



WILLMAR

City Administrator

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

**COUNCIL ACTION REQUEST**

**DATE:** November 15, 2016

**SUBJECT:** Remove and replace concrete driveway at the Willmar Fire Station

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

To authorize the payment for the concrete driveway at the Willmar Fire Station from Haats Masonry, LLC in the amount of \$30,223.40.

**BACKGROUND:** Quotes were requested and opened on August 29, 2016 to remove and replace the concrete driveway at the Willmar Fire Station. Lowest quote was Haats Masonry, LLC in the amount of \$30,223.40. There were no other quotes received for the project.

**FINANCIAL CONSIDERATION:** Use current supplies and maintenance appropriations to cover the costs.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Michael McGuire, City Administrator



WILLMAR

CER Director

City Office Building  
333 SW 6<sup>th</sup> Street  
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Main Number 320-214-5160  
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**COUNCIL ACTION REQUEST**

**DATE:** November 15, 2016

**SUBJECT:** Rice Park Improvements

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendations:

To re-appropriate \$50,000 from the Leisure Services and Community Center unspent 2016 personnel costs to fund the overage and award the bid to Marcus Construction for the Rice Park Improvement project.

**BACKGROUND:** SRF Consulting Group, Inc. solicited bids to remove the existing park shelter building and concrete wading pool; construct new picnic shelter with restrooms, concrete plaza and sidewalks, utility work, landscaping and irrigation at Rice Park. Six bids were opened on October 25<sup>th</sup>. All bids came in above the project budget amount. At the Public Works/Public Safety Committee meeting on November 1<sup>st</sup>, staff was directed to provide a source to fund the additional \$50,000 overage for the apparent low bid from Marcus Construction.

**FINANCIAL CONSIDERATION:** The 2016 Capital Improvement Program includes \$706,000 for the project. Approximately \$50,000 additional will be required to complete the project as originally scoped.

**LEGAL:** N/A

**Department/Responsible Party:** Steve Brisendine, CER Director

**Reviewed By:** Michael McGuire, Interim City Administrator

**2017 Planning and Development Services  
Budget Request 101.41402**

For 2017, the Planning and Development Services Budget is proposed to change as follows:

**Line 0221 – Small Tools** – Increased to cover one chair

**Line 0222 – Motor Fuels/Lubricants** – Decreased to reflect lower gas prices

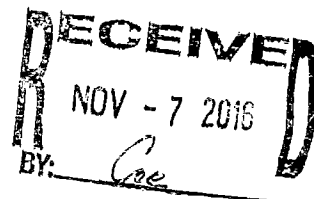
**Line 0334 – Maintenance of Equipment** – Increased due to aging department vehicles

**Line 0441 – Insurance/Bonds** – Decreased to more closely reflect anticipated cost

**Line 0443 – Subscriptions/Memberships** – Decreased to reflect reduced expenditures

**Line 0447 – Advertising** – Increased to allow for marketing partnerships

**Line 0449 – Other Charges** – Decreased to better reflect building permit surcharges on anticipated permit levels



*Fran Bucc P*

## Willmar Police Department 2017 Budget Increases & Justifications

**Line 10 – Salaries – Regular Employees:**      *Request budget adjustment to allow for increase in officer staffing (pending council approval) from current 32 officers to 34 officers. If approved, request one officer to start in January 2017 and the second to start in July 2017.* WPD had staffing level up to 34 in 2010, but was decreased after retirements. Continual increased call volume and services realignment necessitate an increase to keep a current level of police services. These positions would be for uniformed patrol officers. The addition would allow balanced staffing for each patrol team, assist in control of overtime for coverage, potentially allow for faster response to calls for service, allow more proactive policing and enhance officer safety.

**Line 12 – Temp Employees:**      *Request budget adjustments to allow the CSO base wage be increased from current \$10 / hour to \$12 / hour with \$.50 increases after each year of employment.* In meetings with CSO's and applicants, they indicate the current wage versus other PT jobs in Willmar has limited the # of people who apply.

**Line 21 – Small Tools:**      Request increase request to \$75,500 (+\$8,000 from 2016) to accommodate purchase and initial implementation of body cameras for patrol staff. This would include cameras, chargers, computer equipment and video interfaces. Increase to also allow for the start of replacement TASER's with a lease program which will reduce overall costs vs. ownership & replacement each five years to stay current with technology (current TASER devices no longer manufactured or serviced).

**Line 33 – Travel / Conf. / Schools:**      Request increase to \$37,000 (+\$2,000) due to increased tuition costs, tuition reimbursement costs, certification training, tuition reimbursement and train the trainer (which provides a cost savings of training an instructor to teach locally versus sending WPD personnel away for some training). New hires will cause slight increase in mandatory training their first year.

**Line 37 – Subsistence of Persons:**      Increase to \$6,000 (+\$1,750) with predicted needs for hiring, etc. in 2017. This line item would include doctor's physicals, written testing and psychological exams.



**WILLMAR**

**PUBLIC WORKS**

**DIRECTOR/CITY ENGINEER**  
City Office Building  
Box 755 320-235-4202  
**STREET/PARK SUPERINTENDENT**  
801 Industrial Dr. SW 320-235-3827  
**WASTEWATER TREATMENT**  
3000 75th St. SW 320-235-4760  
Willmar, Minnesota 56201  
Fax 320-235-4917  
www.willmarmn.gov

# Memorandum

**TO:** Sean Christensen, Public Works Director  
**FROM:** Lynden Wittman, Assistant City Engineer  
**DATE:** August 17, 2016  
**RE:** Engineering 2017 Budget Request



Please find below additional information for the Engineering 2017 budget request.

(02-24) Loop Detectors	+ \$5,000.00
(03-34) Loop Detectors, Traffic Counters	+ \$54,250.00
(03-36) Storm Improvements, Ditch Cleanouts and Hydrant Replacements	+ \$10,000.00

\*Requests are based from 2016 revised budget

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**WILLMAR**

**PUBLIC WORKS**

**DIRECTOR/CITY ENGINEER**  
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Box 755 320-235-4202  
**STREET/PARK SUPERINTENDENT**  
801 Industrial Dr. SW 320-235-3827  
**WASTEWATER TREATMENT**  
3000 75th St. SW 320-235-4760  
Willmar, Minnesota 56201  
Fax 320-235-4917  
www.willmarmn.gov

# Memorandum

**TO:** Sean Christensen, Public Works Director  
**FROM:** Scott Ledeboer, Public Works Superintendent  
**DATE:** August 17, 2016  
**RE:** Public Works 2017 Budget Request



Please find below additional information for the Public Works 2017 budget request.  
(01-10) 1 Regular Employee (Public Works Operator) + \_\_\_\_\_

(02-26) Black Dirt (Stock) + \$15,000.00

(02-24) Replace Showmobile Flooring + \$5,000.00

(03-36) Sidewalk Maintenance Program (CBD, 1<sup>st</sup> St.) and Annual Ditch Cleaning + \$35,000.00

(03-35) Public Works Garage Doors + \$ 20,000.00

\*Requests are based from 2016 revised budget

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## **2017 Recreation Department Budget Overview**

### **City Auditorium**

The proposed budget shows an increase in 2017 of \$19,650 or 38% from \$51,401 to \$71,051.

Part time salary increase of \$4,000 to provide coverage when the facility is being used especially the range.

The supply budget was increased \$4,000 to allow for additional supplies around cleaning/maintenance.

The largest increase of \$13,000 is for additional cleaning of the facility and specifically the range. We have hired ECCO Midwest Inc to clean the range and Midwest Environmental to test the facility after cleaning.

Given the past issues with the range I think this increase is justified and will provide better conditions to the users.

### **Leisure Services**

The proposed budget shows an increase in 2017 of 22,244 or 4% from \$487,433 to \$509,677.

Part time salaries are proposed to increase \$7,500, 7%, due to increased programming and salaries.

The supply budget was increased \$2,300 due to increases in the cost of goods for recreation supplies.

Other services are increasing \$4,414 which is about 2% and is for School Staff that provide recreation services for the city.

Other charges are increasing \$7,500 with all of that increase in professional services. This is for services provided by the likes of SRF as we work with them on some projects to implement the park plan.

This portion of the budget has been pretty stable for the last 10 years and this increase is due to an increase in programs and projects directed by the recreation staff.

### **Civic Center**

The proposed budget shows an increase of \$56,340 or 9% from \$607,077 to \$663, 417.

Part time salaries have increased from \$40,000 to \$60,000, much of this increase is for concession stand help related to the 22 games for the Warhawks but also takes into consideration increased programming with the youth hockey program.

The supply budget has a projected increase of \$19,200 or 25%. Again much of this is for concession supplies to be sold at Warhawk games but also the paper and other cleaning products needed due to increased use of the facility and the increased fan base brought in to the facility.

The other service budget will increase by \$21,940 about 23% with most of that increase in the area of utilities. This is caused by a longer ice season and the increased revenues are covering these increases.

The other charge area of the Civic Center budget is flat for 2017.

Thus the increase in the Civic Center budget is about \$56,000 with most of the expense related to the Warhawk Junior team and revenues projected to cover all of these increases.

## **Community Center**

The Community Center budget will decrease by \$2,350 or 2% from 119,735 to \$116,385 in 2017.

The personal services area and specifically the employer insurance contribution is the reason for this reduction in the overall budget. A full time staff person's insurance contribution was inadvertently left in the 2016 budget. That line item will reduce by approximately \$12,000. That decrease is offset by \$4,000 for an increase in part time salaries to be allocated to this site due to an increase in usage of this facility.

Supplies are going up about 11% due to the need for more cleaning and paper supplies being used due to an increase in overall usage of the facility.

Other services will see a slight increase of \$1,150 for 2017 in the area of maintenance of the structure. This increase is to cover a trend that has come up the last few years for repairs at this facility.

The other charges category of the WCC budget is holding stable.

Overall I think this budget is pretty sound and allows for some increase in usage that will drive the expenses of this facility. At some point the issues reflected in the facility plan will need to be addressed regarding this facility.

## **DOAC**

The Aquatic Center budget is projected to increase \$22,065 or 11% from \$191,275 to \$213,340 in 2017.

The personal service area of this budget will increase \$3,000 to cover an increase in part time salaries to operate this facility.

The supply portion of the budget will see a fairly large increase of \$18,705. This increase is to allow for purchasing and installing a new strainer, to repair the bottom of the pool that has let loose and to repair the frog slide that needs to have the fiberglass reinforced and to be repainted. Given the age of the pool this is not a surprising increase and should complete some of this work for the next year or two.

The other services budget will go up slightly to cover the work from the items above. Given the amount of work being done to hold this area of the budget to an increase of \$1,000 is a bargain.

The other charges portion of the budget will stay the same for the coming year.

With the three items to be repaired in the coming year this budget had to increase to allow for the continued usage that this facility has allowed the community to enjoy.

**Overall I am pleased to be able to hold the line on many of our budget areas given the age of the facilities that we operate. Feel free to contact me if you have any questions.**





WILLMAR



*FIRE DEPARTMENT*  
FIRE CHIEF / MARSHAL

515 2<sup>ND</sup> ST. SW  
WILLMAR, MN 56201  
320-235-1354  
FAX 320-235-1607

TO: Mike McGuire, Interim City Administrator  
Steve Okins, Finance Director

FROM: Frank Hanson, Fire Chief

DATE: November 3, 2016

RE: **2017 Budget Summary**

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Below is the budget information requested at our last Department Directors meeting.

The fire departments 2016 budget was \$766,241.00, the 2017 proposed budget is \$655,400.00

These are the major changes in the budget:

**1. Line 0112 (Salaries – Temp. Employees)**

Requested \$200,000.00 -- This is a \$93,500 decrease from 2016

**2. Line 0224 (Maintenance of Equipment - Parts)**

Requested \$26,000.00 -- This item has been increased by \$11,000.00. In 2017 the pump on our 2002 pumper will need to be rebuilt so it meets all the pumping capacities required.

**3. Line 0225 (Maintenance of Structures)**

Requested \$10,000.00 -- This item has been decreased by \$4,500.00. Although there can be unexpected problems with the building, history as shown that not more than \$10,000.00 is needed.

**4. Line 0334 (Maintenance of Equipment)**

Requested \$15,000.00 -- This is a \$5,000 increase. The increase is due to the labor for the 2002 fire engine pump rebuild.

**5. Line 0441 (Insurance and Bonds)**

Requested \$5,900.00 -- This is a \$4,400.00 increase due to the history of this line item.

**6. Line 0446 (Professional Services)**

Requested \$15,000.00 -- This is a \$5,000.00 decrease from 2016.

If you have any questions or concerns please feel free to contact me.

2017

General Fund

The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. It has more diverse sources than other funds, and includes property taxes, licenses, permits, fines and forfeits, intergovernmental revenues, service charges, rents and investment interest earnings. The fund's resources finance a wide range of functions including current operations of general government, public safety, public works and non-departmental general expenditures.

	2014 <u>Actual</u>	2015 <u>Actual</u>	2016 <u>Adopted</u>	2017 <u>Mayor Proposed</u>	2017 <u>Adopted</u>
Undesignated Bal. \$	----	\$ ----	\$ ----	\$ ----	\$ ----
Designated Bal.	13,735,040	14,119,279	14,182,384	13,251,088	13,251,088
Revenues	15,639,809	15,386,662	15,395,550	15,669,673	0
Operating	(13,395,549)	(13,385,260)	(14,783,112)	(14,338,493)	0
Capital Transfers	<u>(1,860,021)</u>	<u>(1,938,297)</u>	<u>(1,543,734)</u>	<u>(2,737,351)</u>	0
Expenditures	(15,255,570)	(15,323,557)	(16,326,846)	(17,075,844)	0
Prior Adjust.	----	----	----	----	----
Balance-Dec. 31	<u>14,119,279</u>	<u>14,182,384</u>	<u>13,251,088</u>	<u>11,844,917</u>	<u>13,251,088</u>

Final 8/31/2016

Budgt Reconciliation Worksheet

Running Total      Group Listing

2015 Excess Carryover	\$1,329,289		
2014 Unused Capital	\$77,288		
Estimated 2017 Revenue	<u>\$15,176,336</u>		
Additional 8.5% Levy	\$378,337		
Total Available	\$16,961,250		
Department 2017 Requests	<u>-\$18,919,433</u>		
Overage (Shortfall)	-\$1,958,183		
Potential additional LGA	\$115,000	-\$1,843,183	***
WRAC Peg Fee	\$0	-\$1,843,183	
Gas Franchise	\$0	-\$1,843,183	
<u>Subtotal</u>	<u>\$115,000</u>		
 <b><u>Reduce Additional Positions</u></b>			
Assitant Fire Chief	\$117,194	-\$1,725,989	
Public Works Operator	\$52,995	-\$1,672,994	
Police Officer (July 1st)	\$0	-\$1,672,994	
<u>Subtotal</u>	<u>\$170,189</u>		
 <b><u>Reduced Capital Requests</u></b>			
Fire-Auto Extraction Equipment	\$35,000	-\$1,637,994	
Fire Garage Roof	\$50,000	-\$1,587,994	***
ADA Playground Equip.	\$100,000	-\$1,487,994	***
Civic Center Bleacher Replacement	\$375,000	-\$1,112,994	***
Auditorium Air Conditioning	\$300,000	-\$812,994	***
Auditorium Wi-Fi	\$18,000	-\$794,994	***
Bldgs.-Security/Deferred Replacement	\$500,000	-\$294,994	
<u>Subtotal</u>	<u>\$1,378,000</u>		
 <b><u>Reduced Operating Requests</u></b>			
<u>City Administrator</u>	<u>\$9,000</u>		
Travel & Conferences	\$4,000	-\$290,994	
Professional Services	\$5,000	-\$285,994	
<u>Mayor &amp; Council</u>	<u>\$14,000</u>		
Travel & Conferences	\$4,000	-\$281,994	
Professional Services	\$10,000	-\$271,994	
<u>Planning &amp; Develop. Services</u>	<u>\$2,000</u>		
Professional Services	\$2,000	-\$269,994	
<u>City Hall</u>	<u>\$13,500</u>		
Mtce. Of Structure	\$5,000	-\$264,994	
Mtce. Of Structure	\$8,500	-\$256,494	
<u>Information Technology</u>	<u>\$29,100</u>		
Small Tools	\$0	-\$256,494	
Communications	\$12,000	-\$244,494	
Subscriptions & Memberships	\$17,100	-\$227,394	
<u>Non-Departmental</u>	<u>\$50,000</u>		
Insurance Deductible	\$50,000	-\$177,394	
<u>Police Department</u>	<u>\$25,800</u>		
Professional Services	\$25,800	-\$151,594	
<u>Fire Department</u>	<u>\$98,500</u>		
Temporary Salaries	\$93,500	-\$58,094	
Professional Services	\$5,000	-\$53,094	
<u>Engineering</u>	<u>\$25,000</u>		
Mtce. Of Equipment	\$25,000	-\$28,094	
<u>Public Works</u>	<u>\$18,000</u>		
Mtce. Of other Impr.	\$15,000	-\$13,094	
Cleaning and Waste Removel	\$3,000	-\$10,094	
<u>Non-Departmental</u>	<u>\$3,500</u>		
Willmar Fest	\$10,000	-\$94	\$35,000
Meals on Wheel			\$21,192
Food Shelf			\$5,000
Downtown Development			\$37,000
Flowers(Anderson)			\$20,000
Vision 20/40			\$5,000
Going Green	-\$6,500	-\$6,594	***
<u>Leisure Services</u>	<u>\$7,000</u>		
Professional Services	\$7,000	\$406	
<u>Subtotal</u>	<u>\$288,400</u>		

**\*\*\* Footnotes:**

LGA amount is based on Legislature passes a Tax Bill from last legislative sessions- retro to Jan. 1  
 Fire Department Garage roof repaired in 2016 not needed in 2017  
 Mayor Adjustments in Capital & Going Green

**SUMMARY OF EXPENDITURES BY FUNCTION**

**GENERAL FUND**

	<u>2012</u> <u>Actual</u>	<u>2013</u> <u>Actual</u>	<u>2014</u> <u>Actual</u>	<u>2015</u> <u>Actual</u>	<u>2016</u> <u>Adopted</u>	<u>2017</u> <u>Proposed</u>	<u>Difference</u>
<b>GENERAL GOVERNMENT</b>							
CITY ADMINISTRATOR	236,273	270,496	264,766	297,852	258,058	\$416,550	\$158,492
MAYOR & COUNCIL	187,322	214,797	179,004	194,554	202,100	\$213,500	\$11,400
PLANNING & DEVELOPMENT	458,200	488,582	493,307	525,642	578,356	\$540,531	-\$37,825
CITY CLERK-TREASURER	207,603	205,837	195,545	220,829	195,842	\$156,264	-\$39,578
ASSESSING	234,101	225,833	257,681	230,455	328,335	\$241,870	-\$86,465
FINANCE	362,821	337,360	354,908	368,796	466,354	\$387,921	-\$78,433
LEGAL	197,952	263,434	297,500	284,692	250,000	\$250,000	\$0
CITY HALL	172,426	121,200	99,421	133,747	125,355	\$158,264	\$32,909
INFORMATION TECHNOLOGY	234,925	383,763	424,266	481,467	631,827	\$489,236	-\$142,591
OFFICE SERVICES	----	----	----	----	----	10,700	\$10,700
ELECTIONS	49,878	21,139	45,506	30,292	55,269	\$24,205	-\$31,064
NON-DEPARTMENTAL	1,237,140	1,768,241	1,542,620	1,125,363	1,553,976	\$823,475	-\$730,501
<b>TOTAL GENERAL GOV'T</b>	<u>3,578,641</u>	<u>4,300,682</u>	<u>4,154,524</u>	<u>3,893,689</u>	<u>4,645,472</u>	<u>3,712,516</u>	<u>-\$932,956</u>
<b>PUBLIC SAFETY</b>							
POLICE DEPARTMENT	3,828,289	3,868,615	3,847,593	4,013,125	4,216,972	\$4,425,672	\$208,700
FIRE PROTECTION	541,000	584,143	596,457	632,267	766,241	\$655,400	-\$110,841
NON-DEPARTMENTAL	33,868	44,990	12,059	36,213	15,000	\$17,500	\$2,500
<b>TOTAL PUBLIC SAFETY</b>	<u>4,403,157</u>	<u>4,497,748</u>	<u>4,456,109</u>	<u>4,681,605</u>	<u>4,998,213</u>	<u>5,098,572</u>	<u>\$100,359</u>
<b>PUBLIC WORKS</b>							
TRANSIT SYSTEM	9,000	13,000	15,000	20,000	25,000	\$20,000	-\$5,000
ENGINEERING	426,674	281,148	558,442	477,351	564,602	\$654,357	\$89,755
PUBLIC WORKS	2,989,356	2,233,126	2,301,579	2,416,878	2,490,185	\$2,639,574	\$149,389
NON-DEPARTMENTAL	242,486	873	54,837	837	2,000	\$2,000	\$0
AIRPORT	229,720	----	----	----	----	----	\$0
<b>TOTAL PUBLIC WORKS</b>	<u>3,897,236</u>	<u>2,528,147</u>	<u>2,929,858</u>	<u>2,915,066</u>	<u>3,081,787</u>	<u>3,315,931</u>	<u>\$234,144</u>

8/31/2016

	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Actual</u>	<u>2015 Actual</u>	<u>2016 Adopted</u>	<u>2017 Proposed</u>	<u>Difference</u>
<b>HEALTH &amp; SOCIAL SERVICES</b>							
NON-DEPARTMENTAL	15,000	----	----	----	----	----	\$0
<b>TOTAL HEALTH/SOC SER</b>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$0</u>
<b>CULTURE &amp; RECREATION</b>							
LIBRARY	413,512	500,988	436,938	490,357	503,144	\$512,227	\$9,083
WRAC	0	0	0	0	0	\$143,840	\$143,840
AUDITORIUM	48,063	44,346	32,641	86,875	51,401	\$71,051	\$19,650
NON-DEPARTMENTAL	64,500	98,718	96,203	113,269	97,575	\$119,692	\$22,117
PARK DEVELOPMENT	45,000	----	----	2,151	----	----	\$0
LEISURE SERVICES	411,004	329,457	407,796	391,699	487,433	\$429,411	-\$58,022
CIVIC CENTER	625,698	574,454	570,484	550,945	607,077	\$601,359	-\$5,718
COMMUNITY CENTER	64,822	121,061	108,644	73,934	119,735	\$125,429	\$5,694
AQUATIC CENTER	174,730	183,080	202,352	185,670	191,275	\$208,465	\$17,190
<b>TOTAL CULTURE/RECR</b>	<u>1,847,329</u>	<u>1,852,104</u>	<u>1,855,058</u>	<u>1,894,900</u>	<u>2,057,640</u>	<u>2,211,474</u>	<u>\$153,834</u>
<b>OTHER FINANCING USES</b>							
TRANSFERS OUT	180,078	2,595,900	1,860,021	1,938,297	1,543,734	\$2,737,351	\$1,193,617
<b>TOTAL OTHER FINANC</b>	<u>180,078</u>	<u>2,595,900</u>	<u>1,860,021</u>	<u>1,938,297</u>	<u>1,543,734</u>	<u>2,737,351</u>	<u>\$1,193,617</u>
<b>GRAND TOTAL</b>	<u><u>13,921,441</u></u>	<u><u>15,774,581</u></u>	<u><u>15,255,570</u></u>	<u><u>15,323,557</u></u>	<u><u>16,326,846</u></u>	<u>17,075,844</u>	<u>\$748,998</u>

8/31/2016