community Center

Pending further discussions about this facility we have chosen not to submit items for the center.

CIP & Long Term Needs

Engineering		Public Works		WWTF	
CIP 2017-2021		CIP 2017-2021		CIP 2017-2021	
Replace Loop Detectors	\$ 50,000.00	Truck Lift	\$ 130,000.00	Phase II Fairgrounds Lift Station	\$ 600,000.00
Replace Traffic Controllers	\$ 250,000.00	Shop Doors and Openers	\$ 20,000.00	Phase I Armory Lift Station	\$ 80,000.00
Traffic Signals 24th Ave @ 1st St	\$ 260,000.00	Fuel System Tanks	\$ 185,000.00	Phase II Armory Lift Station	\$ 400,000.00
Interconnect 1st St Signals	\$ 150,000.00	Public Works Storage	\$ 185,000.00	Phase I Gorton Ave Lift Station	\$ 60,000.00
Street Improvements: Annual	\$ 3,500,000.00	Air Exchange: Mech. Shop	\$ 75,000.00	Phase II Gorton Ave Lift Station	\$ 300,000.00
Long Term Needs		Bulk Oil Storage	\$ 15,000.00	Overlay Old Site Driveway	\$ 40,000.00
Railroad Crossing Repairs- 10th St	\$ 300,000.00	Air Exchange: Equipment Area	\$ 115,000.00	Sewer Replacement on Recon. Streets	\$ 250,000.00
Transportation Plan	\$ 50,000.00	Insulate and Side PW Shop	\$ 200,000.00	Bio-Solids Piping and Design	\$ 600,000.00
Western Interceptor Storm Sewer	\$ 800,000.00	Long Term Needs		Bio-Solids UST Mixing Pumps & Design	\$ 600,000.00
Old WWTP Retrofit	\$ 100,000.00	Replace Building:Air Compressors	\$ 14,000.00	Infrared Breaker Testing	\$ 30,000.00
Area West of Menards (Phase 1)	\$ 100,000.00	Tubes for Heaters PW Shop	\$ 110,000.00	Lab Equipment & Dishwasher	\$ 50,000.00
Area West of Menards (Phase 2)	\$ 300,000.00	Sidewalk Maintenance Plan: Per Yr	\$ 10,000.00	Hwy 12 Lift Station Elimination	\$ 700,000.00
Ramblewood Slough	\$ 100,000.00			Long Term Needs	
Sidewalk/Bike Path Construction	\$ 35,000.00			Iverson Lift Station	\$ 700,000.00
Bethel Parking Lot	\$ 250,000.00				
Signal Systems Maint. & Repairs	\$ 60,000.00				

For buidlings and facility needs, please see the Facility Master Plan



WILLMAR

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: April 3, 2017
From: Bruce Peterson, Director of Planning and Development Services	Subject: Establishing Downtown Tax Increment Financing District

AGENDA ITEM: CONSIDERATION OF A PUBLIC HEARING TO DISCUSS, AND ULTIMATELY APPROVE, A TAX INCREMENT FINANCING DISTRICT FOR LOTS 3 THROUGH 6, BLOCK 25 ORIGINAL TOWN (NOW CITY) OF WILLMAR

INTRODUCTION/REQUEST:

The purpose of this agenda item is to set the required public hearing for a tax increment financing district that will enable the City to assist Marketing Concepts with the acquisition of property and related eligible development costs.

HISTORY:

Minnesota Statute Chapter 469 establishes the process for the creation and administration of tax increment financing districts. One of the requirements of this statute is that a public hearing be held following public notice and notification of the other taxing jurisdictions.

CURRENT CIRCUMSTANCES:

The City of Willmar received an application from Marketing Concepts of Spicer for the creation of a tax increment financing district. It is anticipated that the company will acquire the downtown site in the near future. The project as proposed is the acquisition and complete remodeling of the former Nelson's Laundry building and property on Benson Avenue. This work is scheduled to begin immediately upon establishment of the tax increment financing district. Marketing Concepts estimates that their project will exceed \$1,000,000 in total costs and will result in 16 new employees over the next three years. Their initial employment for the facility downtown is estimated at 59. Staff continues to work with the City Attorney to ensure that all necessary documents are created and executed, and that the required statutory procedures are followed. This project, because of the condition of the building, will be created as a redevelopment district. City staff is working with the property owner to gain access to make the necessary inspections and findings of deficiencies to qualify the building.

RECOMMENDATION:

Staff recommends that the Council proceed with the creation of the downtown TIF district as presented.

ISSUES:

Tax increment financing is a tool the City has used numerous times to assist/stimulate development. It is premised on the “but for” test, that being that the project would not occur in the foreseeable future “but for” the use of TIF. The requisite findings will be included in the TIF plan and resolution presented at the hearing. It is proposed that the district be established as a redevelopment district and that tax increment be made available to the developer for a 12-year timeframe. By statute, such a district could exist for as long as 25 years.

FINANCIAL IMPACT:

The Kandiyohi County Assessor’s office has estimated the market value of the proposed improvements at over \$500,000. The benefits to this project will include job creation, tax base enhancement, and continued momentum for downtown development and redevelopment. The use of tax increment financing is proposed to reimburse the developer over a period of 12 years for a portion of the initial acquisition and demolition/rehab work. It is estimated that an annual tax increment of approximately \$10,500 will result from the project, bringing the total reimbursement to the developer of about \$100,000 over a 12-year period. The City will retain for administration an amount not to exceed 10% of the increment.

ALTERNATIVES:

1. To set the public hearing as proposed.
2. To not pursue the TIF district.
3. To not provide for assistance to the developer for the acquisition and eligible rehab costs, thereby possibly preventing the entire project and sale from happening.

RECOMMENDED MOTION:

To set a public hearing for the Marketing Concepts, LLC TIF project for May 1, 2017.

REVIEWED BY:

WORK SESSION DATE: April 3, 2017

COUNCIL MEETING DATE: April 3, 2017-set hearing. May 1, 2017-conduct hearing.

-- 25.50 Ch. Gov't --

LAKE

M.C.#123

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NORTHERN

RAILWAY

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WILLMAR

BY - PASS

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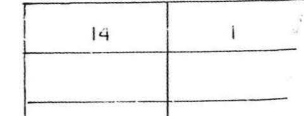
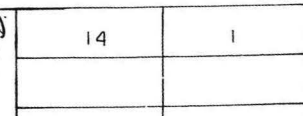
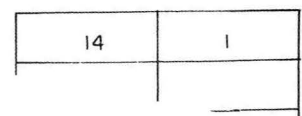
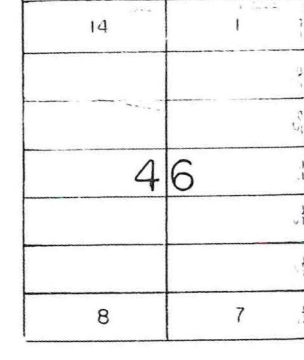
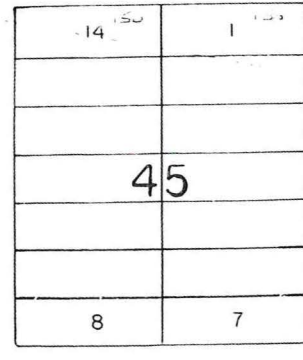
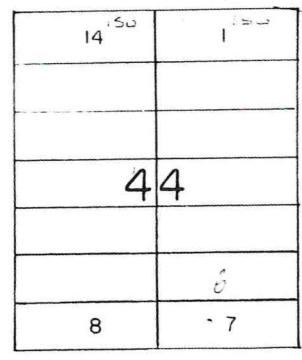
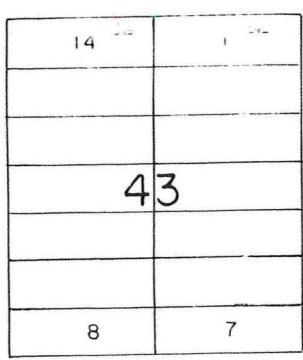
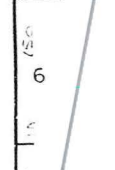
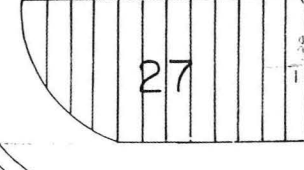
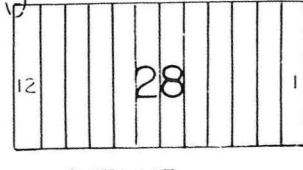
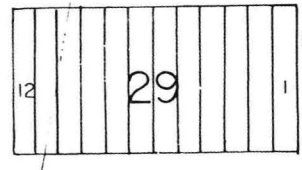
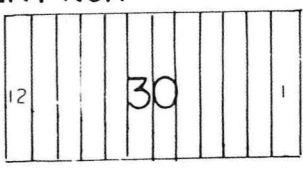
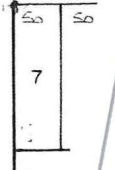
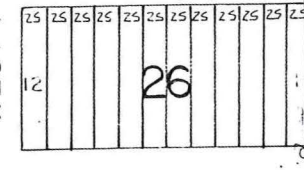
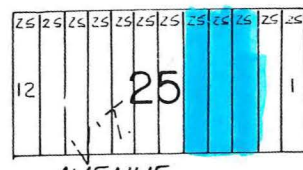
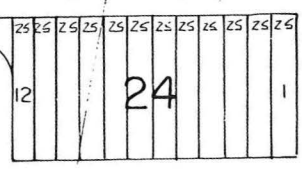
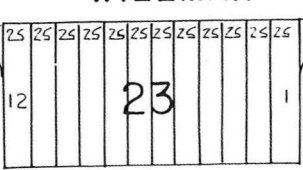
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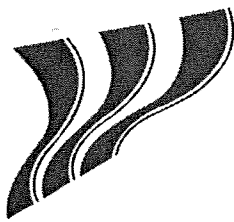
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PLAT NO. 1



VACATED



WILLMAR

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4913
Fax Number 320-235-4917

CITY COUNCIL AGENDA REPORT

To: Mayor and City Council	Date: April 3, 2017
From: Bruce Peterson, Director of Planning and Development Services	Subject: Establishing Industrial Park Tax Increment Financing District

AGENDA ITEM: CONSIDERATION OF A PUBLIC HEARING TO DISCUSS, AND ULTIMATELY APPROVE, A TAX INCREMENT FINANCING DISTRICT FOR LOTS 1 AND 2, BLOCK 1 WILLMAR INDUSTRIAL PARK FOURTH ADDITION

INTRODUCTION/REQUEST:

The purpose of this agenda item is to set the required public hearing for a tax increment financing district that will enable the City to recoup concessions made for the sale of the land, as well as to assist the developer with eligible costs on a possible future phase.

HISTORY:

Minnesota Statute Chapter 469 establishes the process for the creation and administration of tax increment financing districts. One of the requirements of this statute is that a public hearing be held following public notice and notification of the other taxing jurisdictions.

CURRENT CIRCUMSTANCES:

The City of Willmar approved the sale of Lot 1, Block 1, Willmar Industrial Park Fourth Addition to GM Development, LLC. A right of first refusal has been requested by the developer for Lot 2. It is anticipated that the sale will be completed sometime in April, with construction to begin shortly thereafter. The project, as proposed by the developer, is in two phases: Phase 1 scheduled for 2017 is a LTL terminal and office facility of approximately 14,000 sq ft. with 24 loading docks; Phase 2 could possibly be built as early as 2020 and would consist of an additional 42,500 sq ft. of distribution and warehouse space. The developer is projecting 10 new employees in the first three years. Staff continues to work with the City Attorney to insure that all necessary documents are created and executed, and that the required statutory procedures are followed. Because the property is currently owned by the City, it is tax-exempt and no taxes are being collected. If the tax increment district is approved, taxes will be paid to the City, County, and School District based on the 2017 tax capacity.

RECOMMENDATION:

Staff recommends that the Council proceed with the creation of the industrial park TIF district as presented.

ISSUES:

Tax increment financing is a tool the City has used numerous times to assist/stimulate development. It is premised on the “but for” test, that being that the project would not occur in the foreseeable future “but for” the use of TIF. The requisite findings will be included in the TIF plan and resolution presented at the hearing. It is proposed that the project be designated an Economic Development TIF District. This type of district must be de-certified within 10 years of establishment, or the provision of 8 years of increment, whichever comes first.

FINANCIAL IMPACT:

The Kandiyohi County Assessor’s office has estimated the value of the Phase I improvements at \$625,000, and they have estimated the value of building improvements for Phase 2 at just over \$1,000,000. The benefits to this project will include job creation, tax base enhancement, and continued momentum for industrial park development. The sale of the land was negotiated at a price of \$405,900. That number was discounted in the amount of \$19,275 due to an easement that severely restricts development. The reduced sale price of \$386,175 is proposed to be written down by an additional \$115,630 based on the anticipated ten jobs to be created and the value of the improvements in Phase 1. This write down is consistent with the City’s Industrial Land Write Down Policy. The net sale price of \$270,545 will be paid at closing and through the developer providing \$5,000 interest money with the signed purchase agreement. The use of tax increment financing is proposed to reimburse the City \$135,355 for purchase price concessions. The estimated Phase 1 increment is calculated to be around \$20,000 per year. That initial increment of \$20,000 per year would increase to around \$50,000 per year upon completion of Phase 2.

ALTERNATIVES:

1. To set the public hearing as proposed.
2. To not pursue reimbursement for land price concessions.
3. To not provide for assistance to the developer for Phase II eligible costs, thereby possibly preventing the entire project and land sale from happening.

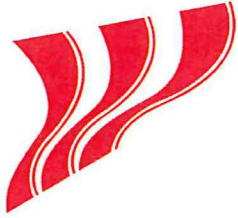
RECOMMENDED MOTION:

To set a public hearing for the GM Development, LLC TIF project for May 1, 2017

REVIEWED BY:

WORK SESSION DATE: April 3, 2017

COUNCIL MEETING DATE: April 3, 2017-set hearing. May 1, 2017-conduct hearing.



COUNCIL ACTION REQUEST

DATE: April 3, 2017 **Work Session**

SUBJECT: 2017 Supervisor Unit Contract

RECOMMENDATION: To consider the following three positions be placed in the Supervisor Group

BACKGROUND:

Council directed staff to provide the following job description for review and consideration to be placed in the Supervisor Group.

1. **Accounting Supervisor** – the attached job description is the same job description reviewed in 2015 at the BMS Hearing. We are researching further to know if the same job description was approved by the Council. If the Council does not approve the entry into the Supervisor group for this position the title be changed to Administrative Assistant to the Finance Director.
2. **Building Maintenance Supervisor** – the attached job description was approved by Council in 2015 but has since been revised to Supervisory status. If the Council does not agree with the changes we would recommend the title be changed to Building Maintenance Coordinator.
3. **City Clerk** – as written it does not meet the State Statute requirements of Supervisory further discussion is needed to consider revising the job description so that it meets Supervisory status.

FINANCIAL CONSIDERATION and RECOMMENDATIONS: None

LEGAL: None

Department/Responsible Party: Bridget Buckingham, Human Resource Director

Reviewed by: Mike McGuire, Interim City Administrator

City of *WILLMAR*

ACCOUNTING SUPERVISOR

Position Title: Accounting Supervisor
Department: Finance
Department Head: Finance Director
Immediate Supervisor: Finance Director
Pay Range: 6 **FLSA Status:** Non-exempt

<i>APPROVED:</i>	October 20, 2003
<i>REVISED:</i>	_____
<i>REVISED:</i>	_____
<i>REVISED:</i>	_____

Purpose

Performs supervisory technical/clerical work with responsibility for performing moderately complex tasks in accounts receivable, accounts payable, cash receipts, fixed assets, budget support and financial record keeping. Decisions are made in accordance with established procedures although variety and complexity may be great. Independence of work activity is expected. Serves as back-up for payroll.

Organizational Relationships

Communicates with: *Internally* - All City departments, MUC staff and Rice Hospital staff;
Externally - HRA, County and State agencies, ACS, Heritage Bank, auditors and various vendors/suppliers.

Supervises: Accounting Clerk IIB and Accounting Clerk III.

ESSENTIAL FUNCTIONS

Answer phone for Finance Department, greet visitors and direct to appropriate staff.
Perform nightly back-ups on AS400 for off-site back-ups.
Process billing requests by typing invoices, preparing statements and handling collections.
Type finance agendas, make copies and distributes to appropriate people as directed by Supervisor.
Process daily cash receipts.
Perform backup duties for payroll processing.
Process all City bills through verifying and coding invoices, printing checks, maintaining W-9s on vendors, and handling EFTs.
Monthly reconcile bank statements.
Maintain detailed fixed asset records on all relevant purchases.
Calculate interest breakdowns for any interest earnings received; calculate investment breakdowns for any investment that is purchased or cashed; and compiles quarterly Investment/Interest Activity Report for Finance Director.
Gather, compile and compute the monthly sales/use tax to be reported to the State of Minnesota; process requisition for payment.
Assist Finance Director with the production of the Annual Financial Statement.
Process tax settlement by receipting payment, balancing taxes and assessments.

ACCOUNTING SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Keep records on all contracts/leases/agreements that require billing; maintain summary sheets for reference.

Process journal entries.

Set up new codes as directed by Finance Director and keep current chart of accounts on hand.

Compile year-end interest receivable report for all interest earned on investments.

Maintain records on Eagle Lake Sewer District, bill the County monthly and processes all correspondence from them relating to the district.

Perform monthly closings on financial software.

Run monthly revenue and general ledger reports to copy and distribute to Finance Director and place in appropriate physical files.

Compile monthly balance sheets, income statements and tax-collected graphs for the Convention and Visitors Bureau; and copy and distribute to appropriate parties.

Answer questions from other departments concerning payables/receivables, fixed assets, payments, coding of receipts, reports, etc.

Record all bonds (City, MUC, Hospital) by type and payment schedules.

Assign work to employees, including assigning work duties, determining work priorities and assigning work hours.

Direct employees, evaluate assigned work product and exercise the authority to reject the assigned work product which does not meet standards.

Approve requests for vacation and sick leave.

Approve and sign time cards.

Complete and sign probationary employee evaluation forms.

Issue verbal reprimands to employees when necessary and discuss corrective action.

Recommend the issuance of a written reprimand of an employee, the suspension of an employee, and the discharge of an employee.

Serve as the Department's representative at Step 1 of grievance procedure, including responding orally and/or in writing to grievance.

Other Duties and Responsibilities

Works on various projects and miscellaneous tasks as assigned by Finance Director.

Performs other related duties as assigned.

ACCOUNTING SUPERVISOR

Required Knowledge, Skill, and Abilities

Knowledge of accounting practices and procedures including A/R, A/P and payroll.

Skill in operating IBM AS400 computer using Quickbooks Pro, Excel, Word and PC desktop software and ability to perform some basic troubleshooting.

Skill in handling cash receipts, financial transactions, payroll and fixed assets.

Ability to be flexible in work tasks.

Ability to initiate tasks, works with little supervision and use independent judgment.

Ability to prioritize work tasks and complete with 100% completeness and accuracy.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective work relationships with others.

Machines, tools and equipment used: printers, copiers, fax machine, calculators, telephone, wycom box, binding/punching machines, postage scale and typewriter.

MINIMUM QUALIFICATIONS

Associate's degree in accounting **and** a minimum of three years of previous accounting or record keeping experience including the use of personal computers and automated accounting systems.

Working Conditions

Works in typical office setting sitting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of object such as office supplies and files. Uses near vision, hearing, and sense of touch.

BUILDING MAINTENANCE SUPERVISOR

Position Title: Building Maintenance Supervisor

Department: Maintenance

Department Head: Public Works Director

Immediate Supervisor: Public Works Director

Pay Range: 6 **FLSA Status:** Non-exempt

APPROVED:	July, 2010
REVISED:	October 2015
REVISED:	
REVISED:	

Purpose

Performs lead worker supervision with responsibility for organizing daily work, assigning tasks as appropriate and reviewing work results under the supervision of the Public Works Director. Performs manual work with responsibility for daily supervision of the maintenance of all city facilities, equipment, and grounds. Operates a variety of equipment to perform the maintenance, repair and snow removal duties at the City Office Building, Auditorium, WRAC8, Community Center, Airport, Public Works Garage, Fire Station and assist with the maintenance of the WWTP Administration Buildings.

Organizational Relationships

Communicates with: *Internally* - Public Works Director, other City departments, Secretarial office staff, City mechanics, City administrative staff; *Externally* – Contractors and sales representatives, equipment and material suppliers.

Directs: Full and part-time custodial staff and part-time temporary maintenance employees.

ESSENTIAL FUNCTIONS

Assist Public Works Director to organize, assign and supervise the operation and activities of custodial staff.

Plan work projects, prepare work schedules, outline work assignments and assemble appropriate resources.

Work with supervisor on budgets, obtaining quotes and proposals from vendors.

Meet with equipment sales persons to identify options available and prepare bid specification to match custodial needs.

Respond to calls/complaints/work orders from co-workers.

Keep necessary records of time, materials and results including compiling information for a yearly report; and orders necessary supplies and materials.

Make follow-up inspections of projects/work orders to determine conformance with plans/specifications and initiate payment approval for vendors and supplies.

Give technical advice and assistance to custodial employees on difficult or unusual work.

Make inspections to ensure proper precautions and safe policies are followed.

Confer with Supervisor regarding work scheduling, equipment needs and maintenance requirements of various facilities.

BUILDING MAINTENANCE SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Direct the general operation of equipment maintenance for maintenance personnel, and authorize repairs when necessary.

Attend seminars, workshops and other training related to licensing (if required) and other responsibilities.

May perform all of the essential functions of a custodial worker such as performing cleaning tasks: mops, sweeps, waxes floors and cleans carpets, cleans windows, maintains restrooms, empties wastebaskets and mows grass.

Empties trash outside, monitors flowers and shrubs, shovels snow, salts/sands sidewalks, maintains inside/outside lighting and works on other seasonal projects.

Other Duties and Responsibilities

Maintains computer documentation of equipment, repairs, testing and maintenance work orders.

Monitor radio frequencies, receives messages from public safety groups, monitors telephone calls, takes messages and answers questions from public.

Performs other related duties as assigned by Public Works Director.

Required Knowledge, Skills and Abilities

Knowledge of methods, tools, equipment and practices of maintenance and repair.

Knowledge of equipment operation manuals, federal and state OSHA laws, City's personnel and safety manuals, confined space entry and building/fire codes

Ability to organize and compile information.

Ability to supervise a moderate sized group of skilled and semi-skilled employees; to ensure work is accomplished in a safe and efficient manner; and train them in the efficient use of custodial equipment.

Ability to understand and follow applicable state, federal and city laws, rules and regulations.

Ability to understand and interpret plans and specifications.

Ability to safely lift and carry objects weighing up to 80 pounds.

Ability to operate a radio for work communication.

Skill in operating a variety of equipment such as trucks, pickups, mower, hand tools (power), and air compressor.

Knowledge and experience in building & ground maintenance.

Ability to exercise sound judgement and work independently.

Skill in verbal and written communications.

Machines, tools and equipment used: telephone and fax, copier and computer, atmosphere testing equipment, power saws, hand tools, ropes, axes, mobile and portable radios, camera equipment, portable generators; flood lights, shop compressor, drills, saws, wrenches, sockets, screwdrivers, hammers and all shop tools.

BUILDING MAINTENANCE SUPERVISOR

MINIMUM QUALIFICATIONS

High School degree or equivalent and five years of experience in building maintenance and equipment repair. Valid Minnesota Class D driver's license.

Working Conditions

Majority of time is spent indoors at City facilities. Regularly uses fine motors skills to coordinate eyes, hands, and feet for the operation of a variety of tools, machines or equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging, and lifting. All vision abilities, hearing, and sense of touch with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, temperature extremes, vibrations, infectious diseases, dust and smoke, electric shock and noise can be occasional. Some time is spent maintaining building grounds including grass mowing and snow shoveling. Occasionally enters confined spaces and works at heights (on ladders and roof) up to 30 feet.

CITY CLERK

Position Title: City Clerk
Department: Administration
Department Head: City Administrator
Immediate Supervisor: Same
Pay Range: 7 **FLSA Status:** Non-Exempt

<i>APPROVED:</i> <u>April 5, 2000</u> <i>REVISED:</i> <u>July 18, 2016</u> <i>REVISED:</i> <i>REVISED:</i>

PURPOSE

The City Clerk is responsible for developing programs and procedures for management of the City's vital records, serves as secretary to numerous committees, coordinates City elections, manages City licensing and provides administrative support.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* other City Clerks, League of MN.
Supervises: Clerk/Secretary/Receptionist.

ESSENTIAL FUNCTIONS

- Serving as official record keeper for the City; overseeing the maintenance of official City records including ordinances, resolutions, City Council Action reports, agendas and minutes; overseeing the posting and advertising of public notices and meetings; and maintaining the City Code.
- Oversees the data practices requirements under Minnesota Statute for all departments. Serve as Compliance Official pursuant to Minnesota Data Practices Act to administer the requirements for collection, storage, use and dissemination of data maintained by the City.
- File, monitor and maintain property, liability and automotive insurance. Oversees and administers all non-personnel insurance related issues for the City including maintenance of all certificates of insurance.
- Implements the records management system and ensures the proper storage of all records to assure compliance with state and federal statutes. Responsible for training, implementation, operation and maintenance of the City's document imaging system.
- Receives and verifies petitions on public improvement projects, arranges for public hearings, and drafts legal notices.
- Monitor daily receipt of revenues for code compliance, deposit receipts in local banking institution.
- Responsible for local and general elections, including training of judges, preparation of ballots and facilities, and coordination with the County Auditor and Secretary of State.
- Record and certify ordinances and resolutions; keep the City Seal; attest all legal documents, including ordinances, resolutions, contracts, agreements, etc.
- Conduct City auction of surplus goods.
- Conduct bid letting in accordance with applicable laws and City requirements.

CITY CLERK

- Manages issuance of City licenses/permits and authorize the issuance of the license/permit if compliant with laws and ordinances.
- Approve forms for licenses and permits and enforce/rectify violations with license ordinance.
- Assist the public and City staff by providing specific and/or general information requiring interpretation of policies, procedures, precedents, rules and regulations, including federal, state, and local laws as applicable to the operation of the City and/or the Office of the City Clerk.
- Accepts and verifies petitions; administers assessment records process; certify approved assessment rolls with the County; prepare searches; process payments; calculate and recertify assessment redistributions; respond to inquiries; maintain records of active, pending and deferred-reduced assessments; prepare documents for council approval and abatements.
- Ensures proper publishing and posting of all notices required by law.
- Performs the City Clerk duties identified in the City Charter.
- Performs other related duties as assigned by Supervisor or as apparent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of overall City structure and operations, policies and procedures, and ability to understand/use the municipal code and ordinances, the city charter, and applicable federal/state laws/rules/regulations.
- Knowledge of, and ability to apply, state election laws.
- Knowledge of Parliamentary procedure and rules of the Council.
- Knowledge of relevant state, federal and local regulations affecting local governments.
- Knowledge of bid laws and assessment policy and practices needed.
- Knowledge of City code, charter, personnel and administrative policies.
- Skill in complying with the requirements of the state's data practices act, open meeting law and following applicable federal and state records retention schedules.
- Knowledge of City Council procedures, practices, and responsibilities.
- Knowledge of business English, spelling, punctuation, and office practices/procedures.
- Ability to compile/assemble data and prepare accurate records/reports.
- Skill in communicating verbally and in writing.
- Skill in operating computer programs and office equipment.
- Ability to understand and follow orders and written instructions
- Ability to plan and organize projects, schedules, and work activities.
- Ability to work independently and with other departments.
- Skill in operating computers and information technology equipment.
- Ability to handle confidential information with appropriate level of discretion.

Machines, Tools and Equipment Used: Computer and printer, calculator, dicta-phone, voting scanner, copier and telephone.

CITY CLERK

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Business or closely related field **and** five years of related experience. An equivalent amount of training and experience may be considered.

DESIRABLE QUALIFICATIONS

- Minnesota Certified Municipal Clerk (MCMC).
- IIMC Certified Municipal Clerk (CMC).
- Experience serving as a City Clerk or Deputy City Clerk.
- Experience with computer technology as it relates to records management, elections and licensing.

SPECIAL REQUIREMENT:

- Must be a Certified Municipal Clerk or be willing to attend training to obtain certification within three (3) years.
- Must be bondable.
- Must be able to acquire a notary public certification.

WORKING CONDITIONS

Work is performed in typical office setting. Sits for extended periods of time using computer and other visual activities. Uses fine motor skills.



WILLMAR



**FIRE DEPARTMENT
FIRE CHIEF / MARSHAL**

**515 2ND ST. SW
WILLMAR, MN 56201
320-235-1354
FAX 320-235-1607**

COUNCIL ACTION REQUEST

DATE: April 3, 2017

SUBJECT: Firefighter Compensation Revision

RECOMMENDATION: It is respectfully recommended the City Council approve the following:

Approval for the Fire Department to revise the current Firefighter Compensation schedule.

DESCRIPTION: In 2013, the City Council approved the current Firefighter compensation schedule. The levels of pay are as follows:

- Entry Level (Rookie): \$11.00 / Hour
- Firefighter 1 Certified: \$11.66 / Hour
- Firefighter 2 Certified: \$12.32 / Hour
- Hazardous Materials Operations Certified: \$12.98 / Hour
- Emergency Medical Responder / EMT: \$13.64 / Hour
- Apparatus Operator: \$14.30 / Hour

Because the Firefighter 2 and Haz Mat Ops Certifications are about a week apart, I would like to eliminate the Firefighter 2 pay rate & make the Firefighter 2 / Haz Mat Ops level as one, paid at the rate of \$12.98 per hour.

FINANCIAL CONSIDERATIONS: None

LEGAL: None

DEPARTMENT/RESPONSIBLE PARTY: Frank Hanson, Fire Chief

REVIEWED BY: Michael McGuire, City Administrator