



**WILLMAR**



**CITY ADMINISTRATOR**

City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4913  
FAX: 320-235-4917  
[www.ci.willmar.mn.us](http://www.ci.willmar.mn.us)

**Memo**

To: Finance Committee  
From: Charlene Stevens, City Administrator   
Re: Mayor's 2014 Budget Reductions and Impacts  
Date: September 27, 2013

Mayor Yanish has proposed a 50% reduction in travel and training, as well as memberships and subscriptions by 35%. The Finance Committee asked for additional information on how that would impact departments and services.

For context, the total Dollars City wide for travel and training for 2013 were \$74,090 for the General Fund or .48% and \$9,400 in the Wastewater Treatment Fund. For 2014, Mayor Yanish's proposal would leave only \$57,308 for travel and training or .36% of the General Fund. The Police Department represents \$30,000 of the overall training budget and has not been reduced.

The total Dollars City wide for memberships and subscriptions in 2013 were \$72,317 for the General Fund or .48% and \$4,100 in the Wastewater Treatment Fund. For 2014, the Mayor has proposed reducing all departments by 35%. The dues for the League of Minnesota Cities, National League of Cities and Coalition of Greater Minnesota Cities represented approximately \$48,000 in 2013 or 66% of the overall budget for Dues and Subscriptions.

Each department has provided a summary of the impact to its staff and services which are attached to this memorandum.

Information is also included on how professional services would be impacted.





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**Memorandum**

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www.ci.willmar.mn.us

TO: Finance Committee  
FROM: Charlene R. Stevens, City Administrator   
DATE: September 27, 2013  
RE: Mayor's Requested Budget Reductions



The Mayor's request to cut 35-50% of expenses for dues, subscriptions, travel/training, and professional services would have a negative impact on training and continuing education. Below you will find an up to date breakdown of the city administrator's 2013 adopted budget and the 2014 proposed budget for the above categories.

**Subscriptions & Memberships**

2013 Adopted \$1,500

2014 Requested \$2,000

|                              |                              |
|------------------------------|------------------------------|
| MCMA \$95                    | MCMA \$95                    |
| ICMA \$950                   | ICMA \$950                   |
| Rotary Club of Willmar \$140 | Rotary Club of Willmar \$140 |

The funding of memberships was something agreed to as part of my employment with the City. The memberships provide me with valuable resources for training, both technical and management. The memberships also allow me to network and connect with managers from around the state and county.

Prior to my arrival at the City, the City supported employee memberships in civic organizations, such as Rotary. I continued that practice.

**Travel/Training**

2013 Adopted \$3,000

2014 Requested \$3,2000



|   |   |
|---|---|
| Coalition of Greater Minnesota Cities \$500 | Coalition of Greater Minnesota Cities \$750 |
| LMC \$500                                   | LMC \$500                                   |
| MCMA \$500                                  | MCMA \$500                                  |
| ICMA \$1500                                 | ICMA \$1500                                 |

When hired by the City Council I discussed the importance of on-going professional development and training. The employment agreement states that the City of Willmar will budget for membership and attendance at the Minnesota City/County Managers' Association Conference (MCMA) and at the International City/County Managers' Association (ICMA). Both conferences are valuable to me and the City of Willmar. Both the statewide and national conference offer the latest in local government management and leadership trends.

Participation in the League of Minnesota Cities and the Coalition of Greater Minnesota Cities' is to represent the City of Willmar in those two organizations and to have access to legislative and public policy information. As a regional center, Willmar should be seen as an active leader in policy that affects rural Minnesota and local governments of our size.

The increase in budget request is nominal, but would allow attendance at both of the CGMC Spring and Fall conferences, as well as the legislative event. The IMCA conference varies in travel costs depending on the location. In 2012, I was able to reduce the hotel costs by sharing a room with a colleague. Unfortunately, I was not able to do that in 2013.

With the reductions, travel and training would be limited and the City would not be providing adequate opportunities for professional development or opportunities to represent the City at LMC or CGMC.



**PLANNING AND DEVELOPMENT SERVICES**

City Office Building  
333 SW 6th Street, Box 755  
Willmar, MN 56201

|   |              |
|---|--------------|
| <b>GENERAL DEPARTMENT &amp; INFORMATION</b> | 320-235-8311 |
| <b>DIRECTOR</b>                             | 320-214-5184 |
| <b>PLANNER</b>                              | 320-214-5195 |
| <b>BUILDING OFFICIAL</b>                    | 320-214-5185 |
| <b>BUILDING INSPECTION TECH</b>             | 320-214-5187 |

FAX: 320-235-4917

**MEMO**

TO: Charlene Stevens, City Administrator

FROM: Bruce D. Peterson  AICP – Director of Planning and Development Services/Acting Public Works Director

DATE: September 6, 2013

RE: Employee Training/Memberships/Certifications

The attached forms detailing the expenditure needs for the various budgets I am responsible for show that there is a significant amount of mandatory spending required. The mandatory spending primarily focuses on education and training to maintain professional certifications that are required to perform the work staff was hired to do. It is extremely important that our staff keep up-to-date on changes and trends in their respective fields. The necessity of maintaining State/National or professionally-required certifications cannot be overstated.

Our Personnel Policy encourages employees to join and participate in associations that can enhance our ability to do our jobs. It also states that the City will pay for dues if the membership is directly related to our jobs. It is my experience that this spending has not been done frivolously. Rather, employees have used the funds in the budgets to improve their professional skills and better serve the community. As far as conference attendance goes, very often that is a major source of continuing education or certification maintenance credits that are necessary to maintain our professional certifications. Conferences also allow us to connect with our peers to gain insight into what other communities do, and try to bring back some of those best practices to the City of Willmar.

Historically, a very minimal portion of budgets are directed towards travel, conferences, subscriptions or memberships. Yet, these are expenditures that help the City provide core functions by keeping the necessary certifications in place so that skilled personnel are in place to do the jobs. I believe that reducing spending in these categories will have a negative impact on staff being able to maintain required certifications. It also restricts our ability to adapt to change, and to learn more ways to improve efficiencies and economies of operation.



**Budget: Planning and Development Services**  
2013 Adopted \$3,500/ 2014 requested \$3,800

.0333 Travel/Training

**Mandatory**

|   |         |
|---|---------|
| MnAPA Conference (for certification) x2         | \$1,150 |
| AMBO Code Training (for certification) x2       | \$1,200 |
| MnBldg. Permit Tech Classes (for certification) | \$440   |

**Best Practice**

|                                |       |
|--------------------------------|-------|
| GTS Land Use Seminar x2        | \$200 |
| SW Chapter Seminar             | \$240 |
| Planning Commissioner Training | \$300 |

**Voluntary**

|                    |       |
|--------------------|-------|
| Misc. Code Seminar | \$200 |
|--------------------|-------|

**Total - \$3,730**

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**Budget: Planning and Development Services**  
2013 Adopted \$1,800/ 2014 requested \$2,000

.0443 Subscription/Memberships

**Mandatory**

|  |       |
|--|-------|
| Amer. Planning/AICP Certification Director   | \$525 |
| Amer. Planning/AICP Certification Planner    | \$385 |
| Assoc. of MN Bldg. Officials x2              | \$200 |
| Intl. Code Council                           | \$65  |
| MnDept. Of Labor & Industry certification x2 | \$50  |
| MN Bldg. Permit Tech Assoc.                  | \$50  |

**Best Practice**

|  |       |
|--|-------|
| SW Chapter MN Bldg. Officials x2               | \$200 |
| Star Tribune subscription for business section | \$380 |

**Voluntary**

**Total - \$1,855**

**Budget: Engineering**

2013 Adopted \$4,000/ 2014 requested \$4,000

.0333 Travel/Training

**Mandatory**

|  |       |
|--|-------|
| Construction Certification Training x3 | \$360 |
| Mileage for above                      | \$330 |
| Engineers Certification Maintenance    | \$600 |
| Expenses for above                     | \$500 |

**Best Practice**

|                              |       |
|------------------------------|-------|
| MnDOT Seminar x3             | \$300 |
| Mileage for above            | \$110 |
| City Engineers Conference x2 | \$600 |
| Mileage from above           | \$220 |
| Expenses for above           | \$500 |
| Public Works Workshops x2    | \$220 |
| Expenses for above           | \$200 |

**Voluntary**

**Total - \$3,940**

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**Budget: Engineering**

2013 Adopted \$6,500/ 2014 requested \$6,000

.0443 Subscriptions/Memberships

**Mandatory**

|                                |         |
|--------------------------------|---------|
| Auto Cad Software Subscription | \$4,800 |
| City Engineer Assoc. of MN x2  | \$200   |

**Best Practice**

|                            |       |
|----------------------------|-------|
| Construction Bulletin      | \$250 |
| MN Transportation Alliance | \$500 |

**Voluntary**

|                |      |
|----------------|------|
| Engineering MN | \$25 |
|----------------|------|

**Total - \$5,775**

**Budget: Public Works**

2013 Adopted \$1,500/ 2014 requested \$1,500

.0333 Travel/Training

**Mandatory**

|                                |       |
|--------------------------------|-------|
| Trec Inspector Training        | \$120 |
| Pesticide Application Training | \$150 |
| Pool License Training          | \$150 |

**Best Practice**

|                                 |       |
|---------------------------------|-------|
| Sweeper Operator Training       | \$150 |
| Supervisory Management Training | \$300 |
| Computer Classes                | \$100 |

**Voluntary**

**Total - \$970**

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**Budget: Public Works**

2013 Adopted \$1,000/ 2014 requested \$1,000

.0443 Subscriptions/Memberships

**Mandatory**

|                                     |       |
|-------------------------------------|-------|
| Tree Inspector Certification        | \$100 |
| Pesticide Certifications            | \$250 |
| Pool Licenses                       | \$150 |
| DOT Vehicle Inspector Certification | \$100 |
| HAZMAT CDL endorsements             | \$200 |

**Best Practice**

|                                     |      |
|-------------------------------------|------|
| MN Park and Sports Turd Mgn. Assoc. | \$50 |
| Arbor Day Foundation                | \$25 |
| Magazine subscriptions              | \$50 |

**Voluntary**

**Total - \$925**

**Budget: Waste Water- Treatment Collections Bio-Solids**  
2013 Adopted \$9,400/ 2014 requested \$9,400

.0333 Travel/Training

**Mandatory**

|                              |         |
|------------------------------|---------|
| Waste Water License Training | \$3,200 |
| Electrical School            | \$250   |
| Mileage                      | \$1,500 |

**Best Practice**

|  |         |
|--|---------|
| Seminar – MPCA rural water, Wastewater Operators, Collection System Operators, misc. | \$500   |
| Software Training  | \$3,000 |
| Safety Training – specialized  | \$1,000 |

**Voluntary**

**Total - \$9,450**

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**Budget: Waste Water- Treatment Collections Bio-Solids**  
2013 Adopted \$4,100/ 2014 requested \$4,100

.0443 Subscriptions/Memberships

**Mandatory**

|                               |       |
|-------------------------------|-------|
| MN Wastewater Operator Assoc. | \$250 |
|-------------------------------|-------|

**Best Practice**

|  |         |
|--|---------|
| MN Environmental Science/Economic Review Bd. | \$5,250 |
|--|---------|

**Voluntary**

|                              |       |
|------------------------------|-------|
| Water Environment Federation | \$100 |
|------------------------------|-------|

**Total - \$5,600**

**Budget: Airport**

2013 Adopted \$500/ 2014 requested \$500

.0333 Travel/Training

**Mandatory**

**Best Practice**

|                                   |       |
|-----------------------------------|-------|
| MN Council of Airports Conference | \$250 |
| Air TAP conference                | \$250 |

**Voluntary**

**Total - \$500**

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**Budget: Airport**

2013 Adopted \$100/ 2014 requested \$100

.0443 Subscriptions/Memberships

**Mandatory**

**Best Practice**

|                        |       |
|------------------------|-------|
| MN Council of Airports | \$150 |
|------------------------|-------|

**Voluntary**

**Total - \$150**

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## INTEROFFICE MEMORANDUM

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DATE: September 2, 2013  
TO: City Administrator Charlene Stevens  
FROM: Chief Wyffels  
SUBJECT: **2014 Budget - Requested Expenditure Breakdown**

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### Subscriptions & Memberships

2013 Adopted \$2,000.00

2014 Requested \$2,000.00

|  |  |
|--|--|
| Thompson West Minnesota Criminal Law Books - \$450                       | Same memberships and subscriptions as 2013 with anticipated slightly higher costs plus one additional membership if the canine program is resurrected. |
| Mid-States Organized Crime Membership - \$200                            |  |
| International Chiefs Association - \$120                                 | USPCA – Canine Association - \$40  |
| MN Chiefs of Police Association - \$420                                  |  |
| Region VI Chiefs Association - \$40                                      |  |
| International Conference of Police Chaplains - \$65                      |  |
| American Sniper Association - \$100                                      |  |
| SOTA (Special Operations Training) Association - \$100                   |  |
| Subscription to "Forum" for ad placement on Police Officer Hires - \$110 |  |
| West Central Tribune - \$159   |  |

The police department's 2014 requested budget for subscriptions and memberships remained the same as the 2013 budget request.

As an organization, it is vital to have the ability to look up the current laws and statutes to ensure proper enforcement. The Thompson Law books provide us with that information.

Mid-States Organized Crime Membership (MOCIC) allows us access to the free use of surveillance technology and other law enforcement equipment that is used on an infrequent basis and too cost prohibitive to purchase as an agency. It also provides us with access to

law enforcement database information on crimes identifying groups that cross interstate boundaries which may enter your jurisdiction.

The funding of memberships to the various associations provides our department with outside resources for training, technical and management issues. It offers a forum for networking between police agencies to discuss trends and ideas between departments, allows staff to stay on top of the current technologies, trends, and overall direction of law enforcement within the country whether you are from a small rural department or a large metropolitan department.

We will be facing a hiring situation in 2014 and expenditure for ad placement is necessary to attract good candidates from outside areas in what will become a competitive market.

Local newspaper subscription keeps officers and administration abreast of community happenings and concerns to better target those areas that are getting local attention. We no longer maintain membership to local civic organizations and have dropped membership with the Minnesota Crime Prevention Association to assist in controlling and maintaining the same budget costs.

We may also be starting a collaborative canine program with the Sheriff's office in 2014 which will require membership with a Canine organization to maintain dog certification.

**Travel/Training**

Training costs were rounded up/down to the nearest dollar amount.

| 2012 Adopted - \$30,000  | 2013 Adopted - \$30,000  | 2014 Requested - \$30,000  |
|--|--|--|
| <b>Mandated Training</b>   |  |  |
| <b>2012</b>  | <b>2013 (To Date Only)</b>   | <b>2014 (Anticipated)</b>  |
| Emergency Vehicle Operation<br>\$4,499   | Emergency Vehicle Operation<br>\$3,168   | Same training needs and costs as 2013 with anticipated slightly higher costs of \$800 for new hires which require one additional Emergency Vehicle course initially. |
| Use of Force – \$750   | Use of Force – \$  |  |
| OSHA Safe Assure covers<br>HAZMAT and Blood borne<br>Pathogens - City Contract - \$0 | OSHA Safe Assure covers<br>HAZMAT and Blood borne<br>Pathogens - City Contract - \$0 |  |
| EMT/First Responder/N95<br>Mask \$2,400  | EMT/First Responder/N95<br>Mask \$   |  |
| <b>Training with Certification Requirements</b>                                      |  |  |
| <b>2012</b>  | <b>2013 (To Date Only)</b>   | <b>2014 (Anticipated)</b>  |
| TASER Instructor Recertification<br>- \$365  | TASER Instructor Recertification<br>- \$200  | Same training needs and costs as 2013 with anticipated slightly higher costs due to rising   |
| SFST / OPUE / DTID - \$338   | SFST / OPUE / DTID - \$600   |  |

|  |  |  |
|--|--|--|
| Drug Recognition Expert Recertification - \$8          | Defensive Tactics Instructor Recertification - \$750           | inflationary costs of training, plus additional costs if the canine program is resurrected.                                |
| Region 18 Narcotic Canine Certification - \$60         | Firearms Instructor Recertification - \$200                    |  |
|  | DMT Operators (Breath Testing) Recertification - \$2,552       | Canine Certification of new dog - \$5,000  |
|  | Chemical Delivery Weapons Certification - \$300                |  |
|  | Evidence Technician Certification - \$200                      |  |
|  | Child Seat Safety Inspection Certification - \$75              |  |
|  | DARE Officer Certification - \$731                             |  |
| <b>Best Practices Training (To Date in 2013)</b>       |  |  |
| <b>2012</b>  | <b>2013 (To Date Only)</b>                                     | <b>2014 (Anticipated)</b>  |
| Basic SWAT Course - \$1,508                            | Criminal Street Gang Identification and Interdiction - \$607   | Same training needs and costs as 2013 with anticipated slightly higher costs due to rising inflationary costs of training. |
| CLEO Command and Academy - \$450                       | Excel Computer Training - \$132                                |  |
| Performance Under Stress - \$40                        | Report Writing Refresher - \$46                                |  |
| Understanding the People of Somalia - \$18             | Talking Hands - \$27   |  |
| Tactical Considerations for Terrorist Incidents - \$26 | Undercover Operations - \$42                                   |  |
| MN Juvenile Officers Conference - \$473                | MN Juvenile Officers Conference - \$493                        |  |
| Grant Writing 101 - \$35                               | Dignitaries and Close Protection Details - 54                  |  |
| MN Crash Mapping Analysis Tool - \$9                   | Warrantless Searches of Vehicles - \$85                        |  |
| Dealing with the Media - \$57                          | Background Investigations for Public Sector Employees - \$200  |  |
| Computer Forensics Technician - \$10,148               | VALOR – Law Enforcement Response to Violent Encounters - \$142 |  |
| MN Chiefs Annual Conference - \$636                    | Cyberbullying / Internet Safety - \$30                         |  |
| Basic FTO Certification School - \$807                 | Basic FTO Certification School - \$2,320                       |  |
| MN Chiefs – Leadership                                 | SWAT Team Leader   |  |

|  |  |  |
|--|--|--|
| Academy - \$450  | Development - \$900  |  |
| Basic Fire and Arson Investigation - \$111                               | Tactical High Risk Traffic Stops - \$17                          |  |
| Safety and Loss Control Workshop - \$60                                  | Safety and Loss Control Workshop - \$40                          |  |
| MN Emergency Chaplain Services - \$77                                    | Street Officers Response to Civil Disputes - \$280               |  |
| Professional Peace Officer Education Project - \$77                      | Special Operations Training Conference - \$1,097                 |  |
| BCA Death Investigation Conference - \$260                               | Midwest Gang Investigations Summit - \$1660                      |  |
| Somali Culture and Somali Gangs - \$105                                  | Executive Training Institute - \$721                             |  |
| Basic Narcotics Investigation - \$166                                    | Professional Law Enforcement Assistant Training - \$375          |  |
| Criminal Interdiction Through Traffic Enforcement - \$54                 | Advanced Tactics for Criminal Patrol - \$746                     |  |
| Reading a Crime Scene and Bringing it into the Interrogation Room - \$38 | Basic Sexual Assault Investigations - \$168                      |  |
| RMS Refresher Training - \$382   | Public Records and Open Meetings Training - \$344                |  |
| Leadership Perspectives - \$350  | Smith and Wesson Armorer - \$650                                 |  |
| Police Leadership in the New Normal - \$45                               | Outlaw Motorcycle Gangs – MN and Canada - \$241                  |  |
| Missing and Unidentified Persons - \$334                                 | Incident Command Structure for Law Enforcement Incidents - \$225 |  |
| MN Towards Zero Death Conference - \$102                                 |  |  |

Minnesota Statute 626.8452 requires law enforcement training in the use of force.

Minnesota POST Board controls licensure for officers and sets many standards relating to the continuing education of police officers. All licensed officers must maintain at least 48 credit hours every three years to remain licensed. In addition, there are seventeen (17) mandated policies each agency must maintain and provide training for. As laws change, the policies change as well requiring further updates and training.

All training that can be done in Willmar is done here. If the training cannot be done in Willmar, we look for the closest place in Minnesota that can provide the training which is

usually Granite Falls, Marshall, St. Cloud or the metro area. Training provided to Willmar officers generally falls into four categories.

Mandated training is training that we cannot avoid and are mandated by law to participate in.

Certification training is training given to meet specific standards that allow an officer to perform certain functions such as running the breathalyzer testing device (DMT), perform safety checks on child passenger seats, etc.

Additionally, we create our own instructors within the department for various mandated training needs which allows us to reduce the yearly overall budget costs of mandated training. As an example:

- We spend approximately \$200 for "*recertification*" of a TASER instructor which allows him/her to train officers "in-house" and avoids having to add the approximate cost of \$3,400 to the use of force mandated training costs by sending all officers to another agency to receive this mandated training. We do this in as many areas as possible.

Standard Field Sobriety Training (SFST) / Occupational (OPUE) / Drugs That Impair Driving (DTID) certified training is a cross between mandated and certified training. While technically not "mandated" if officers do not participate in these training courses they are by grant language not allowed to participate in the Toward Zero Deaths (TZD) grant which Willmar city officials approved participation in. TZD is the enforcement of traffic laws relating to alcohol, seatbelt enforcement, etc. and the City receives grant reimbursement for the time officers spend targeting those enforcement initiatives.

Though not mandated by law, certification training is an absolute must to avoid potential lawsuits while performing certain expected police functions but not being able to show "certify" that the officer performing the action was properly trained to engage in the action.

"Best practices" training is training that is not mandated nor provides necessary certification to allow an officer to perform their job. However, it is training that is vital to the overall function and performance of the police agency. Instead, it is training which allows officers to maintain a skill level and a continued proficiency to do their job properly.

Best practices training covers a whole gamut of training needs affecting the level of professional services an officer is expected to deliver to the public at large. As examples:

- An officer is assigned a patrol vehicle with different/new equipment installed (radar, computer system, camera, etc.). The officer should receive training on how to use the equipment even though it is not mandated by law or requires certification to use.
- An officer is assigned to the Detective Unit and as such would primarily spend most of their time interviewing persons. It is a good practice to send this person to a variety of classes that improves their interview techniques and detective skills.

However, the training the officer is given certainly is not mandated nor does it require certification, but would be what is considered to be "best practices training" to ensure officer capability is maximized to deliver expected services to the public.

- A new legislative session ends and many laws were changed affecting how the police must do business. The new laws do not mandate that police officers receive training on how to enforce the laws nor is certification required to enact the way we conduct business. However, it is essential that all officers receive training on the changes and are further instructed on how to properly conduct law enforcement business as it relates to the changes. This training could be anything related to new laws affecting something as simple as the towing of vehicles, or involve more significant action resulting in the enhancement of crimes, forfeiture action, domestic abuse victim notification requirements, conducting blind photo line-ups, etc. The list of training needs is almost unlimited.
- Training a person to be a firearms armorer allows us to repairs our own weapons (other than parts cost) instead of paying a gunsmith the minimum of \$75.00 an hour labor costs. An armorer can repair both the rifles and handguns issued to each officer.

Newly hired officers, officers assigned to a new position (Gang Enforcement, Detective, School Resource Officer, SWAT, etc.), and officers who are promoted to Sgt. or Captain always require a great deal more of "best practices training" which is not mandated training but very necessary to "get them up to speed" to correctly perform their jobs. Seasoned officers remaining in a current assignment only receive this type of training on an "as needed" basis.

Professional enhancement training is training the City of Willmar provides to city employees and is regulated by City policy. It is known as the Willmar Employee Educational Program which began in 1994. It also includes training given to officers per their request which fosters employee growth in their area of law enforcement career interests. Employees who elect to receive this training are reimbursed by money coming from within the department training budget. Under this program a request can be made any time.

Officers in the past (but none in the past three years) have used the City of Willmar Employee Educational program to enhance their career academic levels to obtain greater college degrees. Examples of this are: Retired Chief Kulset, Retired Detective Sgt. John Kappers, Captain James Felt, Sgt. Julie Asmus, and Officer Bridget Coit.

### **Training Conclusion**

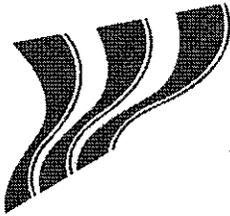
The Willmar Police training budget has remained flat for many years. 2014 costs were kept constant as well. To counteract inflationary training costs, money previously used toward "professional enhancement training" and "best practices" training is instead applied towards any inflationary increases in the mandated training and certification training section rather

than ask for additional funding. It is this shifting of training dollars that has allowed the Department to work with a flat training budget over the years.

For the past three years, professional enhancement training has not been provided.

It is not recommended that what appears to excess training funds (essentially funds used for best practices training) be reduced. It is this money that allows the City of Willmar and its citizens to enjoy the professional competence and service of their police department.

Expenditures needed within the various training categories fluctuate depending on how often certain officers require recertification, the programs the department is involved with, new hires and promotions, all of which directly affect the amount of training costs in any given year. This fluctuation is handled by redirection of training dollars from one training category to another but allows us overall to remain budgetary stable.



★ WILLMAR

**WILLMAR FIRE DEPARTMENT  
FIRE CHIEF  
515 SW 2<sup>ND</sup> ST**

**WILLMAR, MN 56201-0932  
320-235-1354**

## **Memorandum**

**TO:** Charlene Stevens, City Administrator  
**FROM:** Gary Hendrickson, Fire Chief  
**DATE:** September 25, 2013  
**RE:** Mayor's Requested Budget Reductions



The Mayor's request to cut 35-50% of expenses for dues, subscriptions, travel/training, and professional services would have a catastrophic impact on our budget needs. Below you will find an up to date breakdown of the fire department's 2013 adopted budget and the 2014 proposed budget for the above categories.

Each category has been carefully reviewed to assure we have adequate funding to meet the annual testing and inspection requirements outlined by the National Fire Protection Agency (NFPA), MNOSHA and the Minnesota State Training Board and have not been artificially inflated to accommodate unneeded luxury items. If you have any questions please do not hesitate to contact me!

## Subscriptions & Memberships

2013 Adopted \$4,100.00

2014 Requested \$4,100.00

|   |   |
|---|---|
| NFPA Codes and Standards Membership \$1500.00     | NFPA Codes and Standards Membership \$1500.00     |
| Kandiyohi County Fire Chiefs \$55.00              | Kandiyohi County Fire Chiefs \$55.00              |
| Minnesota State Fire Chiefs Association \$1050.00 | Minnesota State Fire Chiefs Association \$1050.00 |
| International Association of Fire Chiefs \$468.00 | International Association of Fire Chiefs \$468.00 |
| Association of MN Emergency Managers \$100.00     | Association of MN Emergency Managers \$100.00     |
| Magazine Subscriptions \$100.00                   | Magazine Subscriptions \$100.00                   |

The fire departments 2014 requested budget for subscriptions and memberships has remained static. The subscriptions and memberships outlined here are significant to the fire department for numerous reasons. As the Fire Marshall for the city it is imperative I have the ability to look up the current fire code addressing conditions hazardous to life and property from fire, explosion, handling or use of hazardous materials and the use and occupancy of building and premises. The NFPA codes and standards membership provides this information electronically and is updated regularly and assures me I can maintain the public health and safety throughout our community. Without the availability of this resource I cannot guarantee the safety of our community.

The funding of memberships for the department provides the department with an outside resource for training, technical and management issues. More importantly it offers a forum for networking between fire chiefs to discuss trends and ideas between departments whether you are from a small rural department or a large metropolitan department.

## Travel/Training

2013 Adopted \$15,300

2014 Requested \$25,000.00

|   |   |
|---|---|
| Firefighter I&II Class for new F.F. \$3000.00 | Firefighter I&II Class for new F.F. \$10,500.00 |
| General Firefighter training \$10,000.00      | General Firefighter training \$11,150.00        |
| Outside State Training Conferences \$1300.00  | Outside State Training Conferences \$1900.00    |
| MN State Training Certification \$400.00      | MN State Training Certification \$400.00        |
| State Certification for new F.F. \$600.00     | State Certification for new F.F. \$1050.00      |

Outside of the part-time salaries, training for firefighters is of utmost importance. The fire department is required to adhere to strict standards governed by the Minnesota Fire Service Certification Board. The standards specify each newly hired firefighter must be trained and certified at a minimum to National Firefighters Protection Agency (NFPA) 1001, 2008 Edition, Firefighter I & Firefighter II along with NFPA 472, 2008 Professional Competence to Hazardous Materials Incidents at the Operations Level along with becoming a First Responder licensed by the State of Minnesota Emergency Medical Services Board (EMSRB).

After the initial training of a firefighter it is the policy of the Minnesota Fire Service Certification Board to recertify all firefighters every three years. The certification board requires each firefighter to attend a minimum of 24 hours of continuing education each year in order to maintain their State of Minnesota Firefighter Certification. Additionally the EMSRB requires each firefighter to attend a minimum of 8 hours of training to keep their First Responders License. Hence the fire departments budget must be able to financially support initial certification and recertification of each of its firefighters. Without this financial support the fire department will not be in compliance with State regulations.

**Professional Services**

2013 Adopted \$10,360

2014 Requested \$16,500

|   |   |
|---|---|
| Fire station alarm monitoring \$450.00            | Fire station alarm monitoring \$450.00            |
| LETG support \$500.00                             | LETG support \$500.00                             |
| Image trend support \$500.00                      | Image trend support \$500.00                      |
| Hose testing \$3000.00                            | Hose testing \$3000.00                            |
| UL ladder testing \$1100.00                       | UL ladder testing \$2200.00                       |
| UL aerial testing \$1500.00                       | UL aerial testing \$2000.00                       |
| Air compressor air quality testing \$550.00       | Air compressor air quality testing \$550.00       |
| Fire extinguisher annual test/Inspection \$600.00 | Fire extinguisher annual test/Inspection \$600.00 |
| Hydro testing of SCBA \$2500.00                   | Hydro testing of SCBA \$1200.00                   |
| Pump testing \$2000.00                            | Pump testing \$2500.00                            |
| SCBA flow-testing \$3000.00                       | SCBA flow-testing \$3000.00                       |

The professional services budget for the fire department is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3<sup>rd</sup> party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency or during training.

Each item requested within our professional services budget covers the cost associated with each required test. One example of the 3<sup>rd</sup> party tests required by NFPA 1962 requires the fire department pressure test each section of fire hose to assure it will not burst during an emergency or training evolution. This year the fire department tested 13,500 feet of fire hose and found 2800 feet that did not pass the requirements outlined by NFPA. Because the fire department does not have the proper equipment or training to pressure test each section of hose we are required to hire a professional service to conduct our testing. Therefore without the requested professional services budget the fire department would not be able to provide fire suppression to the community.

## Leisure Services

|                                 |                   |   |
|---------------------------------|-------------------|---|
| <b>Travel/Conference/School</b> | <b>\$2,000.00</b> | <b>2013 Budget</b>                          |
| Expended to Date                | \$316.82          | Mileage Expenses for Staff                  |
| Upcoming Expenses               |                   |   |
| MRPA Conference                 | \$1,230.00        | Steve Brisendine, Brad Bonk, LeAnne Freeman |
| Mileage                         | \$465.00          | Anticipated Staff Mileage                   |
| <b>Budget 2014</b>              | <b>\$2,000.00</b> | <b>Much the same expenses expected</b>      |

2014 Remains the same; if reduction takes place we will not be able to attend the MRPA Conference to hear best practices in our field. Mileage expenses will consume our whole budget. Mileage expense has increased due to downsizing vehicle fleet and eliminating CER Van. The attendance at MRPA Conferences has been an invaluable tool for many years.

|                                  |                   |  |
|----------------------------------|-------------------|--|
| <b>Subscriptions/Memberships</b> | <b>\$2,000.00</b> | <b>2013 Budget</b>                           |
| Willmar Lakes Rotary             | \$144.00          | Steve Brisendine                             |
| MRPA                             | \$790.00          | Steve Brisendine, Brad Bonk & LeAnne Freeman |
| <b>Budget 2014</b>               | <b>\$2,000.00</b> | <b>Can reduce membership to NRPA</b>         |

We decided not to join the National Recreation Parks Association this year to save money in our budget (\$450). Due to other reductions in this budget we did not know what our overall budget would look like thus we curtailed this expense for 2013. For 2014 if a reduction takes place we will again not join NRPA, which I think has provided us some valuable information for years.

|                                |                    |  |
|--------------------------------|--------------------|--|
| <b>Professional Services</b>   | <b>\$10,000.00</b> | <b>2013 Budget</b>                                     |
| Affinity Solutions             | \$2,200.00         | Annual fee for On-Line Registration Program            |
| Hartland Officials Association | \$4,000.00         | Adult league officials not paid via Temp Employee Code |
| EZ Leagues                     | \$1,200.00         | Tournament/League Scheduling Program                   |
| Minnesota Sports Federation    | \$1,000.00         | Team Registrations Statewide Organization              |
| Engan Associates               | \$5,000.00         | Amphitheatre Design Work                               |
| <b>Budget 2014</b>             | <b>\$10,000.00</b> | <b>Many of the same expenses plus payment to MMDC</b>  |

2014 this budget is necessary to do day to day work of the WCER including computer assisted programs. In addition we will be paying MMDC for the work they completed on our Master Park Plan.

## Civic Center

|                                  |                   |  |
|----------------------------------|-------------------|--|
| <b>Travel/Conference/School</b>  | <b>\$1,000.00</b> | <b>2013 Budget</b>                               |
| Various Committee Lunches        | \$108.00          | Kevin Madsen attends many lunch mtg as Mgr of CC |
| MIAMA                            | \$315.00          | Arena Manager Conferences-Kevin Madsen           |
| State of MN                      | \$100.00          | Training for food prep license-Kevin Madsen      |
| Misc. Lodging Expenses           | \$300.00          | Lodging for Kevin Madsen to attend MIAMA Conf.   |
| <b>2014</b>                      | <b>\$1,000.00</b> | <b>Many of the same expenses as this year</b>    |
| <b>Subscriptions/Memberships</b> | <b>\$145.00</b>   |  |
| MIAMA                            | \$145.00          | Arena Managers Membership-Kevin Madsen           |
| <b>Professional Services</b>     | <b>\$1,000.00</b> |  |

To date we have not expended any of these resources in 2013. Given the age of the facility it is appropriate to have resources budgeted in case a service is needed that staff cannot handle.

|                    |                   |  |
|--------------------|-------------------|--|
| <b>Budget 2014</b> | <b>\$1,000.00</b> | <b>Same as this year if services are needed.</b> |
|--------------------|-------------------|--|

## Community Center

|                                  |                 |  |
|----------------------------------|-----------------|--|
| <b>Travel/Conference/School</b>  | <b>\$300.00</b> | <b>2013 Budget</b>   |
| Mileage                          | \$300.00        | Mileage for supervisor due to van being sold.  |
| <b>Budget 2014</b>               | <b>\$500.00</b> | We have already spent the 2013 allotment so we needed to increase this budget for 2014 in order for staff to do their job effectively. |
| <b>Subscriptions/Memberships</b> | <b>\$300.00</b> | <b>2013 Budget</b>   |

To date we have not expended any resources in this category opting instead to use the Leisure Service budget to pay for LeAnne Freeman's MRPA membership.

|                              |                 |   |
|------------------------------|-----------------|---|
| <b>2014 Budget</b>           | <b>\$150.00</b> | <b>Reduced budget by 50% already</b>          |
| <b>Professional Services</b> | <b>\$600.00</b> | <b>2013 Budget</b>                            |
| Pest Pro II                  | \$480.00        | Spraying for insect control expenses for 2013 |
| <b>2014 Budget</b>           | <b>\$600.00</b> | <b>Same as 2013</b>                           |

## DOAC

|  |                   |  |
|--|-------------------|--|
| <b>Travel/Conference School</b>                              | <b>\$100.00</b>   | <b>2013 Budget</b>   |
| Ridgewater College   | \$250.00          | Employee training opportunity                                |
| Mileage  | \$198.32          | Mileage for LeAnne Freeman                                   |
| <b>2014 Budget</b>   | <b>\$100.00</b>   | <b>Will not have the training need next year</b>             |
|  |                   |  |
| <b>Subscriptions/Memberships</b>                             | <b>\$100.00</b>   | <b>2014 Budget</b>   |
| No expenses to date  |                   |  |
| <b>2014 Budget</b>   | <b>\$0</b>        | <b>Reflects our lack of need for resources</b>               |
|  |                   |  |
| <b>Professional Services</b>                                 | <b>\$2,000.00</b> | <b>2013 Budget</b>   |
| Van's Electric Service                                       | \$67.00           |  |
| Did not hold anticipated Lifeguard Training Class as thought |                   |  |
| <b>2014 Budget</b>   | <b>\$1,000.00</b> | <b>Reduced 50% and plan to hold Lifeguard Training Class</b> |

## MEMO

Date: September 4, 2013

To: Kevin Halliday  
City Clerk

From: Pat Erickson  
City Assessor

Subject: Subscriptions/Memberships & Travel/Conf/School

The following is a summary of the items budgeted for 2013 & 2014 under the above referenced items:

### **Subscriptions/Memberships:**

2013 Adopted - \$600

Annual Membership MAAO (Minnesota Association Assessing Officers) -- \$ 240

Annual Membership Region 6 -- \$330

2014 Requested - \$600

Annual Membership MAAO (Minnesota Association Assessing Officers) -- \$250

Annual Membership Region 6 -- \$350

MAAO provides education for assessors on an annual basis at the summer and fall conferences and at week long courses in the summer and fall. Also at the summer and fall conferences the State Department of Revenue holds a general meeting for all assessors to discuss property tax law changes and other items relating to property tax laws.

All assessors are required to be licensed by State Board of Assessors. There are 4 different licensure levels and each level requires a different level of education which is provided through MAAO. Also, MAAO provides the continuing education all assessors must maintain in order to get re-licensed every four years.

Region 6 is a regional group of assessors that meet on a monthly basis along with the Region 6 Representative from the Department of Revenue to discuss issues and matters within the Region.

**Travel/Conf/School:**

2013 Adopted - \$ 3,300

MAAO (Minnesota Association Assessing Officers) Summer Conference - \$720

MAAO (Minnesota Association Assessing Officers) Fall Conference - \$720

MAAO (Minnesota Association Assessing Officers) Week Class (2) - \$1500

Computer Meetings - \$160

2014 Requested - \$3500

MAAO (Minnesota Association Assessing Officers) Summer Conference - \$730

MAAO (Minnesota Association Assessing Officers) Fall Conference - \$730

MAAO (Minnesota Association Assessing Officers) Week Class (2) - \$1600

Computer Meetings - \$180

PACE Class/Assessor - \$260

MAAO Summer & Fall Conferences are for maintaining current licenses as required by state statute. PACE is the week long class required every four years of Senior Accredited Assessors. Computer meetings are held quarterly by the property tax system vender to update assessors on new items within the tax system that are necessary due to legislative or administrative changes by the Department of Revenue. The two MAAO week long courses are for a new employee who will need to be licensed within three years of being hired.



**WILLMAR**



**FINANCE**

Memo

City Office Building  
Box 755  
Willmar, Minnesota 56201  
320-235-4984  
FAX: 320-235-4917

To: Charlene Stevens, City Administrator  
From: Steve Okins, City Finance Director   
Date: September 27, 2013  
Re: Finance Department Travel/Conferences, Subscriptions/Memberships and Professional Services

Travel/Conferences

Travel is primarily used for my participation in the Coalition of Greater Minnesota Cities, Fiscal Futures Policy Committee and the Annual League of Minnesota Cities meetings. It is also used to cover annual training for three finance staff on accounting and payroll software in St. Cloud. More will be needed in the Fall of 2013 or Spring of 2014 for the new accounting clerk once hired. The total budget of \$1,000 was almost entirely used in 2011. In 2012, funds from this line item were used to cover the increase in audit costs.

Subscriptions/Memberships

Government Finance Officers Association membership in the Minnesota Chapter is \$60 and the National Chapter is \$190. The Kiplinger Financial Newsletter subscription is \$100.

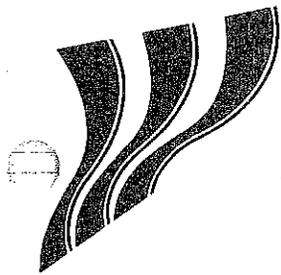
Professional Services

Independent Audit costs, required by State Statute, budgeted for 2013 is \$23,000. This amount is directly affected by the amount of grant and project activity during the year.



Information Systems  
Travel-Conf-School

|   | 2013 Adopted | 2014 Dept Budget  | 2014 Mayor Budget | Status        | Description   | Steps Taken if Modified                              |
|---|--------------|---|-------------------|---------------|---|--|
| Travel to troubleshoot computer problems      | \$ 2,400.00  | \$ 2,400.00   | \$ 1,200.00       | Required      | To fulfill our job duties to fix computers, we need to be on-site                 | Reduce trips   |
|   |              | <i>Effect: Severly conserve trips, driving response time high and service level low.</i>  |                   |               |   |  |
| Travel around town to create WRAC TV programs | \$ 2,500.00  | \$ 2,900.00   | \$ 1,450.00       | Voluntary     | Travel to create TV productions for shows about Willmar and for Willmar citizens. | Reduce trips   |
|   |              | <i>Effect: Some shows would be taken off the air due to necessity of filming on-location</i>  |                   |               |   |  |
| Books for training                            | \$ 500.00    | \$ 500.00   | \$ 250.00         | Voluntary     | Training materials to further job knowledge                                       | Purchase fewer training materials                    |
|   |              | <i>Effect: May be necessary to consult to complete project due to lack of necessary knowledge</i>                                     |                   |               |   |  |
| <b>Subscriptions and Memberships</b>          |              |   |                   |               |   |  |
| Website Security                              | \$ 262.00    | \$ 607.00   | \$ 303.00         | Best Practice | Secures data to and from our website  | Remove security                                      |
|   |              | <i>Effect: Data would not be secured transferring to website. Due to best practice, the website would not be able to be updated.</i>  |                   |               |   |  |
| WRAC MACTA membership                         | \$ 2,500.00  | \$ 2,500.00   | \$ 1,250.00       | Best Practice | Professional Organization of Community Telecommunication Administrators           | Not renew membership                                 |
|   |              | <i>Effect: MACTA works on government regulations for local access channels. Could effect quality of service to no service at all.</i> |                   |               |   |  |
| Council Live Stream                           | \$ 600.00    | \$ 600.00   | \$ 300.00         | Required      | Allows ability to watch Council and other meetings live on our website.           | Remove ability to watch live meetings on our website |
|   |              | <i>Effect: No live meetings would be available on our website.</i>  |                   |               |   |  |
| <b>Professional Services</b>                  |              |   |                   |               |   |  |
| Website                                       | \$ 1,200.00  | \$ 1,200.00   | \$ 600.00         | Best Practice | Website Hosting   | Website would be removed                             |
|   |              | <i>Effect: Website would not be available</i>   |                   |               |   |  |
| Translating services for WRAC and Website     | \$ -         | \$ 2,800.00   | \$ 1,400.00       | Best Practice | Translate WRAC shows and website content into other languages                     | Less content translation                             |
|   |              | <i>Effect: Fewer multiple-language programs</i>   |                   |               |   |  |



## Memo

To: Finance Committee

From: Staff

Re: Mayor's 2014 Budget Reductions and Impacts.

City staff have been asked to provide some additional information on how services and programs would be impacted by the Mayor's proposed reductions of 50% in funding for Travel and Training; 35% reduction for Memberships and Dues and 35% for Professional Services:

**Professional Services:** The total dollars spent City wide for Professional Services for 2013 was \$ 412,010 for the General Fund or 2.7%, \$ 44,041 for the Airport and \$ 107,000 in the Wastewater Treatment Fund. For 2014, after reclassifications for Janitorial services and proposed reductions by the City Administrator, the Mayor has proposed reducing all departments by 35%, leaving only \$ 246,415 for Professional Services or 1.59% of the General Fund. The Legal Services represents \$ 140,400 of the overall Professional Service budget.

The remaining departments would be impacted as follows:

**Mayor and Council:** The recording of Council documents, downtown gateway redesign work, pay equity updating and retreat facilitators.

**City Clerk:** Municipal Code Updating.

**Finance Department:** Due to the increase in Grant activity and the large projects the City has been doing, there would be a negative impact, and possible a shortage to cover the independent auditing costs.

**Legal Fees:** The ability to have legal review of required Council and staff actions would be negatively impacted.

**Information Technology:** Funds are used for outside services for some of the specialty programs.

**Leisure Services:** Referee and Umpiring services would be impacted.

**Police:** Costs for interpretive services, Willmar Pet Hospital for impounding and automated pawn registration, and Rice Hospital services are all charged and accounted in this area.

**Fire Department:** The professional services budget is paramount to the safety of each firefighter. Numerous agencies such as the NFPA, Minnesota Occupational Safety and Health Administration (MNOSHA) along with the Underwriters Laboratory (UL) require the fire department to hire a 3<sup>rd</sup> party contractor to test and measure various pieces of equipment used by firefighters to ensure they are operating correctly, thus assuring their safety when operating at the scene of an emergency or training.

**Airport:** Without an onsite City employee the contract for management services is would not be able to be covered and have to be renegotiated.

**Waste Treatment:** All outside required testing by Minnesota Testing Lab. would be impacted.

**Summary:** The reductions in Professional Services would severely impact the ability to cover legal, auditing, interpretive and required testing and inspection services by independent 3<sup>rd</sup> parties.



**Professional Services Budget and Expenditures By Year By Department**

|                        |                             | <u>Budget</u> | <u>Actual</u> |
|------------------------|-----------------------------|---------------|---------------|
| <b>General Fund</b>    |                             |               |               |
| City Administrator     | 2010                        | -             | 140.00        |
|                        | 2011                        | -             | 16,206.00     |
|                        | 2012                        | -             | 46.00         |
|                        | Actual as of 08/31/13       | -             | 10.00         |
|                        | Dept/Adm & Mayor Prop. 2014 | -             | -             |
| Mayor/Council          | 2010                        | 5,000.00      | 4,973.60      |
|                        | 2011                        | 25,000.00     | 10,366.54     |
|                        | 2012                        | 10,000.00     | 14,979.86     |
|                        | Actual as of 08/31/13       | 34,200.00     | 34,650.00     |
|                        | Dept/Adm & Mayor Prop. 2014 | 34,200.00     | 22,230.00     |
| Planning & Development | 2010                        | 4,000.00      | 1,428.50      |
|                        | 2011                        | 3,000.00      | 1,033.00      |
|                        | 2012                        | 3,000.00      | 1,437.28      |
|                        | Actual as of 08/31/13       | 3,000.00      | 1,350.00      |
|                        | Dept/Adm & Mayor Prop. 2014 | 3,000.00      | 1,950.00      |
| City Clerk Treasurer   | 2010                        | 2,000.00      | 1,144.47      |
|                        | 2011                        | 2,000.00      | 1,955.51      |
|                        | 2012                        | 2,000.00      | 1,878.63      |
|                        | Actual as of 08/31/13       | 2,000.00      | 3,547.43      |
|                        | Dept/Adm & Mayor Prop. 2014 | 3,000.00      | 1,950.00      |
| Assessing              | 2010                        | 1,000.00      | 164.71        |
|                        | 2011                        | 1,000.00      | -             |
|                        | 2012                        | 1,000.00      | 5,218.92      |
|                        | Actual as of 08/31/13       | 1,000.00      | 5,020.00      |
|                        | Dept/Adm & Mayor Prop. 2014 | 1,000.00      | 650.00        |
| Finance                | 2010                        | 22,000.00     | 21,250.00     |
|                        | 2011                        | 22,000.00     | 21,990.00     |
|                        | 2012                        | 22,500.00     | 24,000.00     |
|                        | Actual as of 08/31/13       | 23,000.00     | -             |
|                        | Dept/Adm & Mayor Prop. 2014 | 24,000.00     | 15,600.00     |
| Legal                  | 2010                        | 20,000.00     | 20,000.00     |
|                        | 2011                        | 20,000.00     | 20,000.00     |
|                        | 2012                        | 20,000.00     | 152,897.45    |
|                        | Actual as of 08/31/13       | 216,000.00    | 135,732.16    |
|                        | Dept/Adm & Mayor Prop. 2014 | 216,000.00    | 140,400.00    |
| City Hall              | 2010                        | 350.00        | 386.96        |
|                        | 2011                        | 300.00        | 208.40        |
|                        | 2012                        | 300.00        | 25,338.82     |
|                        | Actual as of 08/31/13       | 16,750.00     | 251.85        |
|                        | Dept/Adm & Mayor Prop. 2014 | -             | -             |
| Information Technology | 2010                        | 5,000.00      | 251.35        |
|                        | 2011                        | 2,500.00      | 251.35        |
|                        | 2012                        | 1,200.00      | 1,356.30      |
|                        | Actual as of 08/31/13       | 1,200.00      | 710.14        |
|                        | Dept/Adm & Mayor Prop. 2014 | 4,000.00      | 2,600.00      |
| Cultural Diversity     | 2010                        | -             | -             |
|                        | 2011                        | -             | -             |
|                        | 2012                        | -             | -             |
|                        | Actual as of 08/31/13       | -             | -             |
|                        | Dept/Adm & Mayor Prop. 2014 | -             | -             |
| Elections              | 2010                        | -             | -             |
|                        | 2011                        | -             | -             |
|                        | 2012                        | -             | -             |
|                        | Actual as of 08/31/13       | 7,400.00      | -             |
|                        | Dept/Adm & Mayor Prop. 2014 | -             | -             |

| General Fund (Continued) |                        | Budget    | Actual    |           |
|--------------------------|------------------------|-----------|-----------|-----------|
| Non-Departmental         | 2010                   | 27,000.00 | 54,000.00 |           |
|                          | 2011                   | 27,000.00 | 53,494.52 |           |
|                          | 2012                   | -         | -         |           |
|                          | Actual as of 08/31/13  | 2013      | -         | -         |
|                          | Dept/Adm & Mayor Prop. | 2014      | -         | -         |
| Police Department        | 2010                   | 20,000.00 | 28,795.45 |           |
|                          | 2011                   | 18,000.00 | 9,303.30  |           |
|                          | 2012                   | 18,000.00 | 10,518.18 |           |
|                          | Actual as of 08/31/13  | 2013      | 18,000.00 | 5,563.54  |
|                          | Dept/Adm & Mayor Prop. | 2014      | 13,000.00 | 8,450.00  |
| Fire Protection          | 2010                   | 10,000.00 | 6,630.00  |           |
|                          | 2011                   | 11,075.00 | 11,349.09 |           |
|                          | 2012                   | 10,500.00 | 9,769.85  |           |
|                          | Actual as of 08/31/13  | 2013      | 10,360.00 | 12,649.71 |
|                          | Dept/Adm & Mayor Prop. | 2014      | 6,500.00  | 4,225.00  |
| Transit System           | 2010                   | -         | -         |           |
|                          | 2011                   | -         | -         |           |
|                          | 2012                   | -         | -         |           |
|                          | Actual as of 08/31/13  | 2013      | -         | -         |
|                          | Dept/Adm & Mayor Prop. | 2014      | -         | -         |
| Engineering              | 2010                   | 60,000.00 | 4,304.84  |           |
|                          | 2011                   | 35,000.00 | 45,145.72 |           |
|                          | 2012                   | 50,000.00 | 6,619.00  |           |
|                          | Actual as of 08/31/13  | 2013      | 65,000.00 | 20,684.12 |
|                          | Dept/Adm & Mayor Prop. | 2014      | 62,000.00 | 40,300.00 |
| Public Works             | 2010                   | 500.00    | 14,069.19 |           |
|                          | 2011                   | 500.00    | 1,923.65  |           |
|                          | 2012                   | 500.00    | 741.67    |           |
|                          | Actual as of 08/31/13  | 2013      | 500.00    | 3,123.73  |
|                          | Dept/Adm & Mayor Prop. | 2014      | 500.00    | 325.00    |
| Airport                  | 2010                   | 20,400.00 | 22,643.60 |           |
|                          | 2011                   | 23,200.00 | 17,402.21 |           |
|                          | 2012                   | -         | 33,314.92 |           |
|                          | Actual as of 08/31/13  | 2013      | -         | -         |
|                          | Dept/Adm & Mayor Prop. | 2014      | -         | -         |
| Library                  | 2010                   | -         | -         |           |
|                          | 2011                   | -         | -         |           |
|                          | 2012                   | -         | -         |           |
|                          | Actual as of 08/31/13  | 2013      | -         | -         |
|                          | Dept/Adm & Mayor Prop. | 2014      | -         | -         |
| Auditorium               | 2010                   | 250.00    | 166.72    |           |
|                          | 2011                   | 250.00    | 208.40    |           |
|                          | 2012                   | 250.00    | 250.08    |           |
|                          | Actual as of 08/31/13  | 2013      | 200.00    | 251.85    |
|                          | Dept/Adm & Mayor Prop. | 2014      | 300.00    | 195.00    |
| Leisure Services         | 2010                   | 6,000.00  | 8,051.79  |           |
|                          | 2011                   | 7,000.00  | 10,175.47 |           |
|                          | 2012                   | 7,000.00  | 8,153.07  |           |
|                          | Actual as of 08/31/13  | 2013      | 10,000.00 | 9,071.64  |
|                          | Dept/Adm & Mayor Prop. | 2014      | 10,000.00 | 6,500.00  |
| Civic Center             | 2010                   | 2,000.00  | -         |           |
|                          | 2011                   | 1,750.00  | -         |           |
|                          | 2012                   | 1,200.00  | -         |           |
|                          | Actual as of 08/31/13  | 2013      | 1,000.00  | -         |
|                          | Dept/Adm & Mayor Prop. | 2014      | -         | -         |

| General Fund (Continued)     |                        |      | Budget     | Actual    |
|------------------------------|------------------------|------|------------|-----------|
| Community Center             |                        | 2010 | 400.00     | 400.88    |
|                              |                        | 2011 | 400.00     | 250.88    |
|                              |                        | 2012 | 400.00     | 16,455.34 |
|                              | Actual as of 08/31/13  | 2013 | 400.00     | 12,181.39 |
|                              | Dept/Adm & Mayor Prop. | 2014 | 600.00     | 390.00    |
| Aquatic Center               |                        | 2010 | -          | 2,276.76  |
|                              |                        | 2011 | -          | -         |
|                              |                        | 2012 | -          | 540.00    |
|                              | Actual as of 08/31/13  | 2013 | 2,000.00   | 67.00     |
|                              | Dept/Adm & Mayor Prop. | 2014 | 1,000.00   | 650.00    |
| <b>Special Revenue Funds</b> |                        |      |            |           |
| Industrial Development       |                        | 2010 | -          | -         |
|                              |                        | 2011 | -          | -         |
|                              |                        | 2012 | -          | -         |
|                              | Actual as of 08/31/13  | 2013 | -          | 750.00    |
|                              | Dept/Adm & Mayor Prop. | 2014 | -          | -         |
| Convention & Visitors B.     |                        | 2010 | 4,000.00   | 2,656.87  |
|                              |                        | 2011 | 3,800.00   | 2,098.00  |
|                              |                        | 2012 | 3,400.00   | 4,968.83  |
|                              | Actual as of 08/31/13  | 2013 | 3,400.00   | 48.00     |
|                              | Dept/Adm & Mayor Prop. | 2014 | 3,600.00   | 3,600.00  |
| Airport                      |                        | 2010 | -          | -         |
|                              |                        | 2011 | -          | -         |
|                              |                        | 2012 | -          | -         |
|                              | Actual as of 08/31/13  | 2013 | 44,041.00  | 73,757.97 |
|                              | Dept/Adm & Mayor Prop. | 2014 | 100,000.00 | 65,000.00 |
| <b>Waste Treatment Plant</b> |                        |      |            |           |
| Treatment/Municipal          |                        | 2010 | -          | -         |
|                              |                        | 2011 | 25,200.00  | 19,772.24 |
|                              |                        | 2012 | 24,200.00  | 17,483.08 |
|                              | Actual as of 08/31/13  | 2013 | -          | -         |
|                              | Dept/Adm & Mayor Prop. | 2014 | -          | -         |
| Treatment/Industrial         |                        | 2010 | -          | -         |
|                              |                        | 2011 | 16,800.00  | 8,908.05  |
|                              |                        | 2012 | 16,800.00  | 12,303.38 |
|                              | Actual as of 08/31/13  | 2013 | -          | -         |
|                              | Dept/Adm & Mayor Prop. | 2014 | -          | -         |
| Treatment/Combined           |                        | 2010 | 22,000.00  | 62,231.10 |
|                              |                        | 2011 | -          | 7,543.00  |
|                              |                        | 2012 | -          | 8,003.21  |
|                              | Actual as of 08/31/13  | 2013 | 46,000.00  | 23,438.85 |
|                              | Dept/Adm & Mayor Prop. | 2014 | 71,500.00  | 46,475.00 |
| Collections/Municipal        |                        | 2010 | -          | -         |
|                              |                        | 2011 | -          | 22,869.00 |
|                              |                        | 2012 | 56,000.00  | 752.50    |
|                              | Actual as of 08/31/13  | 2013 | -          | -         |
|                              | Dept/Adm & Mayor Prop. | 2014 | -          | -         |
| Collections/Industrial       |                        | 2010 | -          | -         |
|                              |                        | 2011 | -          | 63.00     |
|                              |                        | 2012 | -          | -         |
|                              | Actual as of 08/31/13  | 2013 | -          | -         |
|                              | Dept/Adm & Mayor Prop. | 2014 | -          | -         |
| Collections/Combined         |                        | 2010 | -          | 21,940.67 |
|                              |                        | 2011 | -          | 46.00     |
|                              |                        | 2012 | -          | -         |
|                              | Actual as of 08/31/13  | 2013 | 54,000.00  | 15,022.84 |
|                              | Dept/Adm & Mayor Prop. | 2014 | 30,000.00  | 19,500.00 |

| Waste Treatment Plant (Continued) |                        | Budget   | Actual   |
|-----------------------------------|------------------------|----------|----------|
| Biosolids/Municipal               | 2010                   | -        | -        |
|                                   | 2011                   | 3,500.00 | 1,936.50 |
|                                   | 2012                   | 3,500.00 | 2,366.50 |
|                                   | Actual as of 08/31/13  | -        | -        |
|                                   | Dept/Adm & Mayor Prop. | -        | -        |
| Biosolids/Industrial              | 2010                   | -        | -        |
|                                   | 2011                   | 3,500.00 | 1,936.50 |
|                                   | 2012                   | 3,500.00 | 2,366.50 |
|                                   | Actual as of 08/31/13  | -        | -        |
|                                   | Dept/Adm & Mayor Prop. | -        | -        |
| Biosolids/Combined                | 2010                   | 2,000.00 | 1,013.00 |
|                                   | 2011                   | -        | -        |
|                                   | 2012                   | -        | -        |
|                                   | Actual as of 08/31/13  | 7,000.00 | 2,981.00 |
|                                   | Dept/Adm & Mayor Prop. | 7,000.00 | 4,550.00 |

# CITY OF WILLMAR

## VEHICLE/EQUIPMENT REPLACEMENT POLICY

### Scope

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This policy applies to all vehicles and equipment attached to a vehicle which is owned by the City of Willmar.

### Objective

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It will be the objective of this policy to reduce annual maintenance and replacement costs of all City equipment. These objectives will be met through the systematic maintenance, upgrade, and/or replacement of equipment.

### Procedure

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The procedure of replacing, transferring to another department, deleting or requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee prior to the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle/Equipment Change Request Form*.

All vehicles/equipment replaced will be available to other departments by schedule priority. If the vehicle/equipment being replaced is better than one scheduled to be replaced at a later date, then other departments would be able to exchange the equipment, allowing a department to have the best equipment available until such time as its vehicle/equipment would normally be scheduled to be replaced.

Equipment reaching its useful life but not replaced due to non-appropriation, refurbishment or usage allowance shall cause the Vehicle Replacement Committee to reconvene and revise the schedule as priorities, maintenance and funding allows.

Any vehicle not assigned a critical function and/or in use shall be made available for general usage and identified as a "general purpose vehicle". After use, a general purpose vehicle must be fueled to  $\frac{3}{4}$  tank minimum and cleaned appropriately. Scheduling of all general usage vehicles shall be done thru Outlook Calendar established and maintained by IT.

Joint purchasing agreements should be considered when possible (i.e., state contract, consortium purchase, cooperative purchasing ventures, etc.).

### Review

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An annual review of all city vehicles will be done during the annual budget process by the Vehicle/Equipment Committee and submitted to the City Administrator at the same time as the annual budget. Modifications would be done through the approval of the Finance Committee.

### Financing

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The amount needed to finance the replacement program shall be funded through the normal budgeting process.

## General Allocation Schedules

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| <u>Vehicle Type</u>   | <u>Recommended<br/>Useful Life (Years)</u> |
|-----------------------|--|
| Air Compressors       | 20   |
| Cars                  |  |
| <i>Squad Cars</i>     | 3  |
| <i>Specialty</i>      | 5  |
| <i>Other Cars</i>     | 8  |
| Fire Apparatus        |  |
| <i>Aerial Trucks</i>  | 25   |
| <i>Pumpers</i>        | 25   |
| <i>Tankers</i>        | 25   |
| <i>Quint</i>          | 25   |
| Heavy Equipment       |  |
| <i>Graders</i>        | 20   |
| <i>Loaders</i>        | 15   |
| <i>Rollers</i>        | 15   |
| <i>Sweepers</i>       | 8  |
| Light Equipment       |  |
| <i>Mowers</i>         | 4  |
| <i>Mt Trackless</i>   | 8  |
| <i>Skid Loaders</i>   | 10   |
| <i>UTVs</i>           | 7  |
| Pickups (up to ¾ Ton) | 10   |
| <i>CSO Pickup</i>     | 5  |
| Snow Blowers          | 15   |
| Specialty Equipment   |  |
| <i>Bucket Trucks</i>  | 15   |
| <i>Flusher Trucks</i> | 10   |
| <i>Hot Box</i>        | 15   |
| <i>R-Vac</i>          | 10   |

|                         |    |
|-------------------------|----|
| <i>Rodder/Tar Dist.</i> | 20 |
| <i>Semi Tractors</i>    | 10 |
| <i>Speed Trailers</i>   | 15 |
| <i>SWAT Bus</i>         | 20 |
| SUV/Suburbans/Vans      | 10 |
| Tractors                | 20 |
| Trucks (1 Ton)          | 12 |
| <i>Dump Truck</i>       | 10 |

## **Vehicle Replacement/Additions/Deletions/Transfer Request Procedure**

For purposes of this policy the following terms when used have the assigned meaning:

- Chairperson – means the person the City Administrator has identified as the Chair for the Vehicle Replacement Committee.
- Vehicle – refers to a motor vehicle, tractor, or trailer capable of being pulled by a vehicle. Only trailers in which the initial purchase price of the trailer was more than \$5000.00 should be counted as a vehicle.
- Vehicle/Equipment – refers to equipment that is attached to the vehicle for the life of the vehicle or is repeatedly mounted and then removed from a vehicle as an accessory attachment which allows then allows the vehicle to be used for its intended functions (ie. buckets, mower decks, snow plows, etc.).
- Vehicle Addition (Added) – means a vehicle was will be added to increase the overall number of vehicles in a department's fleet and is not replacing an existing vehicle.
- Vehicle Deletion (Deleted) – means a vehicle which is being removed from the overall number of vehicles listed in the department's fleet with no intention to have the vehicle replaced.
- Vehicle Replacement (Replaced) – means a vehicle that has reached its useful life and will be sold, traded, or transferred with the planned purchase of another vehicle to take its place.
- Vehicle Transfer (Transferred) – means a vehicle that has reached the maximum useful life in one city department but may serve a purpose for another department which was scheduled to replace a similar vehicle. (Mowers might be an example of this).

1. During the first week of January of each year, the current Chairperson of the Vehicle/Equipment Committee shall (by email) distribute the following to each Department Head within the City:
  - a. A working list of vehicles managed and maintained within the various departments in an excel spreadsheet format.
  - b. The most current copy of the Vehicle/Equipment Replacement Policy. (This document.)
  - c. The most current copy of the Vehicle/Equipment Change Request form. (Also found within this document).
2. After receiving the spreadsheet each Department Head (or his/her designee) will review the vehicle(s) listed for their department. They will compare the list against the actual inventory being kept and maintained within their department and within two (2) weeks notify the Chairperson

receiving the spreadsheet of all differences between the listed vehicles and actual inventory so the spreadsheet can be properly updated by the Chairperson.

3. The Chairperson will make corrections as notified no later than the end of January and then resend the updated spreadsheet back to all Department Heads by email and indicate in that email the date as to when Department Heads need to submit Vehicle/Equipment Change Requests back to the Chairperson.
4. Each Department Head (or his/her designee) will then review the updated list for accuracy as it relates to their own department(s). They will determine which fleet vehicle(s) need replacement or need to have the replacement schedule adjusted. They will also consider their needs for any deletions, additions or re-assignments to their fleet. They will consider vehicles being replaced by other Departments and make the necessary contact with the Department head to determine if a vehicle being replaced within that Department may or may not fit their own replacement needs.
5. If the Department Head (or his/her designee) wishes to make any fleet additions, deletions, transfers or replacements they will then fully complete a Vehicle/Equipment Change Request form (with a photo attached) for each vehicle addition, deletion, replacement, re-assignment or replacement they wish to enact to the acting Chairperson by the date indicated in the email.
6. The Chairperson will consolidate the information received from Department Heads, update the spreadsheet and convene a meeting with other Vehicle Replacement committee members. The Committee is responsible for:
  - Discussing the changes received from each Department Head and approves or denies those requests as agreed upon.
  - Reviewing the current policy and forms for effectiveness and modify as necessary to meet current practices and needs.
7. The Chairperson is responsible for:
  - Setting up committee meetings as needed.
  - Maintaining the digital history either through Microsoft Word or Excel of each vehicle change and action being requested by the various city departments heads. This will enable future committees to:
    - i. Better track department requests and changes.
    - ii. Track overall fleet inventory numbers being maintained within the various city departments along with additions or deletions in a fleet.
    - iii. Track the overall use and the actual service life of different vehicle types being maintained within the city.

- Developing committee agendas for the replacement committee to follow and track the outcome of the committee's decisions on those agenda items.
  - Keeping the City Administrator informed of the action being taken by the committee.
8. In the event where a vehicle request is denied the Chairperson will schedule a future meeting date with committee members present and the affected Department Head (and/or staff member) to discuss the committee's denial. The affected Department spokesperson can at that time present any additional information regarding the denied request for further committee consideration.
9. After all change requests have been approved or denials have been fully vetted by the Committee, the Chairperson will forward the Committee findings to the City Administrator for the final approval or denial.
10. If the City Administrator approves a submitted request the Administrator will:
- Indicate the approval or denial on the request form along with signing and dating the form.
  - Give the original request form back to the Chairperson.
11. Within five (5) days of the approval or denial, the Chairperson will:
- Give the original copy of approved requests to the City Clerk.
  - Provide a copy of all approvals or denials to both the affected Department Head and Finance Director to assist future fleet planning and purchasing purposes.
  - Reconvene the committee if necessary to discuss any additional budgetary considerations made known by the City Administrator regarding the denied requests.
12. If a vehicle cannot be purchased under State Contract or through other approved purchasing consortiums and the purchase cost will be in excess of \$100,000.00 then the City Clerk will notify the Department Director to obtain quotes and start the bidding process. The City Clerk and/or Department Director will accept the bids along with obtaining the City Administrator's approval for purchase. Approved bids require agreements signed by Mayor and City Administrator. For all vehicles that do not need to be purchased through the bidding process the approval to purchase in the budgeted year is granted by the City Administrator's signature on the vehicle request form.
13. The Department Director will order, receive, and accept the vehicle.
14. After receiving the vehicle the Department Director submits the following paperwork to the City Clerk:
- Original completed fixed asset sheet for the vehicle.
  - Original Sales receipt/invoice.
  - Certificate of Origin for a Vehicle. (MSO)
  - Copy of the Application to Title/Register a motor vehicle.
  - A copy of the check issued if one was required upon delivery of the vehicle.
  - Color photo copy of front, side, odometer reading and VIN # of the vehicle.

15. The City Clerk is responsible to license and insure the vehicle. He/she will then forward the original completed fixed asset sheet to the Finance Director along with a request for payment if a check was not already previously issued.



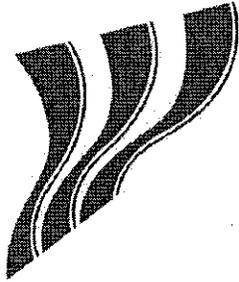
**City of Willmar**  
**Department Inventory of Vehicles Currently Being Used**

This spreadsheet was last updated on: April 14, 2013

| Location              | Filed Asset Number | Vehicle Number | Year | Make/Model         | Vehicle Type        | Sub-type             | Assigned for...                               | Replacement Cycle (Years)    | 2013    | 2014     | 2015      | 2016 | 2017 | 2018 | Next Projected Replacement |
|-----------------------|--------------------|----------------|------|--------------------|---------------------|----------------------|---|------------------------------|---------|----------|-----------|------|------|------|----------------------------|
| City Center           | 3018.00002         | 30117          | 1990 | Chrysler           | Light Equipment     | 0                    | Garbage hauling                               | 10                           |         |          | \$130,000 |      |      |      | N/A                        |
| City Center           | 3018.00003         | 30118          | 1994 | Oldsmobile         | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2008                       |
| City Center           | 3018.00004         | 30119          | 2001 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00005         | 30120          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00006         | 30121          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00007         | 30122          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00008         | 30123          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00009         | 30124          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00010         | 30125          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00011         | 30126          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00012         | 30127          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00013         | 30128          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00014         | 30129          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00015         | 30130          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00016         | 30131          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00017         | 30132          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00018         | 30133          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00019         | 30134          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| City Center           | 3018.00020         | 30135          | 2004 | Ford Excursion     | Specialty Equipment | 0                    | City Center frame                             | 20                           |         |          |           |      |      |      | 2007                       |
| Community Center      | 3007.00003         | 03640          | 2003 | John Deere G-235   | Light Equipment     | Mower                | Mowing woods around garden at St. Olaf Center | Will not Replace (See notes) | \$0     | \$0      | \$0       | \$0  | \$0  | \$0  | N/A                        |
| Community Development | 3018.00029         | 04286          | 2004 | Ford F-150         | Pickup SUV          | Pickup - Under 1 ton | Inspections - Randy Inspections / General Use | 10                           | \$7,000 |          |           |      |      |      | 2014                       |
| Community Development | 3018.00017         | 03951          | 2009 | Ford Escape        | Pickup SUV          | Pickup - Under 1 ton | Inspections - Randy Inspections / General Use | 10                           | \$7,000 |          |           |      |      |      | 2019                       |
| Engineering           | 3018.00084         | 11743          | 2011 | Dodge Ram 2500     | Pickup              | Pickup - Under 1 ton | Ryan - Surveying                              | 10                           |         |          |           |      |      |      | 2021                       |
| Engineering           | 3018.00028         | 89238          | 1989 | Ford F-150         | Pickup              | Pickup - Under 1 ton | General Use - City Inspections                | 10                           | \$0     | \$37,353 |           |      |      |      | 2008                       |
| Engineering           | 3018.00008         | 01801          | 2001 | Chevrolet 1/2 Ton  | Pickup              | Pickup - Under 1 ton | General Use - Daily Inspections               | 10                           | \$0     | \$37,353 |           |      |      |      | 2009                       |
| Engineering           | 3018.00019         | 11947          | 2011 | Ford Explorer XLT  | Pickup SUV          | Pickup - Under 1 ton | General Use                                   | 10                           | \$0     | \$74,705 |           |      |      |      | 2021                       |
| Police                | 3008.00019         | 312270         | 1981 | American 1/2 Tonne | Fire Apparatus      | Fire Apparatus       | Fire Department                               | 10                           |         |          |           |      |      |      | N/A                        |
| Police                | 3012.00018         | 04019          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00019         | 04020          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00020         | 04021          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00021         | 04022          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00022         | 04023          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00023         | 04024          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00024         | 04025          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00025         | 04026          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00026         | 04027          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00027         | 04028          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00028         | 04029          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00029         | 04030          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00030         | 04031          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00031         | 04032          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00032         | 04033          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00033         | 04034          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00034         | 04035          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00035         | 04036          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00036         | 04037          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00037         | 04038          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00038         | 04039          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00039         | 04040          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00040         | 04041          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00041         | 04042          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00042         | 04043          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00043         | 04044          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00044         | 04045          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00045         | 04046          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00046         | 04047          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00047         | 04048          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00048         | 04049          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00049         | 04050          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00050         | 04051          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00051         | 04052          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00052         | 04053          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00053         | 04054          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00054         | 04055          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00055         | 04056          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00056         | 04057          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00057         | 04058          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00058         | 04059          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00059         | 04060          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00060         | 04061          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00061         | 04062          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00062         | 04063          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00063         | 04064          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00064         | 04065          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00065         | 04066          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00066         | 04067          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00067         | 04068          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00068         | 04069          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00069         | 04070          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00070         | 04071          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00071         | 04072          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00072         | 04073          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00073         | 04074          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00074         | 04075          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00075         | 04076          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00076         | 04077          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00077         | 04078          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00078         | 04079          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00079         | 04080          | 2010 | Crop/Maint truck   | Truck               | Truck                | Police Department                             | 10                           |         |          |           |      |      |      | 2020                       |
| Police                | 3012.00080         | 04081          | 2010 | Crop/Maint truck   | Truck               | Truck                |   |                              |         |          |           |      |      |      |                            |







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

**Agenda Item Number:** 4  
**Meeting Date:** September 30, 2013  
**Attachments:**  Yes No

**CITY COUNCIL ACTION**

**Date:** October 7, 2013

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** Finance

**Agenda Item:** Community Groups Funding Request – Willmar Lakes Area Community Marketing Coalition

**Recommended Action:** Receive and discuss funding request from the Willmar Lakes Area Community Marketing Coalition.

**Background/Summary:** This request was tabled from the September 9, 2013, Council Work Session/Finance Committee Meeting.

**Alternatives:** 1) Discuss funding options;  
2) Fund the request; or  
3) Do not fund the request.

**Financial Considerations:** None recommended.

**Preparer:** Steve Okins, Finance Director

**Signature:**

**Comments:**

# **Willmar Lakes Area Community Marketing Coalition**

**Funding Request to the City of Willmar**

**September 2013**



## **Mission of the Community Marketing Coalition**

To promote a positive image of the Willmar Lakes Area.

## **History of the Willmar Lakes Area Community Marketing Coalition**

The Willmar Lakes Area Community Marketing Coalition was formed in 1998. Community leaders came together to address concerns about Willmar's image in light of several negative incidents that were making news across Minnesota. The CMC was formed with the simple mission of promoting a positive image of the Willmar Lakes Area, which remains our mission today. Members of the CMC utilized research conducted regarding the community through a Lakeland Broadcasting community survey to analyze people's thoughts about their community and set out to address those specific concerns.

On two different occasions, the CMC employed further research to measure the success of their efforts. The research clearly indicated that crime and violence had taken a back seat to other concerns. Noting the positive response to our efforts, CMC Board members have made the decision every year since then that, although we have come a long way, there is more work to be done, and we have continued to take a proactive stance to ensuring that the Willmar Lakes Area is seen in a positive light.

Over the years, the committee has undertaken many marketing campaigns, mainly through local mass media outlets, aimed at reminding people that the Willmar Lakes Area is a great place to live, work, learn, play, and do business. In addition, the group has also provided funds to community groups working to beautify the community, along with sponsoring local events and campaigns relevant to our mission.

Examples of marketing activities undertaken by the CMC:

- Numerous advertising campaigns on regional radio, newspaper and television outlets.
- Purchase of street banners.
- Funding assistance for the establishment of county entrance monument signs.
- Hosting and organization of community events, such as "Understanding the Somali Culture".
- Design and purchase of Willmar Lakes Area brochures to be used to welcome visitors, new residents, etc.
- Purchase of promotional items such as pens, etc.

## **Operation of the Community Marketing Coalition**

The Community Marketing Coalition is wholly funded by organizations and businesses who are passionate about ensuring that the Willmar Lakes Area is recognized for the outstanding community that it is. Through cash and in-kind contributions, the organization has been able to operate successfully; conducting multi-faceted annual marketing campaigns. These campaigns have primarily targeted the 7-county region, of which Willmar is the economic and cultural hub.

Current partners in the Community Marketing Coalition include:

- City of Willmar
- Kandiyohi County
- Willmar Public Schools
- Ridgewater College
- Jennie-O Turkey Store
- West Central Tribune
- Lakeland Broadcasting
- Kandiyohi Broadcasting
- MinnWest Technology Campus
- City of Willmar and Kandiyohi County EDC
- Willmar Design Center
- Willmar Area Multicultural Market
- Willmar Lakes Area Chamber of Commerce
- Willmar Lakes Area Convention and Visitors Bureau

### **City of Willmar Contributions (2007-Current)**

|      |          |
|------|----------|
| 2007 | \$15,000 |
| 2008 | \$15,000 |
| 2009 | \$15,000 |
| 2010 | none     |
| 2011 | none     |
| 2012 | none     |
| 2013 | \$1,500  |

### **2014 Request**

The Willmar Lakes Area Community Marketing Coalition respectfully requests a **\$2,000 cash contribution** to aid in the group's efforts to promote a positive image of the Willmar Lakes Area.

### **Rationale**

Although the City of Willmar is one of many organizations contributing to the efforts of the Community Marketing Coalition, it reaps the greatest reward. As the economic and cultural hub of the region, our efforts to help ensure that Willmar is recognized for all the positive aspects it has to offer work to achieve many goals. This holds true for the city, its residents, businesses, schools, etc.

This small financial investment, when combined with the contributions of other organizations, can pay very large dividends. The Mayor and City Council have made it clear that they desire to be good stewards of the taxpayers' dollar, and this small investment in marketing has proven itself to be very beneficial.

Just as a well-designed marketing campaign can grow the bottom line for a well-run business, the Community Marketing Coalition can set the foundation for wonderful growth in the community. Therefore I believe that our request is more of a small investment in the city's future.

The CMC is confident in the successful pursuit of our mission to promote a positive image of the Willmar Lakes Area, and we are looking at several innovative new approaches to spreading the word. We will continue to work in harmony with local businesses, organizations, and business entities to promote our mission and ensure that everyone sees the true beauty of the Willmar Lakes Area – and we look forward to the continued involvement of the City of Willmar.

Thank you for your consideration.

### **Prepared By**

Sam Bowen  
2013 Chair of the Willmar Lakes Area Community Marketing Coalition



**Willmar**  
Lakes Area  
[willmar.com](http://willmar.com)