

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

Agenda Item Number: 3

Meeting Date: September 14, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Administration

Agenda Item: Local Option Sales Tax State Audit

Recommended Action: Note the pending obligation.

Background/Summary: On September 3, 2015, Penny Demko of the Sales and Use Tax Division of the Department of Revenue called to inform me that they are continuing the audit for the City of Willmar Local Option Sales Tax. The tax, which ended December 31, 2012, has a 3 1/2 to 4-year Department of Revenue audit life beyond that ending date. Ms. Demko was calling to let me know that they have finalized an audit with a large employer in the City of Willmar (of which she cannot tell me the name of the business) and she was giving me a heads up that the rebate to that company was in the tune of \$159,000. They will continue to do the small audits for various companies and settle with the City of Willmar at the beginning of the 4th quarter 2016. This call was to just let us know that an invoice will come requesting a payback of \$159,000 if there are no other credits to the ongoing totals for the City of Willmar's Local Option Sales Tax. Finance Director Okins is reviewing commitments and contract close outs to determine if any funds are available to pay this amount back to the State.

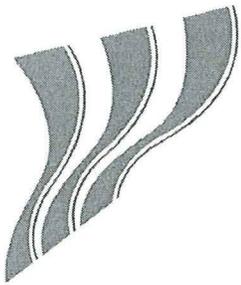
Alternatives:

Financial Considerations: \$159,000

Preparer: Kevin J. Halliday, Interim City Administrator

Signature:

Comments:



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 4
Meeting Date: September 14, 2015
Attachments: Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Finance

Agenda Item: 12/31/2014 City of Willmar Financial Statements

Recommended Action: Information on 12/31/14 City of Willmar Financial Statements.

Background/Summary: On June 25, 2015, the City of Willmar's financial statements were uploaded to the State of Minnesota using the State electronic format and a request for a filing extension for the Comprehensive Annual Financial Report was submitted. City staffing levels have caused workload and scheduling difficulties that are continually being worked on. Staff conversations with both the City and State Auditor's offices are ongoing to establish a schedule to meet the September 30th timeline to assure no loss of LGA to the City. Staff will provide copies when filed.

Alternatives: N/A

Financial Considerations:

Preparer: Steve Okins, Finance Director

Signature:

Comments:



REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

September 8, 2015

The Honorable Mayor Marvin Calvin
City of Willmar
333 6th St SW
Willmar, Minnesota 56201-0755

Dear Mayor Calvin,

According to our records, the Office of the State Auditor has not received your City's 2014 Financial Statements. Cities are required by law to report their financial activities annually to the Office of the State Auditor to fulfill the requirements of Minn. Stat. §§ 6.74, 471.697, 471.698 and 477A.017.

We ask that your City please submit the 2014 Financial Statements as soon as possible, but **no later than September 30, 2015**. If the City does not file the requested information by this deadline, the City will forfeit its December 2015 Local Government Aid payment of \$2,244,657 from the Department of Revenue.

If you have any questions, please contact John Jernberg at 651-297-3678 or by email at John.Jernberg@osa.state.mn.us or me at 651-282-2388 or by email at Kathy.Docter@osa.state.mn.us.

Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Docter".

Kathy Docter, CPA, CFE
Director
Government Information Division

Cc: The Honorable Lyle Koenen, State Senator
The Honorable Dave Baker, State Representative
Mr. Kevin Halliday, City Clerk/Treasurer

Steve Okins

From: Steve Okins
Sent: Thursday, June 25, 2015 11:47 AM
To: Carol Cunningham
Subject: FW: 2014 Financial Statement

fyi

From: Steve Okins
Sent: Thursday, June 25, 2015 9:50 AM
To: 'mark.albarado@state.mn.us'
Subject: 2014 Financial Statement

Mark the city has filed the financial statement electronically on the Annual Reporting Form, but the hard copy report is still being reviewed and printed by staff and our Auditors. Would it be possible to have a 45 to 60 day extension for filing the printed hard copy with your office. Thank you in advance. Steve B. Okins Finance Director

Annual Financial Reporting Form

Home

This form is the Annual Financial Reporting Form for cities. This form will be required every year. It is due on June 29, 2015.

Please become familiar with the forms and review each line for accuracy.

Version

2014B

Basis of Accounting

Select from the drop-down list on the left your basis of accounting.

What do the red messages in the form indicate?

The red messages in the right margin indicate that data must be entered or corrected before the reporting form can be submitted. Once the data has been entered or corrected, the red message will no longer be displayed.

Tab Name	Red Messages Remaining
Cover	0
Revenues	0
Expenditures	0
Enterprise	0
Enterprise - Liquor	0
Indebtedness	0
Fund Balance	0
Cash and Investments	0
Employee	0
Special Districts	0
Joint Powers - Compnent Units	0
OPEB	0
Unique Comments	0
Cut & Paste	0
TOTAL COUNT	0

Have you read the instructions?

any problems or questions after reviewing these materials, you may email gid@auditor.state.mn.us or call (651) 297-3682.

[CLICK HERE for detailed reporting instructions](#)

Have you saved your files?

Use the SAVE AS command and choose the location to save your files on your computer. Otherwise, they will be saved to a temporary location, making them difficult to locate when you are ready to upload.

Office of the State Auditor
Annual Financial Reporting Form
 Cities Reporting using the GAAP Basis of Accounting
City of Willmar
For the Fiscal Year Ended: December 31, 2014

Please complete this form per Minn. Stat. Sec. 6.74
 and return it with the city's financial statement by June 29, 2015

NOTE: THIS FORM SHOULD AGREE WITH THE FINANCIAL STATEMENT TOTALS

This report has been prepared from the records of the city and includes, to the best of my knowledge, all transactions for all funds of the city for the year ended December 31, 2014

Please provide the address, email address and telephone numbers for the work location(s) at which you conduct local government business.
THIS INFORMATION IS PUBLIC; IT WILL BE AVAILABLE TO ANYONE ON REQUEST.

Contact Information			
Primary Contact:	Steven _____ First Name	_____ Okins _____ Middle Name Last Name	Finance Director _____ Title
	(320) 235-4913 _____ Phone Number	sokins@ci.willmarmn.gov _____ Email Address	
Form Preparer:	Carol _____ First Name	_____ Cunningham _____ Middle Name Last Name	Accounting Supervisor _____ Title
	(320) 235-4913 _____ Phone Number	ccunningham@ci.willmarmn.gov _____ Email Address	
Executive Officer:	Kevin _____ First Name	_____ Halliday _____ Middle Name Last Name	Interim City Administrator _____ Title
	(320) 235-4913 _____ Phone Number	khalliday@willmarmn.gov _____ Email Address	
City Mailing Address:	333 SW 6th Street _____ P.O. Box 755 _____ Willmar _____ MN _____ 56201 _____ City State		
<input type="checkbox"/> I have reviewed the contact information and have made the necessary changes.			
Audit Firm: <u>Westberg & Eischens PLLP</u>			
Audit Firm Contact:	David _____ First Name	_____ Euerle _____ Middle Name Last Name	Accountant _____ Title
	(320) 235-3727 _____ Phone Number	deuerle@wecpas.net _____ Email Address	
Cost of Financial Statement Preparation (Outside Vendor): \$ _____ - Cost of Audit: \$ _____ 25,000			
<input checked="" type="checkbox"/> **Please check if the duties of clerk and treasurer are combined. Indicate date of change in status: _____			

For Further Information Contact:
 Government Information Division
 525 Park Street, Suite 500
 Saint Paul, Minnesota 55103
 Phone: (651) 297-3682/Fax: (651) 296-4755

Upload Financial Statements through the State Auditor's Financial Entry System (SAFES)
 E-mail Questions to: GID@auditor.state.mn.us
 Web site: www.auditor.state.mn.us

City of Willmar

SECTION I: REVENUES

Include all governmental funds and component units. Exclude enterprise funds.

For the Year Ended
December 31, 2014

Amount
(round to nearest dollar)

TAXES

1	Property Taxes (include Tax Forfeited Property)	1	\$	4,148,370
2	Tax Increments (TIF)	2		
3	Franchise Taxes - (fee from private sector only) e.g. Cable TV	3	\$	267,227
4	Local Sales Taxes	4		
5	Hotel/Motel Taxes	5	\$	184,862
6	Gambling Tax	6		
7	Gravel Tax	7		
8	Wheelage Tax	8		
9	TOTAL TAXES	9	\$	4,600,459
10	SPECIAL ASSESSMENTS (include delinquent charges)	10	\$	1,533,526
11	LICENSES AND PERMITS	11	\$	544,182

INTERGOVERNMENTAL REVENUES

FEDERAL - Community Development Block Grants (CDBG, including				
12	Entitlements CFDA #14.218 and 14.228).....	12	\$	713,935
13	- Education	13		
14	- Transportation	14	\$	1,350
15	- Human Services	15		
16	- Emergency Management Aid	16		
17	- Other Federal Grants	17		
18	STATE - Local Government Aid (LGA).....	18	\$	4,439,722
19	- County Program Aid	19		
20	- Agricultural Market Value Credit	20		
21	- Taconite Homestead Credit	21		
22	- Taconite Aids.....	22		
23	- PERA Aid	23	\$	172,146
24	- Transportation/Highway User Tax/Gasoline Tax/Town Road Allotment	24	\$	530,172
25	- Disparity Reduction Aid (DRA)	25		
26	- Police and Fire Aid	26	\$	241,807
27	- Town Aid	27		
28	- Human Services	28		
29	- Education	29		
30	- Other State Grants and Aids (payments in lieu of taxes)	30	\$	9,870
31	COUNTY - Highways	31	\$	3,795
32	- Other County Grants	32	\$	68,723
33	LOCAL UNITS - IRRRB Grants.....	33		
34	- Other Local Units Grants.....	34	\$	144,000
35	TOTAL INTERGOVERNMENTAL REVENUES (add lines 12 - 34)	35	\$	6,325,520

CHARGES FOR SERVICES

36	General Government (include auto registration, filing fees)	36	\$	36,860
37	Police and Fire Contracts	37		
38	Other Public Safety (include ambulance)	38	\$	248,991
39	Streets and Highways	39	\$	9,891
40	Sanitation (Garbage, Recycling and Other Refuse) (enterprise fund accounting preferred).....	40		
41	Libraries	41		
42	Parks and Recreation (include hall rent, community center, park dedication fees)	42	\$	513,423
43	Airports (include hangar rent).....	43	\$	180,336
44	Transit.....	44		
45	Cemetery (include plot sales).....	45		
46	Other Service Charges (include W.A.C., rents, S.A.C.)	46		
47	TOTAL CHARGES FOR SERVICES (add lines 36 through 46)	47	\$	989,501
48	FINES AND FORFEITS (35000)	48	\$	167,157
49	ADMINISTRATIVE FINES (per M.S. 169.999 total collected, not net) (35000)	49		

MISCELLANEOUS REVENUES

50	Investment Earnings (checking, savings, interest and investments)	50	\$	691,503
51	All Other Revenue (identify)			
	Contrib/Donations \$9,385; Sale of Materials \$40,036; Ref/Reimb \$647,250; Misc Rents \$565; 2013 Flex Forfeitures \$(1,577); Market Value Net Increase \$1,973,487	51	\$	2,669,146
52	TOTAL REVENUES (should equal total on financial statement)	52	\$	17,520,994

OTHER FINANCING SOURCES

53	Investments - Sold or matured (CDs., savings withdrawals, etc.)	53		
54	Borrowing - Bonds Issued (net proceeds) (Include bond premiums and discounts).....	54	\$	1,000,000
55	- Other Long-Term Debt (Include capital leases).....	55		
56	- Short-Term Debt	56		
57	Other Financing Sources (Include Interfund Debt, Sales of Fixed Assets)	57	\$	42,950
58	Transfers from Enterprise Funds and Internal Service Funds	58	\$	794,208
59	Transfers from Governmental Funds	59	\$	12,883,546
60	TOTAL REVENUES AND OTHER FINANCING SOURCES	60	\$	32,241,698

City of Willmar

SECTION II: EXPENDITURES

For the Year Ended
December 31, 2014

Include all governmental funds and component units. Exclude enterprise funds (sewer, etc.).

		Amount (round to nearest dollar)
GENERAL GOVERNMENT		
1	Governing Board (including Mayor)	\$ 179,004
2	Administration and Finance (clerk/treasurer, deputy clerk, etc.)	\$ 815,219
3	Other General Government (elections, audit, legal, accounting, etc.)	\$ 2,979,716
4	General Government - Capital Outlay	\$ 156,135
PUBLIC SAFETY		
5	Police/Sheriff - Current Expenditures (include police relief, forfeiture fund)	\$ 3,635,317
6	- Capital Outlay	\$ 248,053
7	Corrections - Current Expenditures	
8	- Capital Outlay	
9	Ambulance - Current Expenditures (include rescue squad, 1st responders)	
10	- Capital Outlay	
11	Fire - Current Expenditures (include fire relief)	\$ 596,457
12	- Capital Outlay	\$ 643,380
13	Other Protection - Current Expenditures (include building inspection, flood control)	\$ 12,059
14	- Capital Outlay	
STREETS AND HIGHWAYS (Roads and Bridges)		
15	Administration	
16	Street Maintenance and Storm Sewers (include street cleaning)	\$ 2,356,416
17	Snow and Ice Removal	
18	Street Engineering	\$ 558,442
19	Street Lighting	
20	Street Construction - Capital Outlay (include bridges, sidewalks and storm sewers)	\$ 3,508,317
21	Street - Other Capital Outlay (buildings and equipment).....	\$ 1,237,652
SANITATION		
22	Garbage and Other Refuse Collection and Disposal (enterprise fund accounting preferred)	
23	Other Sanitation - Current Expenditures (weed & pest control, recycling).....	
24	Sanitation - Capital Outlay	
HEALTH		
25	Current Expenditures	
26	Capital Outlay	
HUMAN SERVICES		
27	Income Maintenance	
28	Social Services	
29	Other Human Services Costs	
30	Capital Outlay	
EDUCATION		
31	Current Expenditures	
32	Capital Outlay	
CULTURE AND RECREATION		
33	Libraries - Current Expenditures	\$ 436,938
34	- Capital Outlay	
35	Parks and Recreation - Current Expenditures (include community center, Cable TV).....	\$ 1,658,727
36	- Capital Outlay	\$ 569,777
HOUSING AND ECONOMIC DEVELOPMENT		
37	Housing and Urban Redevelopment - Current Expenditures	
38	- Capital Outlay	
39	Economic Development - Current Expenditures (include business loans).....	\$ 863,301
40	- Capital Outlay	

CONSERVATION OF NATURAL RESOURCES

41	Current Expenditures	41	
42	Capital Outlay	42	

MISCELLANEOUS EXPENDITURES

43	Airports - Current Expenditures	43	\$ 218,564
44	- Capital Outlay	44	\$ 26,460
45	Transit - Current Expenditures.....	45	\$ 15,000
46	- Capital Outlay.....	46	
47	Cemetery - Current Expenditures.....	47	
48	- Capital Outlay.....	48	
49	Pension Contribution (if not allocated)	49	
50	Insurance (if not allocated)	50	
51	All Other - Current Expenditures (identify)	51	
52	All Other - Capital Outlay (ONLY items not classified elsewhere) (identify)	52	
53	Capital Project Fund Outlay for Enterprise Funds (water, sewer, etc.).....	53	

TOTAL CURRENT EXPENDITURES Calculate (lines 1,2,3,5,7,9,11,13,15,16,17,18,19,22,23,25,27,28,29,31,33,35,37,39, 41,43,45,47,49,50,51).....		54	\$ 14,325,160
TOTAL CAPITAL OUTLAY Calculate (lines 4,6,8,10,12,14,20,21,24,26,30,32,34,36,38,40,42,44,46,48,52,53)....		55	\$ 6,389,774

DEBT SERVICE

56	Principal Payments on Bonds	56	\$ 2,120,000
57	Principal Payments on Other Long-term Debt and Short-term Debt	57	
58	Interest and Fiscal Charges (Bond Issuance Costs)	58	\$ 379,110
TOTAL EXPENDITURES (should equal total on financial statement) Calculate (Sum Lines 54 through 58).....		59	\$ 23,214,044

OTHER FINANCING USES

60	Investments - Purchased (CDs., savings deposits, etc.)	60	
61	Principal Payments - Refunded Bond (payment to escrow agent)	61	
62	Other Financing Uses (Include Interfund Debt)	62	
63	Transfers to Enterprise Funds and Internal Service Funds	63	\$ 2,139,148
64	Transfers to Governmental Funds	64	\$ 9,602,201
TOTAL EXPENDITURES AND OTHER FINANCING USES Calculate (Sum Lines 59 through 64).....		65	\$ 34,955,393

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sewer, Refuse, Hospital, Nursing Home, Electric, Gas Utilities, Golf, etc.

Note: Include operations of all enterprise funds and related component units, except liquor store operations.

For the Year Ended December 31, 2014

SPECIFY FUND NAME:	Electric	Heat	Rice Memorial Hospital	Waste Treatment Plant	Water		
SPECIFY ENTERPRISE DESCRIPTION:	Electric	Other	Hospital & Clinic	Sewer	Water		
1 OPERATING REVENUES	\$ 28,145,182	\$ 981,928	\$ 92,784,412	\$ 8,876,769	\$ 2,076,360		
2 OPERATING EXPENSES	\$ 25,235,786	\$ 905,422	\$ 93,433,253	\$ 4,494,202	\$ 1,738,300		
OPERATING INCOME (LOSS) 3 [Calculate Line 1 minus 2]	\$ 2,909,396	\$ 76,506	\$ (648,841)	\$ 4,382,567	\$ 338,060	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)	\$ 793,507	\$ 57,905	\$ 1,524,652	\$ 324,506	\$ 82,722		
5 NON-OPERATING EXPENSES (interest, etc.)	\$ 320,930	\$ -	\$ 1,762,267	\$ 2,229,922	\$ 12,880		
6 NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ 3,381,973	\$ 134,411	\$ (886,456)	\$ 2,477,151	\$ 407,902	\$ -	\$ -
ADDITIONAL INFORMATION:							
7 Taxes (exclude special assessments)	\$ -	\$ -	\$ 2,248,746	\$ -	\$ -		
8 Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -		
9 State Grants (include MV Credits)	\$ -	\$ -	\$ -	\$ -	\$ -		
10 County Grants / Local Grants	\$ -	\$ -	\$ -	\$ -	\$ -		
11 Transfers In from Other Funds	\$ -	\$ -	\$ -	\$ 1,414,148	\$ -		
12 Transfers Out to Other Funds	\$ 1,867,856	\$ 62,262	\$ 482,347	\$ 794,208	\$ 145,278		
13 Capital Outlay during the Year	\$ 2,972,098	\$ -	\$ 9,263,306	\$ 3,003,093	\$ -		
14 Interfund Debt Borrowed	\$ -	\$ -	\$ -	\$ -	\$ -		
15 Interfund Debt Paid	\$ -	\$ -	\$ -	\$ -	\$ -		
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt	\$ -	\$ -	\$ -	\$ 2,402,989	\$ -		
17 Interest Paid and Fiscal Charges	\$ 320,930	\$ -	\$ 1,747,285	\$ 2,229,922	\$ 12,880		
18 Debt Paid - Bonds	\$ 435,000	\$ -	\$ 1,435,000	\$ 100,000	\$ 140,000		
19 - Other Long-Term Debt	\$ -	\$ -	\$ 333,610	\$ 2,451,780	\$ -		
20 Outstanding Bonded Debt - End of Year	\$ 6,860,000	\$ -	\$ 47,165,000	\$ 550,000	\$ 300,000		
21 Outstanding Other Long-Term Debt - End of Year	\$ -	\$ -	\$ 267,126	\$ 74,504,698	\$ -		
22 Depreciation (included in operating statement)	\$ 1,745,611	\$ 186,334	\$ 7,696,373	\$ 2,255,759	\$ 264,324		

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sev

Note: Include operations of all enterprise funds and

For the Year Ended December 31, 2014

SPECIFY FUND NAME:							
SPECIFY ENTERPRISE DESCRIPTION:							
1 OPERATING REVENUES							
2 OPERATING EXPENSES							
3 OPERATING INCOME (LOSS) [Calculate Line 1 minus 2]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)							
5 NON-OPERATING EXPENSES (interest, etc.)							
6 NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIONAL INFORMATION:							
7 Taxes (exclude special assessments)							
8 Federal Grants							
9 State Grants (include MV Credits)							
10 County Grants / Local Grants							
11 Transfers In from Other Funds							
12 Transfers Out to Other Funds							
13 Capital Outlay during the Year							
14 Interfund Debt Borrowed							
15 Interfund Debt Paid							
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt							
17 Interest Paid and Fiscal Charges							
18 Debt Paid - Bonds							
19 - Other Long-Term Debt							
20 Outstanding Bonded Debt - End of Year							
21 Outstanding Other Long-Term Debt - End of Year							
22 Depreciation (included in operating statement)							

City of Willmar

SECTION III: ENTERPRISE FUNDS - Water, Sewer

Note: Include operations of all enterprise funds and

For the Year Ended December 31, 2014

SPECIFY FUND NAME:								
SPECIFY ENTERPRISE DESCRIPTION:								
1 OPERATING REVENUES								
2 OPERATING EXPENSES								
OPERATING INCOME (LOSS) [Calculate Line 1 minus 2]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)								
5 NON-OPERATING EXPENSES (interest, etc.)								
NET INCOME (LOSS) - Before Transfers [Calculate Lines 3 plus 4 minus 5]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADDITIONAL INFORMATION:								
7 Taxes (exclude special assessments)								
8 Federal Grants								
9 State Grants (include MV Credits)								
10 County Grants / Local Grants								
11 Transfers In from Other Funds								
12 Transfers Out to Other Funds								
13 Capital Outlay during the Year								
14 Interfund Debt Borrowed								
15 Interfund Debt Paid								
16 Borrowing - Bonds Issued (net proceeds) and other long-term debt								
17 Interest Paid and Fiscal Charges								
18 Debt Paid - Bonds								
19 - Other Long-Term Debt								
20 Outstanding Bonded Debt - End of Year								
21 Outstanding Other Long-Term Debt - End of Year								
22 Depreciation (included in operating statement)								

City of Willmar
Liquor Store ENTERPRISE FUND
Statement of Revenues, Expenses, and Changes in Net Position
For the Year Ended December 31, 2014

SPECIFY FUND NAME:	Amount
1 OPERATING REVENUES	
2 - Cost of Sales	
3 - Gross Profit	\$ -
4 OPERATING EXPENSES	
5 OPERATING INCOME (LOSS)	\$ -
6 NON-OPERATING REVENUES (interest, grants, property taxes, assessments, etc.)	
7 NON-OPERATING EXPENSES (interest, etc.)	
8 NET INCOME (LOSS) - Before Transfers	\$ -
ADDITIONAL INFORMATION:	
9 Taxes (exclude special assessments)	
10 Federal Grants	
11 State Grants (include MV Credits)	
12 County Grants / Local Grants	
13 Transfers In from Other Funds	
14 Transfers Out to Other Funds	
15 Capital Outlay during the Year	
16 Interfund Debt Borrowed	
17 Interfund Debt Paid	
18 Borrowing - Bonds Issued (net proceeds) and other long-term debt	
19 Interest Paid and Fiscal Charges	
20 Debt Paid - Bonds	
21 - Other Long-term Debt	
22 Outstanding Bonded Debt - End of Year	
23 Outstanding Other Long-Term Debt - End of Year	
24 Depreciation (included in operating statement)	

*TYPE OF LIQUOR STORE:

NUMBER OF
LIQUOR STORES
OPERATED BY THE
CITY:

City of Willmar
SECTION IV: DEBT STATEMENT - ALL FUNDS
For the Year Ended December 31, 2014

TYPE OF BONDS		BEGINNING OF THE YEAR (a)	ISSUED DURING THE YEAR (b)	PAID DURING THE YEAR (c)	END OF YEAR
1	General Obligation	\$ -			\$ -
2	G.O. Tax Increment	\$ -			\$ -
3	Revenue Tax Increment	\$ -			\$ -
4	G.O. Special Assessment	\$ 12,080,000	\$ 1,000,000	\$ 1,980,000	\$ 11,100,000
5	G.O. Revenue (G.O. backed)	\$ 41,710,000	\$ -	\$ 1,815,000	\$ 39,895,000
6	Revenue	\$ 16,395,000	\$ -	\$ 435,000	\$ 15,960,000
7	Other (MSAH, Bonded Indebtedness, etc.)	\$ -			\$ -
8	TOTAL BONDED DEBT	\$ 70,185,000	\$ 1,000,000	\$ 4,230,000	\$ 66,955,000
9	Refunding Bonds (included in debt statement - lines 1-7)				
OTHER LONG-TERM DEBT					
10	Installment Purchase Contracts				\$ -
11	Certificates of Indebtedness				\$ -
12	Notes (PFA)	\$ 74,553,489	\$ 2,402,989	\$ 2,451,780	\$ 74,504,698
13	Other Long-Term Debt	\$ 299,342	\$ 301,394	\$ 333,610	\$ 267,126
14	TOTAL OTHER LONG-TERM DEBT	\$ 74,852,831	\$ 2,704,383	\$ 2,785,390	\$ 74,771,824
15	SHORT-TERM DEBT (Paid within one year)	\$ -			\$ -
16	INTERFUND DEBT	\$ -			\$ -
17	Compensated Absences				\$ 4,770,200
18	Net Other Post-employment Benefits (OPEB) Liability				\$ 1,502,017

City of Willmar
SECTION V: FUND BALANCES AND NET POSITION
For the Year Ended December 31, 2014

GOVERNMENTAL FUNDS - FUND BALANCE

	FUND BALANCE	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Permanent Funds	Total Governmental Funds	Total Discretely Presented Component Units
1	Nonspendable	\$ 102,129	\$ 19,752	\$ 938,516	\$ -	\$ 30,000	\$ 1,090,397	
2	Restricted	\$ -	\$ 7,898,289	\$ -	\$ -	\$ 7,911	\$ 7,906,200	
3	Unrestricted - Committed	\$ 14,017,150	\$ 2,896,985	\$ 4,733,425	\$ 8,205,225	\$ -	\$ 29,852,785	
4	Unrestricted - Assigned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Unrestricted - Unassigned	\$ -	\$ -	\$ (7,756)	\$ -	\$ -	\$ (7,756)	
6	TOTAL FUND BALANCE	\$ 14,119,279	\$ 10,815,026	\$ 5,664,185	\$ 8,205,225	\$ 37,911	\$ 38,841,626	\$ -

PROPRIETARY FUNDS - NET POSITION

	NET POSITION	Enterprise Funds	Internal Service Funds	Private Purpose Trust Funds	Total Net Assets	Total Discretely Presented Component Units
7	Net investment in Capital Assets	\$ 13,840,550	\$ 550		\$ 13,841,100	\$ 38,899,230
8	Restricted	\$ (320,224)	\$ 4,862		\$ (315,362)	\$ 19,647,586
9	Unrestricted	\$ 7,481,472	\$ 150,561		\$ 7,632,033	\$ 51,765,397
10	TOTAL NET POSITION	\$ 21,001,798	\$ 155,973	\$ -	\$ 21,157,771	\$ 110,312,213

City of Willmar
SECTION VI: EMPLOYEE SALARY AND BENEFITS
For the Year Ended December 31, 2014

Benefits include employer contributions for insurance, deferred compensation, and retirement benefits, including P.E.R.A. and F.I.C.A.

GOVERNMENTAL FUND EMPLOYEES

GENERAL GOVERNMENT (Administration)

1	Number of Full-time Employees	1	20.80
2	Number of Part-time Employees	2	90.00
3	Total Amount of Salaries/Wages Paid to General Government Employees	3	\$ 1,369,490
4	Total Amount of Benefits for General Government Employees	4	\$ 517,726

POLICE/SHERIFF/CORRECTIONS DEPARTMENT

5	Number of Full-time Employees	5	37
6	Number of Part-time Employees	6	5
7	Total Amount of Salaries/Wages Paid to Department Employees	7	\$ 2,396,085
8	Total Amount of Benefits for Department Employees	8	\$ 947,162

FIRE DEPARTMENT/AMBULANCE/FIRST RESPONDERS

9	Number of Full-time Employees	9	2.8
10	Number of Part-time Employees	10	36
11	Total Amount of Salaries/Wages Paid to Fire Department Employees	11	\$ 308,175
12	Total Amount of Benefits for Fire Department Employees	12	\$ 85,810

STREET/HIGHWAY/ROAD DEPARTMENT

13	Number of Full-time Employees	13	24.7
14	Number of Part-time Employees	14	13
15	Total Amount of Salaries/Wages Paid to Street Department Employees	15	\$ 1,329,465
16	Total Amount of Benefits for Street Department Employees	16	\$ 581,948

SANITATION DEPARTMENT

17	Number of Full-time Employees	17	0
18	Number of Part-time Employees	18	0
19	Total Amount of Salaries/Wages Paid to Sanitation Department Employees	19	
20	Total Amount of Benefits for Sanitation Department Employees	20	

HEALTH

21	Number of Full-time Employees	21	0
22	Number of Part-time Employees	22	0
23	Total Amount of Salaries/Wages Paid to Health Department Employees	23	
24	Total Amount of Benefits for Health Department Employees	24	

HUMAN SERVICES

25	Number of Full-time Employees	25	0
26	Number of Part-time Employees	26	0
27	Total Amount of Salaries/Wages Paid to Human Services Department Employees	27	
28	Total Amount of Benefits for Human Services Department Employees	28	

LIBRARY

29	Number of Full-time Employees	29	0
30	Number of Part-time Employees	30	0
31	Total Amount of Salaries/Wages Paid to Library Employees	31	
32	Total Amount of Benefits for Library Employees	32	

PARK AND RECREATION DEPARTMENT

33	Number of Full-time Employees	33	6.6
34	Number of Part-time Employees	34	168
35	Total Amount of Salaries/Wages Paid to Park and Recreation Department Employees	35	\$ 519,085
36	Total Amount of Benefits for Park and Recreation Department Employees	36	\$ 151,392

HOUSING AND ECONOMIC DEVELOPMENT

37	Number of Full-time Employees	37	0
38	Number of Part-time Employees	38	0
39	Total Amount of Salaries/Wages Paid to Economic Development Employees	39	
40	Total Amount of Benefits for Economic Development Employees	40	

CONSERVATION OF NATURAL RESOURCES

41	Number of Full-time Employees	41	0
42	Number of Part-time Employees	42	0
43	Total Amount of Salaries/Wages Paid to Conservation of Natural Resources Department Employees	43	
44	Total Amount of Benefits for Conservation of Natural Resources Department Employees	44	

ALL OTHER GOVERNMENTAL FUND EMPLOYEES

45	Number of Full-time Employees	45	0
46	Number of Part-time Employees	46	0
47	Total Amount of Salaries/Wages Paid to All Other Governmental Fund Employees	47	
48	Total Amount of Benefits for All Other Governmental Fund Employees	48	\$ 117,477

TOTAL GOVERNMENTAL FUND EMPLOYEES

49	Number of Full-time Employees	49	91.90
50	Number of Part-time Employees	50	312.00
51	Total Amount of Salaries/Wages Paid to All Governmental Fund Employees	51	\$ 5,922,300
52	Total Amount of Benefits for All Governmental Fund Employees	52	\$ 2,401,515

ENTERPRISE FUND EMPLOYEES

53	Number of Full-time Employees	53	11.2
54	Number of Part-time Employees	54	1
55	Total Amount of Salaries/Wages Paid to Enterprise Fund Employees	55	\$ 618,219
56	Total Amount of Benefits for Enterprise Fund Employees	56	\$ 290,426

POST-RETIREMENT BENEFITS

57	Number of Retired Employees Receiving Post-Retirement Benefits	57	11
58	Total Amount of Post-Retirement Benefits Paid	58	\$ 48,160

Benefits include employer contributions for insurance, deferred compensation, and retirement benefits, including P.E.R.A. and F.I.C.A.

City of Willmar
SECTION VII - SPECIAL DISTRICTS

If you are member of a special district, please identify below:

	NAME OF DISTRICT	TYPE OF DISTRICT	GOVERNING BODIES OF ORGANIZATION
1			
2			
3			
4			
5			

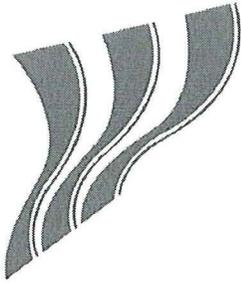
City of Willmar
SECTION VIII - JOINT POWERS AGREEMENT

If you participate in one or more joint powers agreement, please identify below:

	ORGANIZATION	PURPOSE OF AGREEMENT	PARTICIPATING GOVERNMENTAL UNITS	INCLUDED IN REPORT
1	Community Education & Recreation	Centralize Community Activities	Independent School District 347 and City of Willmar	<input checked="" type="checkbox"/> es
2	Kandiyohi Area Transit (KAT)	Transit Activities	Kandiyohi County and City of Willmar	<input type="checkbox"/> es
3	Economic Development Commission	Economic Development Activities	Kandiyohi County and City of Willmar	<input type="checkbox"/> es
4				<input type="checkbox"/> es
5				<input type="checkbox"/> es
6				<input type="checkbox"/> es
7				<input type="checkbox"/> es
8				<input type="checkbox"/> es
9				<input type="checkbox"/> es
10				<input type="checkbox"/> es

SECTION IX: COMPONENT UNITS
For the Year Ended December 31, 2014

	Blended?	Government Fund?	NAME OF COMPONENT UNIT
1	<input type="checkbox"/> es	<input type="checkbox"/> es	Municipal Utilities (Enterprise Fund)
2	<input type="checkbox"/> es	<input type="checkbox"/> es	Rice Memorial Hospital (Enterprise Fund)
3	<input type="checkbox"/> es	<input type="checkbox"/> es	
4	<input type="checkbox"/> es	<input type="checkbox"/> es	
5	<input type="checkbox"/> es	<input type="checkbox"/> es	
6	<input type="checkbox"/> es	<input type="checkbox"/> es	
7	<input type="checkbox"/> es	<input type="checkbox"/> es	
8	<input type="checkbox"/> es	<input type="checkbox"/> es	
9	<input type="checkbox"/> es	<input type="checkbox"/> es	
10	<input type="checkbox"/> es	<input type="checkbox"/> es	
11	<input type="checkbox"/> es	<input type="checkbox"/> es	
12	<input type="checkbox"/> es	<input type="checkbox"/> es	
13	<input type="checkbox"/> es	<input type="checkbox"/> es	
14	<input type="checkbox"/> es	<input type="checkbox"/> es	
15	<input type="checkbox"/> es	<input type="checkbox"/> es	
16	<input type="checkbox"/> es	<input type="checkbox"/> es	
17	<input type="checkbox"/> es	<input type="checkbox"/> es	
18	<input type="checkbox"/> es	<input type="checkbox"/> es	
19	<input type="checkbox"/> es	<input type="checkbox"/> es	
20	<input type="checkbox"/> es	<input type="checkbox"/> es	



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

Agenda Item Number: 5

Meeting Date: September 14, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- | | |
|-----------------------------------|---------------------------------|
| <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: Consideration of EDC 2016 Budget & Levy Presentation

Recommended Action: Receive and Move Acceptance Based on Recommendation

Background/Summary:

Annual requirement per the Joint Powers Agreement

Alternatives: Make recommended changes

Financial Considerations: Increase of proposed Levy from \$455,000 to \$477,700

Preparer: Finance Director

Signature:

Comments:



Kandiyohi County & City of Willmar
ECONOMIC DEVELOPMENT COMMISSION

To: City of Willmar
From: Steve Renquist
Date: September 10, 2015
RE: Proposed Kandiyohi County and City of Willmar
Economic Development Commission (EDC) Levy (2016)

2015 EDC Levy: \$455,000
2016 Proposed Levy \$477,750

Dollar increase: \$ 22,750
Percentage increase: 5%

2015 Budget \$522,981
2016 Draft Budget \$522,981

Mt recommendation to the EDC Joint Powers Board is to
Reduce the reliance on EDC undesignated reserves in 2016:
2015 budgetary supplement from reserve fund: \$ 46,082
Remaining EDC unreserved funds \$152,269
2016 predicted budgetary supplement \$ 23,332

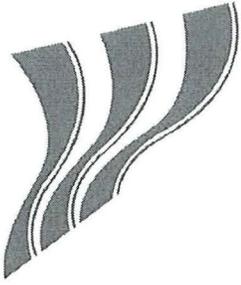
	2015 Budget
REVENUES	
County Tax Levy	\$ 455,000
Loans	
ELGP loan application fees	\$ 200
Revolving Loan Fund application fees	\$ 250
Revolving Loan Fund repayments interest	\$ 7,432
Insurance dividends	\$ 1,500
Interest on Investments	
Citizens Alliance Bank 36-month CD \$100,000 at 1%	\$ 1,000
Citizens Alliance Bank 36-month CD \$100,000 at 1.05%	\$ 1,050
Concorde Bank (Revolving Loan Fund savings account)	\$ 100
Heritage Bank savings account	\$ 200
North American State Bank 23-month CD \$100,000 at 1.15%	\$ 1,150
US Bank CD (Tourism Development Account)	\$ 225
Other Income	
Reserve Fund	\$ 54,774
Refunds and reimbursements	\$ 100
Total Revenues	\$ 522,981
EXPENSES	
Economic Development Community Contributions	
Blandin Foundation HackFest	\$ 5,000
Sponsor Fees	
Animal Science Conference	\$ 1,500
U of M Technology Showcase	\$ 2,000
Vision 2040	\$ 2,500
Other	\$ 1,500
Total Economic Development Community Contributions	\$ 12,500
Other Expenses:	
Joint Operations Board (includes meals/administrative time)	\$ 3,000
Joint Powers Board (includes meals/administrative time)	\$ 1,000
SCORE (cell phone and email account)	\$ 300
Other operating expenses	\$ 1,254
Total Other Expenses	\$ 5,554
Countywide Business Development	
Creating Entrepreneurial Opportunitites Program (2014-2016)	\$ 1,000
Miscellaneous countywide business development	\$ 6,000
Total Countywide Business Development	\$ 7,000

	2015 Budget
COMMITTEE EXPENSES	
Agriculture and Renewable Energy Development	
Conferences/Seminars/Trainings	\$ 1,800
Marketing	\$ 200
Meals/Meeting Refreshments	\$ 350
Mileage/Travel	\$ 400
Professional Services	
General Administrative Services	\$ 2,500
Professional Services - Other	\$ 1,000
Supplies (office or program)	\$ 250
Total Ag Committee Expenses	\$ 6,500
Broadband and Advanced Technology	
Conferences/Seminars/Trainings	
Marketing	
Meals/Meeting Refreshments	
Mileage/Travel	
Professional Services	
General Administrative Services	
Professional Services - Other	
Supplies (office or program)	
Website development grants	
Total Broadband and Advanced Technology Committee Expenses	\$ 4,000
Business Retention and Expansion/Recruitment	
Conferences/Seminars/Trainings	\$ 1,800
Marketing	\$ 500
Meals	\$ 500
Mileage/Travel	\$ 1,000
Professional services	
General administrative services	\$ 2,500
Professional services - Other	\$ 2,000
Supplies (office or program)	\$ 300
Total BRE/R Committee Expenses	\$ 8,600
Finance	
Conferences/Seminars/Trainings	
Marketing	
Meals	
Professional services	
General administrative services	
Legal services	
Supplies (office or program)	
Total Finance Committee Expenses	\$ 2,000
Marketing and Public Relations	
Meals	
Media	
Memberships	
Printing, copying and publishing	
Professional services	
General administrative services	
REDstar Creative	
Professional services - other	
Special projects	
Total Marketing and Public Relations Committee Expenses	\$33,000

	2015 Budget
Tourism/Leisure Travel	
CVB Tourism Partnership Agreement	\$ 34,000
Total Tourism/Leisure Travel Committee	\$ 34,000
Total Committee Expense	\$ 88,100
EMPLOYEE COMPENSATION	
Executive Director	
Director's salary	\$ 81,488
Director's auto allowance (\$525 per month)	\$ 6,300
Director's health insurance (\$850 p/mo. ED's actual is \$660.06)	\$ 10,011
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 6,234
Director's pension (PERA) employer rate is 7.5%	\$ 6,112
Total Executive Director's Compensation	\$ 110,145
Assistant Director	
Assistant Director's salary	\$ 67,304
Asst Director's health insurance	\$ 10,200
Asst Director's payroll taxes	\$ 5,149
Assistant Director's PERA	\$ 5,048
Total Assistant Director's Compensation	\$ 87,701
Business Development Specialist's position	
Business Development Specialist's salary	\$ 51,000
Business Development Specialist's health insurance	\$ 10,200
Business Development Specialist's payroll taxes	\$ 3,902
Business Development Specialist's PERA	\$ 3,825
Total Business Development Specialist's Compensation	\$ 68,927
Employee workers' compensation insurance	\$ 959
Total Employee Compensation	\$ 267,732
ADMINISTRATIVE EXPENSES	
MCIT property/casualty insurance	\$ 3,110
Meals not for a committee	\$ 2,000
Memberships, dues, subscriptions	\$ 3,500
Professional services:	
Accountant fees	\$ 1,000
Auditor	\$ 7,500
Bookkeeping fees	\$ 5,557
Legal fees	\$ 2,000
Seminars and promotions	\$ 2,000
Travel, conference, school	\$ 7,509
Total Administrative Expenses	\$ 34,176
OFFICE EXPENSES	
Cleaning person	\$ 2,600
Equipment maintenance and rental	
Software (Synchronist annual fee \$1,200)	\$ 2,000
Toshiba service contract (\$1,468.92)	\$ 1,470
Equipment maintenance and rental - other	\$ 2,000
Furniture and equipment	\$ 2,000
Office equipment and miscellaneous	\$ 3,000
Postage, mailing service	\$ 500
Printing, copying and publishing	\$ 2,500
Professional services:	
General administrative	\$ 56,650
Planning session facilitator	\$ 1,500
Website hosting service	\$ 450

Adopted by Joint Powers Board 7/24/2014
Amended by Joint Powers Board 10/23/2014 and 1/22/2015
Amended by Joint Operations Board 12/11/2014

	2015 Budget
Rent, parking, utilities	\$ 21,600
Rent (water cooler, post office box)	\$ 200
Supplies	\$ 4,000
Telephone/Telecommunications	\$ 7,449
Total Office Expenses	\$ 107,919
TOTAL PROGRAM EXPENSES	\$ 522,981



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

Agenda Item Number: 6
Meeting Date: September 14, 2015
Attachments: X Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- | | |
|-----------------------------------|---------------------------------|
| <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: Consideration of 2016 Proposed Capital Improvement Programs

Recommended Action: Review and Finalize Capital Improvement Recommendations
ie. 2016 Proposed Capital Improvement, Equipment Replacement, and Pavement Management Plans

Background/Summary:

Annual Budgetary Activity (previously available in your Dropbox)

Alternatives: Hold over for further discussion

Financial Considerations: Overall positive or negative effects on 2016 Mayors overall Budget Program

Preparer: Finance Director

Signature: 

Comments:

**City of Willmar 2016
Proposed Capital Improvement Program**

9/10/2015
10:17 AM

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
50	Airport Master Plan Update	Airport	\$ 25,000.00				\$ 225,000.00
35	Overlay Taxi lanes in East Hangar Area	Airport	\$ 75,000.00				\$ 175,000.00
33	Fencing Plans and Specs	Airport	\$ 36,000.00				\$ 84,000.00
27	Credit Card Fuel Machine Jet Fuel	Airport	\$ 6,000.00				\$ 14,000.00
25	NavAid Access Roads	Airport	\$ 16,500.00				\$ 38,500.00
20	Airfield Electrical Back-up Generator	Airport	\$ 22,500.00				\$ 52,500.00
19	Environmental Assessment 13/31 Ext.	Airport	\$ 18,000.00				\$ 162,000.00
19	Land Acquisition - County Road 116	Airport	\$ 50,000.00				\$ 450,000.00
19	Tiling & Drainage Design/Implementation	Airport	\$ 31,500.00				
37	Lighting	Auditorium	\$ 20,000.00				
34	Ceiling	Auditorium	\$ 110,000.00				
25	Cedar Shake Replacement	Civic Center	\$ 95,000.00				
17	RO Water System	Civic Center	\$ 23,000.00				
30	Pool Heater	DOAC	\$ 40,000.00				
30	Update Survey Equipment	Eng.	\$ 50,000.00				
40	Pavement Mgmt. - streets, parking lots, trails *	Eng./PM		\$ 3,000,000.00			
37	50 SCBA Packs	Fire	\$ 275,000.00				
37	50 SCBA Bottles	Fire	\$ 65,000.00				
37	SCBA Compressor	Fire	\$ 40,000.00				
24	Extraction Equipment	Fire	\$ 35,000.00				
24	Roof Replacement	Fire	\$ 48,500.00				
37	WTP Switches	IT	\$ 25,000.00				
35	Server Room Generator	IT	\$ 20,000.00				
35	Server Switches	IT	\$ 31,000.00				
26	New City Website	IT	\$ 25,000.00				
23	Video Server	IT	\$ 10,000.00				
20	Taunton Stadium Wi-Fi	IT	\$ 20,000.00				
16	Sr. Center Wi-Fi	IT	\$ 10,000.00				
37	Rice Park - Renovations	Park Dev.	\$ 706,000.00				
37	Paint Striping Machine (2)	Public Works	\$ 12,000.00				
29	Public Works Garage Shop Lighting	PW	\$ 35,000.00				
25	Roof Repair PW Garage	PW	\$ 40,000.00				
24	Pressure Washer	PW	\$ 9,000.00				

Highlighted item Funds available not appropriated by Mayor

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

**City of Willmar 2016
Proposed Capital Improvement Program**

9/10/2015
10:17 AM

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
32	Western Interceptor Storm Sewer Design	Stormwater				\$ 200,000.00	
32	PCN HMI Computer Software Upgrades & Virtualization Software	WWT			\$ 146,000.00		
32	PCN/HMI Computer Hardware	WWT			\$ 87,000.00		
31	Phase II WWC/Station/Radio piping construction	WWT			\$ 950,000.00		
30	4 RWW Muni Pumps	WWT			\$ 100,000.00		
29	Sewer Replacement on streets being constructed	WWT			\$ 50,000.00		
27	Phase I Fairgrounds Lift Station; design	WWT			\$ 120,000.00		
25	Overlay new site-biosolid driveway	WWT			\$ 40,000.00		
23	Industrial Stormwater Permit	WWT			\$ 20,000.00		
17	HVAC Admin Bldg. Modifications	WWT			\$ 30,000.00		
			\$ 2,025,000.00	\$ 3,000,000.00	\$ 1,543,000.00	\$ 200,000.00	\$ 1,201,000.00

Highlighted item Funds available not appropriated by Mayor

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

City of Willmar 2017

9/10/2015

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
33	Perimeter Fencing Phase 1	Airport	\$ 32,500.00				\$ 292,500.00
23	Extend Sewer Line to new WWTF	Airport	\$ 120,000.00				\$ 280,000.00
19	CR116 Relocation for RWY Extension	Airport	\$ 40,000.00				\$ 360,000.00
19	Extend Runway & Taxiway Design	Airport	\$ 34,000.00				\$ 306,000.00
18	Apron Expansion - Phase 1	Airport	\$ 45,000.00				\$ 405,000.00
18	Apron Expansion Design	Airport	\$ 8,000.00				\$ 72,000.00
9	Terminal Irrigation System	Airport	\$ 60,000.00				
39	Tuck Pointing	Auditorium	\$ 100,000.00				
35	Air Conditioning	Auditorium	\$ 300,000.00				
26	Bathroom Fixture Retrofit	Civic Center	\$ 40,000.00				
19	Bleacher Replacement	Civic Center	\$ 375,000.00				
37	Server	IT	\$ 15,000.00				
22	Network Link to PWG	IT	\$ 100,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
27	North Swansson - Press Box, Concession, Restroom Bldg.	Park Dev.	\$ 375,000.00				
26	Miller Park Renovations	Park Dev.	\$ 192,000.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
32	Use of Force Simulator	Police	\$ 19,000.00				
25	Fuel System-Tanks	Public Works	\$ 175,000.00				
26	Old WWTP Retrofit	Stormwater				\$ 100,000.00	
15	Area West of Menards (Phase 1)	Stormwater				\$ 100,000.00	
29	Sewer Replacement on streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Fairgrounds LS, construction and CRS	WWTP			\$ 600,000.00		
27	Phase I Armory Lift Station Design	WWTP			\$ 80,000.00		
			\$ 2,130,500.00	\$ 3,000,000.00	\$ 730,000.00	\$ 200,000.00	\$ 1,715,500.00

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

*City of Willmar 2018
Proposed Capital Improvement Program*

9/10/2015

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
33	Perimeter Fencing Phase 2	Airport	\$ 32,500.00				
19	Runway Extension Grading	Airport	\$ 75,000.00				
37	Refrigeration Project-Cardinal & Blue line Arenas	Civic	\$ 2,450,000.00				
25	Double Sided Concession Stand	DOAC	\$ 300,000.00				
40	Portable and Mobile Radios	Fire	\$ 200,000.00				
14	Fire Station Carpeting	Fire	\$ 18,500.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
29	Swansson Field New Lighting (Green/Orange/Yellow)	Park Dev.	\$ 525,000.00				
0	Swansson Field Utility Storage Bldg.	Park Dev.	\$ 187,500.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
24	Search Robot	Police	\$ 18,000.00				
20	Public Works Storage	Public Works	\$ 175,000.00				
30	Kennedy School Area	Stormwater				\$ 100,000.00	
30	Ramblewood Slough	Stormwater				\$ 100,000.00	
32	BIN (desktop) Computers	WWTP			\$ 10,450.00		
31	Bio solids Piping & Design	WWTP			\$ 600,000.00		
29	Sewer Replacement of streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Armory LS; construction and CRS	WWTP			\$ 400,000.00		
27	Phase I Gorton Ave LS	WWTP			\$ 60,000.00		
14	Overlay Old Site Driveway	WWTP			\$ 40,000.00		
			\$ 4,081,500.00	\$ 3,000,000.00	\$ 1,160,450.00	\$ 200,000.00	\$ -

*Other the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

City of Willmar 2019

9/10/2015

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
19	Runway Extension Paving & Lighting	Airport	\$ 195,000.00				
7	Maintenance Equipment Storage Bldg.	Airport	\$ 195,000.00				
13	Traffic Signals 24th Avenue & 1st St	Engineering	\$ 260,000.00				
5	Signal - Interconnection 1st St. Signals	Engineering	\$ 150,000.00				
28	Thermal Imaging Cameras	Fire	\$ 18,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
35	Swansson Field - Playground Equipment	Park Dev.	\$ 275,000.00				
29	Swansson Field - New Lighting Blue/Red	Park Dev.	\$ 262,500.00				
25	Swansson Field - Reorient Blue Field	Park Dev.	\$ 250,000.00				
17	Swansson Field - 2 Season Shelter/Plaza	Park Dev.	\$ 143,750.00				
40	Pavement Management - Streets, Parking Lots, Trails*	Pavement Mgmt.		\$ 3,000,000.00			
15	Area West of Menards (Phase 2)	Stormwater				\$ 300,000.00	
30	Bio solids UST Mixing pumps & design	WWTP			\$ 360,000.00		
29	Sewer Replacement of streets being constructed	WWTP			\$ 50,000.00		
27	Phase II Gorton Ave LS; Construction and CRS	WWTP			\$ 300,000.00		
			\$ 1,849,250.00	\$ 3,000,000.00	\$ 710,000.00	\$ 300,000.00	\$ -

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

*City of Willmar 2020
Proposed Capital Improvement Program*

9/10/2015

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
39	Runway 3-31 Rehabilitation	Airport	\$ 7,500.00				\$ 67,500.00
16	Training Burn Facility	Fire	\$ 225,000.00				
37	Neighborhood Parks, Playground Replacement, ADA Adj.	Park Dev.	\$ 100,000.00				
23	Robbins Island - Remove Shelter except Guri	Park Dev.	\$ 56,000.00				
23	Robbins Island - Build 4 season shelter	Park Dev.	\$ 437,500.00				
40	Pavement Management - Streets, Parking Lots, Trails	Pavement Mgmt.		\$ 3,000,000.00			
33	Computer Forensics Eq. Upgrade	Police Dept.	\$ 10,000.00				
33	Public Works Garage HVAC Mech. Shop paint area	Public Works	\$ 75,000.00				
30	MgOH Recirculation Pump	WWTP			\$ 8,755.00		
29	Sewer Replacement on streets being constructed	WWTP			\$ 50,000.00		
			\$ 911,000.00	\$ 3,000,000.00	\$ 58,755.00	\$ -	\$ 67,500.00

*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

TO: Kevin Halliday, Interim City Administrator

FROM: Megan DeSchepper, Planner/Airport Manager

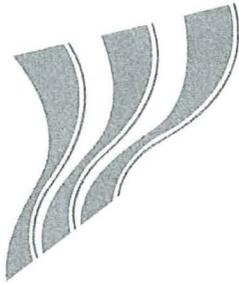
RE: 2016 CIP Request Justification

DATE: September 2, 2015

Below are summaries of the reason for CIP funding requests in order of priority.

1. **Master Plan Update- \$250,000.** The last Master Plan for the Airport is from 1997, most of the document is focused on the building of the new airport. 2016 marks the 10 year anniversary of the Airport, and hopefully with full FAA compliance the City of Willmar will be able to move forward and plan and guide for the next 20 years of the airport. The Master Plan is the first step assessing the existing and future needs of the airport. It will address maintenance of existing pavements, utilities, drainage etc. and then do studies to see if and when apron and runway expansion would be needed. Also part of the FAA and MNDOT Aeronautics grant assurances require the City to periodically do a master plan to keep up their investment as well. Without a plan it is difficult to move forward. This project can only move forward if the Willmar Municipal Airport is in compliance with the FAA and then the project is split 90/10.
2. **Tiling and Drainage Design/Implementation-\$90,000 (2 years of \$45,000 each).** There have been water drainage issues around the private hangar area since the Airport was built. This would design an area wide solution that addresses all the issues along the taxiway and private hangars. It's important to solve existing issues for users and private tax payer's investments. This is not eligible for state or federal grants.
3. **Overlay Taxi Lanes in East Hangar Area-\$250,000.** The pavement by the private hangar group is showing its age and with the milled portions to guide water it does need overlaying. MNDOT does inspections regularly of our pavements they note cracks and uneven terrain (currently PCI- Pavement Condition Index of 56-70 which is good condition with areas of distress); we don't want to wait until they require it to be overlaid. It's important to stay on top of the maintenance. This would be eligible for State funding at a 70/30 split if they choose to fund it in this cycle.
4. **Credit Card Fuel Machine Jet Fuel- \$20,000.** The current credit card machine is technologically limited and needs updating to accept all types of credit cards and to meet new security protocol. This would be eligible for state grant at 70/30 split if the state chooses to fund it in this cycle.
5. **NavAid Access Roads- \$55,000.** This project is to have gravel roads to the weather station, VOR, and localizer. Currently MNDOT Aeronautics Inspectors access them across the grass field and has requested the roads to ease access, especially in winter. This would be eligible for a state grant with a 70/30 split if the State chooses to fund it in this cycle.

6. **Airfield Electrical Back-up Generator-\$75,000.** This equipment would be used when electricity has been lost during weather events etc. Lightning strikes do occur and equipment has been damaged in the past. This is for safety for possible users of the airport in the air during a storm, or during a prolonged electrical loss. (moved to 2020)
7. **Fencing Plans and Specs- \$120,000.** The Airport has portions of fencing, but this would plan for the completion around the entire property to keep out wildlife and to also make the property more safe and secure. This may be required at some point in the future. This would cover the surveying etc. for the project and would be eligible for State grants at a 70/30 split if they choose to fund it in this cycle. (moved to 2019)
8. **Environmental Assessment 13/31 Ext. -\$180,000.** Environmental Assessments are required for runway extensions, if the Master Plan data shows an extension is needed the Environmental Assessment would be the next step. The project would be FAA Grant eligible with the 90/10 split if they choose to fund it. (moved to 2017)
9. **Land Acquisition-County Road 116- \$500,000.** This project is required due to new requirements of the FAA more land is now required for a runway extension then when the original land acquisition took place for the Airport. If the Master Plan calls for a need for a runway extension, additional land would be needed for the relocation of County Road 116 west of the Airport. This project would be Federal Grant eligible if they chose to fund the project. (moved to 2018)



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: _____

Meeting Date: September 14, 2015

Attachments: Yes No

CITY COUNCIL ACTION

Date: September 21, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: Engineering

Agenda Item: Auditorium CIP projects

Recommended Action: For information only

Background/Summary: The 2016 proposed CIP for the Auditorium includes \$20,000 for replacing the lighting in the gymnasium and \$110,000 to replace the ceiling tiles in the gymnasium. The ceiling tiles are showing signs of water damage and numerous panels are loose and hanging. It is detailed in the Safe Assure "simulated" OSHA inspection as a recommendation for repair. The lighting is outdated, not energy efficient and staff is unable to access them from the ceiling any longer. The current mismatched units would be replaced with a uniform LED light.

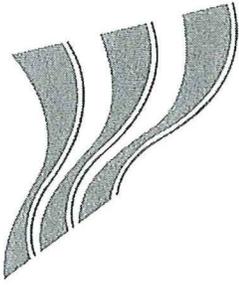
Alternatives: N/A

Financial Considerations: N/A

Preparer: Sean E. Christensen, P.E.
Public Works Director

Signature:

Comments:



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

Agenda Item Number: _____

Meeting Date: _____

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

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

Originating Department: Community Ed/Rec

Agenda Item: 2016 Capital Project

Recommended Action: Approve \$95,000.00 for the replacement of the cedar shakes at the Civic Center. We have received a quote from Chester contracting in this dollar amount.

Background/Summary: There is some water infiltration taking place that requires this work to be completed in the next year. This project was in the capital budget in 2013 for a lesser amount. When we received quotes to complete the work the budget did not fit the price contractors gave us to do this project. We are confident this amount will allow the work to be completed.

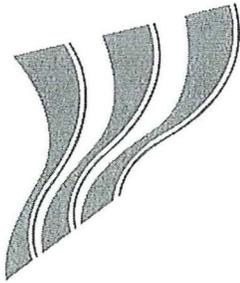
Alternatives: Do not complete this work and further undermining of the facility will take place due to water infiltration.

Financial Considerations: \$95,000.00

Preparer: Steve Brisendine

Signature: _____

Comments:



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

Agenda Item Number: _____

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Ed/Recreation

Agenda Item: 2016 Capital request RO Water System Civic Center

Recommended Action: Include in 2016 Capital Improvement Plan \$23,000.00 for a Reverse Osmosis Water System.

Background/Summary: An RO system takes impurities out of the water. Our plan is to use this system with the water we use to make ice in both arenas. When using this system it provides clearer harder ice surfaces. It also removes calcium and lime deposits that will keep them off the equipment used in the ice making process thus reducing wear and tear on the equipment.

Advantages include; Keep ice temperature in check or at a warmer temp thus reducing energy costs to cool the ice. Designed for thinner ice, which will also reduce costs to operate ice, 6% energy savings estimated. Improve ice quality, makes cleaner ice which enhances the look of your ice.

Thus we will realize cost savings.

The ice will freeze more quickly reducing the time needed to make ice.

Lines/logos show up more clearly in ice made with water from this system.

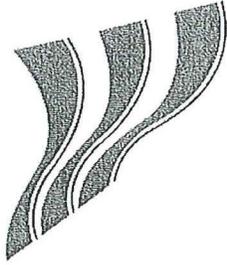
Alternatives: Continue operating as is with increased energy costs, takes ice longer to set and the ice clarity is not as good.

Financial Considerations: \$23,000.00

Preparer: Steve Brisendine

Signature:

Comments:



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

Agenda Item Number: _____

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

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

Originating Department: Community Ed/Rec

Agenda Item: 2016 Capital Budget Request-DOAC Pool Heater

Recommended Action: Staff is requesting to receive bids to replace the water heater at the DOAC in 2016. Staff have priced out pool heaters that fit the needs at the facility at \$40,000.00.

Background/Summary: Staff had to make repairs to the current heater to get through the 2015 season. Pool Suppliers have put the useful life of heaters for facilities like this at 10-12 years. We have just completed the 11th year of operations and would request that we replace this equipment in 2016. If we wait until it goes out the facility could lose a number of operation days to make this repair.

Alternatives: Do not replace it and take a chance the current heater makes it through another year of service.

Financial Considerations: \$40,000.00

Preparer: Steve Brisendine

Signature:

Comments:



WILLMAR



PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

Memorandum

TO: Sean Christensen, Public Works Director *SC*

FROM: Luke Langner, Engineering Technician

DATE: October 31, 2015

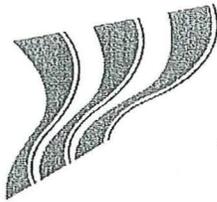
RE: Engineering 2016 CIP Surveying Equipment Justification

Please find below additional information for the Engineering 2016 CIP request.

\$50,000.00 GPS & Robotic Total Station- The Engineering 2016 CIP listed the replacement of our 10 year old GPS and Robotic Total Station. The equipment that we currently have is outdated, unrepairable, and unsupported by the manufacturer due to the age. Both pieces of equipment are used daily by the Engineering office to conduct preliminary surveys, construction staking, topographic surveys, and as-built surveys for our city projects along with the collecting of data for the city's GIS system. Without the renewal of this equipment it would impact the ability to design, and construct our future city projects and city GIS system.

LI





WILLMAR



WILLMAR FIRE DEPARTMENT
FIRE CHIEF
515 SW 2ND ST

WILLMAR, MN 56201-0932
320-235-1354

Memorandum

DATE: August 25, 2015

TO: Interim City Administrator Kevin Halliday

FROM: Fire Chief Frank Hanson

SUBJECT: 2016 PROPOSED CAPITAL IMPROVEMENT PROGRAM

Attached is justification for the Fire Department 2016 proposed Capital Improvement Program budget.

1. 50 Self Contained Breathing Apparatus(SCBA) and spare SCBA bottles:

The proposed budget for the air packs is \$275,000.00 and the proposed budget for the air bottles is \$65,000.00. The current SCBA's are 15 years old as they were purchased in 2001 and have been updated to the 2007 NFPA standard, leaving us one standard behind. The warranty for this equipment expires in 2016, which will result in spending more money to make necessary repairs when needed. As well there will be no upgrades made available for the current SCBA's and would only be supported with parts for another four to five years. The manufacture has indicated that low pressure SCBA's may not be manufactured after 2019. SCBA's are worn by firefighters on about 75% of fire calls. The new NFPA standard allows for an earlier warning low air alarm, giving the firefighter more time to exit the contaminated atmosphere. Due to this it was the fire departments plan to update to a "high pressure" SCBA versus our current "low pressure" units. Another portion of the new NFPA standard is the face piece improvements which include a new lens with high temperature resistant material to keep pace with the fire environment. Also included in the face pieces are improved speaking components and an easier to read air level display. The next standard for the SCBA's will be anticipated in 2019, this would be the earliest that we would be eligible for grant funding as per Assistance to Firefighter Grants (AFG) our equipment must be two standards behind before we would be eligible for any possible grants; however not guaranteed. With this in mind there will be price increases each year of about 5 - 6% resulting in a purchase price of approximately \$500,000.00 in 2019. We are able to sell our current SCBA's for approximately \$600 - \$700 per pack which could net us about

\$32,500.00. If we decided to wait until 2019 they would be of little or no value. If we were to only purchase bottles at this time they would be approximately \$1000.00 each, requiring the purchase of 110 bottles. It is anticipated by 2019 that these bottles may be obsolete which would result in us having to purchase SCBA packs and bottles. If we purchased the SCBA packs and bottles as currently budgeted the cost would be approximately \$330,000.00.

2. **SCBA Air Compressor:** The proposed budget is \$40,000.00. The current fire department SCBA air compressor was installed in 1995 and has 1,664 hours of running time on the compressor. This item is nearing the end of its useful life. The trade-in value of the current compressor is estimated at \$3,500.00.
3. **Extraction Equipment:** The proposed budget is \$35,000.00. Currently the fire department has very minimal auto extraction equipment. We are asking for this equipment so we can better serve our citizens. The Kandiyohi County Rescue Squad currently serves in auto extraction, however they serve the entire county. So if they are on a call in another part of the county the people that are trapped in a car in Willmar may have to wait to be removed and transported to the hospital. This could easily mean the difference of life or death. It is not our intent to replace the rescue squad but to serve the citizens of Willmar.
4. **Fire Station Roof Replacement:** The proposed budget is \$48,500.00. The roof was replaced at the fire station (garage area & office area) in 1996. The roof over the training room addition was installed in 1990 and has never been replaced. Many times when there are heavy rains or the snow melts the roof leaks. We have to put out pails to catch the leaking water. This has caused damage to the suspended ceiling and well as causing damage to electrical fixtures. This is also unsafe for our employees to have water leaking into the light fixtures above where they work. Currently the roof is pulling away from the sides of the building. Over the years we have tried to keep up with repairs, spending thousands of dollars, but it is now time for a total replacement.
5. **Vehicle Replacement:** The proposed vehicle replacement budget is \$650,000.00. It is our intention to replace a 1988 LuVerne pumper with this new truck. This vehicle is on a 25 year replacement cycle. When the price is broken down over 25 years it would actually cost about \$26,000 per year of use. The new pumper would be a multi-use vehicle. It would be a city/rural/mutual aid truck which would carry 1000 gallons of water on board and be able to pump 1500 gallons of water per minute. The only other truck we have that has more than 500 gallons of water on board is our tanker/pumper, which it's main job is to haul water back and forth to rural sites. The cab is also designed to be a mobile command center. It also will have the capability of carrying equipment to refill our SCBA air bottles. This vehicle will allow us to be more self – efficient. The reason we are requesting this truck is because the City of Willmar is growing in size with more businesses in our fire protection area than ever before. We also

believe that a smaller, limited purpose vehicle would not be an appropriate use of tax dollars.

Information Systems CIP Memo

The items that are a priority for the Information Systems Department include the Server Room Generator, Server Room Switches and Waste Treatment Plant Switches, City Website and WRAC Server. This memo will describe more detailed information on the projects.

Server Room Generator

In the past year we have lost power to the building twice. Currently there is only about 1 hour of battery backup time before connectivity is lost. The last scheduled power down, which lasted under 2 hours, resulted in 18 hours of staff time for preparation, down time and restarting of equipment. Also when an outage does occur there is a loss of phones, email and data for the fire department, city hall, waste treatment plant and police department. The current project plan will place a 10kw natural gas generator on the city hall roof with a transfer switch placed in the IS work room. This will provide adequate power for the server room. Preliminary plans have been done by King's Electric.

Server Room Switches

Currently there are 5 switches in the server room. The average switch has a 6 year life span and trade recommendations of 5 year replacement. Currently the switches in the have purchase dates from 2007 to 2010 and because of this I am recommending a full replacement of this infrastructure. This will be done in part to create a standardized replacement schedule for this equipment. Also the current setup does not have any failover for our servers, in other words the setup has a single point of failure. With the new switches they will setup with a failover plan in place. The new switches will also have redundant power supplies which not all of them currently have.

Waste Treatment Switches

Currently there are 7 switches at the 2 waste treatment plants, (5 at the new one and 2 at the old one.) These switches control 3 different networks including the SCADA monitoring system for the plant equipment. I am currently working with the WTP Supervisor to create a replacement and maintenance plan and schedule for the plant computer equipment that was purchased in 2010 from Johnson Controls. The switches range in age from 2007 to 2010 and will all reach a recommended replacement date by next year.

Website

The current city website was last updated and designed 5 years ago. There have been numerous complaints from the public on the difficulty of finding information and the current layout of the site. Complaints include "too many pages", "the search does not provide good results.", and "lack of community information." The IS Department currently looking at a professional redesign of the site that will address these problems and greatly improve the administration of the site which will help prevent these problems from reoccurring. The website is the face of the city and the first thing that people will find when searching for us. My intent is to have a well-designed, easy to use and professional looking website.

Video Server

With the addition of a 4th High Definition Channel to WRAC a new server is needed that will accommodate an HD signal.

Taunton Stadium Wi-fi

It was requested by The Sr, High School Activities director to have Wi-Fi installed at the stadium. This would allow teams and spectators to have internet access and could be shown as another feature that is offered at the stadium.

Community Center Wi-Fi

It was requested by Community Ed. and Recreation to expand the Wi-Fi at the center. This would allow users of the facility to have internet access throughout the building.

(1) Civic Center Wi-Fi

This can be removed from the CIP request since it can be funded by a Blandin Grant.



WILLMAR



PUBLIC WORKS

DIRECTOR/CITY ENGINEER
City Office Building
Box 755 320-235-4202
STREET/PARK SUPERINTENDENT
801 W. Hwy. 40 320-235-3827
WASTEWATER TREATMENT
3000 75th St. SW 320-235-4760
Willmar, Minnesota 56201
Fax 320-235-4917
www.ci.willmar.mn.us

Memorandum

TO: Sean Christensen, Public Works Director *sc*
FROM: Scott Ledebor, Public Works Superintendent
DATE: August 31, 2015
RE: Public Works 2016 CIP Justification



Please find below additional information for the Public Works 2016 CIP request.

- ✓ \$12,000.00 Painting Stripping Machines (2) - both current machines have had heavy use in the parks for field markings, and streets for marking crosswalks, arrows, and stop bars. We have put replacement on priority one as the current machines have had considerable repair costs because of the heavy use.
- ✓ \$9,000.00 Pressure Washer – The current pressure washer is 20 years old and part availability is difficult. The pump, heating coils, and electric motor have been repaired but future repairs may be expensive or not possible because of age.
- ✓ \$40,000.00 Roof Repair Public Works Garage – The roof repair is one of four sections in the older part of the Public Works Garage. This repair could be delayed a couple of years and combined with another roof section at that time.
- ✓ \$35,000.00 Public Works Garage Shop Lighting – This lighting project is to replace all of the eight foot fluorescent lights in the old part of the garage area. The eight foot replacement lights are no longer available and if light bulbs are found, the price reflects the difficulty. The lights would be converted to four foot bulbs and ballasts replaced.

sl



2016 WWTF CIP Justifications

Wastewater Treatment WWTF SCADA Upgrade Project-Critical to process operation of plant and collection system; systematic upgrade is to be reviewed every 5 years.

- ✓ Software and Virtualization \$146,000
- ✓ Computer Hardware \$87,000

Vehicle (2006 Gator) is scheduled to be replaced according to vehicle replacement schedule. \$18,500

- ✓ Vehicle Fueling Station improvements are needed to meet Industrial Stormwater "No Exposure" certification. By certifying "No Exposure" we eliminate the need for an Industrial Stormwater Permit and testing, etc. \$20,000

Sewer Replacement on Streets being constructed might have been removed from the CIP because these costs are now being coded to 485.0336. \$50,000

- ✓ HVAC Administration Bldg Modifications; improving the temperature and humidity performance of the lab area that requires a temperature controlled environment in order to produce quality data. \$30,000
- ✓ 2 raw wastewater (RWW) Muni Pumps; having problems with current pumps so new pumps are needed instead of repairing; these are critical to pump wastewater 24 hrs a day 7 days a week. \$100,000
- 5 Data Switches (1 old and 4 new site-Ross); following IT department recommendations for replacement \$15,000
- Lab Sampler; the lab samplers that came with the new site have not been maintenance friendly and require replacement of pump heads, etc. that are expensive. Samplers are critical for providing representative samples for regulatory testing. \$6,000

Wastewater Collections

Phase II WWC station/radio piping connection; this project is currently in the design phase. The construction phase is planned for 2016. \$950,000

- ✓ Phase I Fairgrounds Lift Station; design is scheduled for 2016; this project is in the long range plan for the collection system; it should qualify for PFA funds. \$120,000

Wastewater Biosolids

- ✓ Overlay 1996 biosolids driveway area; general maintenance; \$40,000

Steve Okins

From: Alexandra Peterson
nt: Tuesday, April 07, 2015 1:04 PM
o: Steve Okins; Sean Christensen; Scott Ledeboer; Jim Felt
Cc: Kevin Halliday; Charlene Stevens
Subject: 2015 - Vehicle Replacement
Attachments: 2015 - Vehicle Replacement.zip

Good Afternoon,

Gary has asked that I send this out, I adjusted the 'revision' dates on a few documents.

Thank you,
Alexandra Peterson
Administrative Assistant
Willmar Fire Station
320-235-1354

CITY OF WILLMAR

VEHICLE/EQUIPMENT REPLACEMENT POLICY

Scope

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

Objective

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

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

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

The amount needed to finance the replacement program shall be funded through the normal budgeting process; however when planning for future year vehicle replacements 5% should be calculated in to the overall budget for inflation.

General Allocation Schedules

<u>Vehicle Type</u>	<u>Recommended 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 February 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 February 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 (or his/her designee) 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: March 6, 2015

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019
Civic Center	3020.0002	901147	1990	Cushman	Light Equipment	-	Garbage hauling	Will not Replace (See notes).	-	-	-	-	-	-
Civic Center	3007.00023	044451	2004	Advanced Riding Floor Scrubber	Specialty Equipment	-	-	11	-	\$18,500	-	-	-	-
Civic Center	3007.00032	125458	2012	Kubota	Light Equipment	Mower	-	7	-	-	-	-	-	\$25,000
Civic Center	3018.00073	120152	2012	Ford - F-250, 4x4	Pickups (up to ½ Ton)	-	Site use	10	-	-	-	-	-	-
Civic Center	3020.00004	944983	1994	Ice Resurfacer	Specialty Equipment	-	Blue Line Center	20	-	\$125,000	-	-	-	-
Civic Center	3020.00015	078310	2007	Zamboni Ice Resurfacer	Specialty Equipment	-	Civic Center Arena	20	-	-	-	-	-	-
Civic Center	3020.00022	000359	2000	Toro, Workman Model 3200	Skid Sprayer	UTV	Making Ice	20	-	-	-	-	-	-
Civic Center	0.00000	0	0	Bobcat - Toolcat	Specialty Equipment	0	Multi Purpose	10	-	\$60,000	-	-	-	-
									\$0	\$203,500	\$0	\$0	\$0	\$25,000
Community Center	3007.00003	036430	2003	John Deere GT-235	Light Equipment	Mower	Mowing weeds around garden at Sr. Citizen Center	Will not Replace (See notes).	-	-	-	-	-	-
									\$0	\$0	\$0	\$0	\$0	\$0
Community Developm	-	-	2014	-	Pickup	Pickup - Under 1 ton	Inspections - Randy	10	\$27,000	-	-	-	-	-
Community Developm	3016.00017	095551	2009	Ford Escape	SUV	SUV	Toms / Inspections / General Use	10	-	-	-	-	-	\$28,000
									\$27,000	\$0	\$0	\$0	\$0	\$28,000
Engineering	3018.00064	117343	2011	Dodge Ram 2500	Pickup	Pickup - Under 1 ton	Ryan - Surveying	10	-	-	-	-	-	-
Engineering	3016.00019	119487	2011	Ford Explorer XLT	SUV	SUV	General Use	10	-	-	-	-	-	-
Engineering	018010008	018011	2001	Chevrolet 1/2 Ton	Pickup	Pickup - Under 1 ton	Daryl Inspections	10	\$0	\$37,353	-	-	-	-
Engineering	3018.00028	992939	1999	Ford F-150	Pickup	Pickup - Under 1 ton	Curly Inspections	10	\$0	\$37,353	-	-	-	-
									\$0	\$74,705	\$0	\$0	\$0	\$0
Fire	3006.00019	317270	1993	American La France	Fire Apparatus	Fire - Pumper	Parade / Public Education	N/A	-	-	-	-	-	-
Fire	2102.00001	873232	1987	Southwest Gulfstream Hazmat Trailer	Trailer	-	TRT - Technical Rescue Team	20	-	-	-	\$0	\$0	\$90,000
Fire	2102.00011	100419	2010	Camp/Rate Trailer	Trailer	-	HEAT Team	20	-	-	-	-	-	-
Fire	3006.00010	052633	2005	Spartan Pumper/Tanker	Fire Apparatus	Fire - Tanker	Fire Suppression	25	-	-	-	-	-	-
Fire	3006.00014	140522	2014	Rosenbauer 78 Viper	Fire Apparatus	Fire-Quint	Fire Suppression	25	-	-	-	-	-	-
Fire	3006.00023	895700	1988	LuVerne Commander II	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	\$650,000	-	-	-
Fire	3006.00026	991481	1999	Pierce Ladder	Fire Apparatus	Fire - Aerial Truck	Fire Suppression	25	-	-	-	-	-	-
Fire	3006.00033	022446	2002	Spartan Chassis	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	-	-	-	-
Fire	3016.00077	972764	1997	Chevrolet (4-Door)	Truck	-	Fire Suppression - Grass Rig	15	-	-	-	\$60,000	-	-
Fire	3016.00045	070455	2007	Ford F-150	Pickup	Pickup - Under 1 ton	Fire Suppression	10	\$0	\$0	\$0	\$0	-	\$42,500
Fire	3018.00065	115439	2011	Dodge Ram 1500	Pickup	Pickup - Under 1 ton	Gary - Dept. Head Assignment	10	-	-	-	-	\$0	-
Fire	3020.00018	112949	2011	Polaris Ranger 500	UTV	UTV - Utility Task Vehicle	Regional Response	10	-	-	-	-	-	-
									\$0	\$0	\$650,000	\$60,000	\$0	\$72,500
Police	2083.00007	047266	2004	MPH Trailer	Specialty Equipment	-	Community	15	\$0	-	-	-	-	\$42,000
Police	0.00000	141318	2014	Radar Trailer "Stalker Sam"	Specialty Equipment	-	Community	15	\$16,000	-	-	-	-	-
Police	3002.00001	992747	1999	Ford Eldorado Bus	Specialty Equipment	-	S.W.A.T.	20	-	-	-	-	-	-
Police	3004.00030	067051	2006	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	\$0	\$0	\$41,483	-	-	-
Police	3004.00039	082072	2008	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	\$0	\$39,508	-	-
Police	3004.00042	087437	2008	Chevrolet Impala	Car	Police - Specialty Squad	School and Travel (Old GET)	5	\$0	\$0	\$0	\$39,508	-	-
Police	3004.00043	099277	2009	Ford Crown Victoria	Car	Police - Specialty Squad	Canine	5	\$0	\$0	\$0	\$40,000	-	-
Police	3004.00049	090639	2009	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	\$41,483	-	-
Police	3004.00054	103762	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Community Outreach Sgt.	8	-	-	-	-	\$42,000	-
Police	3004.00056	104928	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	-	\$42,000	-
Police	3004.00059	123961	2012	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	-	-	-	-	\$42,000	-
Police	3004.00060	129440	2012	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	-	-	-	-	\$42,000	-
Police	3004.00061	121323	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00062	121380	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol - Spare	3	-	\$0	\$0	\$41,483	-	-
Police	3004.00063	121406	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00064	129461	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-
Police	3004.00103	131244	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000
Police	3004.00104	131852	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Police	3004.00105	132141	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000	\$0	2022
Police	3016.00018	114924	2011	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	\$0	\$39,508	-	-	\$0	2022
Police	3016.00024	130712	2013	Ford Police Interceptor	SUV	Police - Unmarked Squad	Captain	8	-	-	-	-	-	-	\$0	2021
Police	3016.00030	128728	2012	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	-	\$41,483	-	-	\$0	2022
Police	3016.00031	149279	2014	Ford Police Interceptor	SUV	Police - Unmarked Squad	Gang Enforcement	5	-	-	-	-	\$42,000	-	\$0	2023
Police	3018.00062	57537	2005	Dodge Ram	Pickup	Pickup - Under 1 ton	Forfeiture	8	-	-	\$0	\$40,000	-	-	-	2025
									\$16,000	\$112,881	\$160,007	\$322,973	\$294,000	\$168,000	\$41,483	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	2092.00046	060394	2006	Air Compressor	Air Compressors	Other	-	20	-	-	-	-	-	-	\$0	2026
Public Works	2094.00001	073639	2007	SNOW-GO Blower	Snow Removal	Snow Blower	-	15	-	-	-	-	-	-	\$0	2022
Public Works	3005.00007	052445	2005	International - 7400	Truck	Dump Truck	Dave	10	-	-	-	\$170,000	-	-	\$0	2025
Public Works	3005.00006	052443	2005	International - 7400	Truck	Dump Truck	Scott C.	10	-	-	-	\$170,000	-	-	\$0	2027
Public Works	3005.00005	052444	2005	International - 7400	Truck	Dump Truck	Lynn	10	-	\$170,000	-	-	-	-	\$0	2027
Public Works	3005.00041	089959	2008	International - 7400	Truck	Dump Truck	Todd	10	-	-	-	\$0	\$200,000	-	\$0	2029
Public Works	3005.00042	089950	2008	International - 7400	Truck	Dump Truck	Dan H	10	-	-	-	-	\$200,000	-	\$0	2028
Public Works	3005.00050	118382	2011	International - 7400	Truck	Dump Truck	Steve K	10	-	-	-	-	-	-	\$0	2021
Public Works	3005.00058	132496	2013	International	Truck	Dump Truck	Mike	10	-	-	-	-	-	-	\$0	2023
Public Works	3005.00059	132487	2013	International	Truck	Dump Truck	Ralph	10	-	-	-	-	-	-	\$0	2023
Public Works	3007.00004	970130	1997	TORO - Rake-Q-Vac-Sweeper	Light Equipment	Sweeper	Grass	15	-	-	-	-	-	\$45,000	\$0	2034
Public Works	3007.00007	899291	1989	John Deere Tractor w/ Infield Rake	Light Equipment	Specialty	-	N/A	-	-	-	-	-	-	\$0	Never
Public Works	3007.00011	050291	2005	TORO - 5020 - Sand Pro	Light Equipment	Other	-	10	-	\$30,000	-	-	-	-	\$0	2025
Public Works	3007.00027	100666	2010	Sand Pro	Light Equipment	Other	-	10	-	-	-	-	-	\$30,000	\$0	2030
Public Works	3007.00028	113803	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3007.00029	115465	2011	Kubota - F3680 - mower, broom, blade	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3007.00030	115645	2011	Kubota - F3680 - Deck, cab, snoblower	Light Equipment	0	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3007.00031	115469	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	\$0	2023
Public Works	3008.00001	088709	2008	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Ken	15	-	-	-	-	-	-	\$0	2023
Public Works	3008.00005	059968	2005	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Gary - Misc. Brushsite	15	-	-	-	-	-	-	\$250,000	2035
Public Works	3008.00021	006586	2000	John Deere - 624H - Wheel Loader	Heavy Equipment	Loader	Justin	15	-	\$222,000	-	-	-	-	\$0	2030
Public Works	3008.00026	060492	2008	Skid Loader - S 205	Light Equipment	Skid Loader	-	10	-	-	-	-	\$95,000	-	\$0	2028
Public Works	3008.00030	114532	2011	John Deere - 524K - Loader	Heavy Equipment	Loader	Darin	15	-	-	-	-	-	\$0	2026	
Public Works	3008.00034	126466	2012	John Deere Wheel Loader 624K	Heavy Equipment	Loader	Curt	15	-	-	-	-	-	\$0	2027	
Public Works	3008.00035	133257	2013	John Deere - 624K - Front End Loader	Heavy Equipment	Loader	Sieve	15	-	-	-	-	-	\$0	2028	
Public Works	3009.00003	010410	2001	John Deere - 772CH - Grader	Heavy Equipment	Grader	-	20	-	-	-	-	-	\$0	2021	
Public Works	3011.00003	092117	2009	Case - SV208 - Roller	Heavy Equipment	Roller	-	15	-	-	-	-	-	\$0	2024	
Public Works	3013.00001	982355	1998	Sewer Rodder	Specialty Equipment	Rodder Tar-Dist	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3014.00004	62312J	1962	International Tractor	Tractors	Utility Tractor	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3014.00007	058039	2005	John Deere - 6420 - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	\$0	2025	
Public Works	3014.00013	073501	2007	MT - MT3T - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	\$140,000	-	-	-	\$0	2023	
Public Works	3014.00015	101203	2010	MT - MT6 - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	-	-	-	\$160,000	-	\$0	2026
Public Works	3014.00016	112519	2011	John Deere - 6430 - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	\$0	2031	
Public Works	3014.00018	125025	2012	John Deere - 5085 - Tractor Loader	Tractors	Utility Tractor	-	20	-	-	-	-	-	\$0	2032	
Public Works	3015.00001	040582	2004	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	0	12	-	\$0	\$0	\$49,000	-	\$0	2030	
Public Works	3015.00004	042332	2004	Ford - F-350	Pickup	Pickup - 1 ton or greater	0	12	-	\$49,000	-	-	-	\$0	2028	
Public Works	3015.00006	067795	2005	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Ralph	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3015.00007	068220	2005	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Cal	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3015.00010	073219	2007	Ford - F-450, (Bucket)	Specialty Equipment	Bucket Truck	-	15	-	-	-	-	-	\$0	2022	
Public Works	3015.00014	107170	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Kenny - Ball Fields	12	-	-	-	-	-	\$0	2022	
Public Works	3015.00015	107169	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Misc. Arrows	12	-	-	-	-	-	\$0	2022	
Public Works	3015.00021	125794	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	\$0	2024	
Public Works	3015.00022	125795	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	\$0	2024	
Public Works	3015.00031	135285	2013	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	-	\$0	2025	
Public Works	3015.00043	030074	2003	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	\$47,000	-	-	\$0	2027	
Public Works	3017.00006	045104	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00012	044004	2004	Falls - TDL10ATE - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00015	045104	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00016	045104	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00020	059005	2005	Wing and Reversible Snow Plow	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00023	699112	1969	Falls-Grader	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3017.00029	77501H	1977	Falls-Grader	Snow Removal	Snow Plow	-	NA	-	-	-	-	-	\$0	Never	
Public Works	3018.00009	009449	2000	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Misc.	10	-	-	-	-	-	\$0	Never	
Public Works	3018.00019	066413	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Justin - Pool	10	-	-	\$37,500	-	-	\$0	2026	
Public Works	3018.00020	066412	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	-	10	-	\$0	\$0	\$36,000	-	\$0	2028	
Public Works	3018.00042	057863	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	\$51,000	-	\$0	2030
Public Works	3018.00052	069184	2008	Ford - F-150	Pickup	Pickup - Under 1 ton	-	10	-	-	-	\$48,000	-	\$0	2028	
Public Works	3018.00070	125503	2012	Ford - F-150 4x4 extended cab	Pickup	Pickup - Under 1 ton	-	10	-	-	-	-	-	\$0	2022	
Public Works	3018.00080	133877	2013	Ford - F-150, 4x2	Pickup	Pickup - Under 1 ton	Ball Diamonds	10	-	-	-	-	-	\$0	2023	
Public Works	3020.00003	007712	2000	Vermeer - Brush Chipper	Light Equipment	Other	-	15	-	-	\$95,720	-	-	\$0	2032	
Public Works	3020.00020	130813	2013	John Deere - Gator	Light Equipment	UTV-Utility Task Vehicle	-	7	-	-	-	-	-	\$25,000	2027	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	3040.00002	981CCW	1998	Pro-patch Polihole Trailer	Specialty Equipment	Other	-	15	-	-	-	-	-	\$143,325	\$0	2034
Public Works	3040.00003	014025	2001	Wenger Showmobile	Specialty Equipment	Other	-	20	-	-	-	-	-	-	\$0	2021
Public Works	3040.00005	130012	2013	Elain Sweeper	Heavy Equipment	-	-	8	-	-	-	-	-	-	\$0	2021
Public Works	2016 Fleet Addition Request	-	2016	Bobcat - Tractor	Specialty Equipment	Other	-	10	-	-	\$90,000	-	-	-	\$0	2026
									\$0	\$736,628	\$146,500	\$435,720	\$740,000	\$536,325	\$305,000	

	Year	2014	2015	2016	2017	2018	2019	2020
Total For All City Departments (Excluding Waste Water as they use different funding source):		\$43,000	\$1,127,715	\$956,507	\$818,693	\$1,034,000	\$829,825	\$676,483

Waste - Collector	2053.00009	75468	2007	Olympian Generator	Portable Trailer	Generator	Lift Station Standby	15	0	\$0.00	\$0.00	0	\$0.00	\$0	-
Waste - Collector	2102.00001	077092	2007	Air Conveyance	Trailer	0	Clean Sewers	10	-	-	-	\$185,000.00	-	-	-
Waste - Treatment	0.00000	147637	2014	Kubota - F3680 F - Mower	Light Equipment	Mower	Both Sites	7	\$20,848.00	-	-	-	-	-	-
Waste - Biosolids	3014.00010	069956	2006	International - 7600 - Semi/Tractor	Specialty Equipment	Semi Tractor	Pulls Tanker	12	-	-	-	-	\$175,049.00	-	
Waste - Biosolids	3014.00014	096730	2009	John Deere - 8330	Tractor	0	Hauling Solids	10	-	-	-	-	-	\$230,000	
Waste - Collector	3015.00011	103516	2010	Dodge - Ram 5500, 4x4	Trucks (1 Ton)	0	Lift Station	10	-	-	-	-	-	-	\$78,000
Waste - Collector	3015.00020	119287	2011	International Sewer Cleaner Truck	Specialty Equipment	Flusher Truck	Used by Public Works	10	-	-	-	-	-	-	-
Waste - Treatment	3017.00021	054478	2005	Hiniker Plow Blade	Specialty Equipment	0	On Jason's Truck	10	-	\$6,000.00	-	-	-	-	-
Waste - Treatment	3018.00038	056648	2005	Ford - F-250 - Electrical	Pickup	Pickup - Under 1 ton	Jim	14	-	-	-	-	-	\$58,227	-
Waste - Treatment	3018.00039	056649	2005	Ford - F-250 - Biosolids	Pickup	Pickup - Under 1 ton	Jason	10	-	\$45,000.00	-	-	-	-	-
Waste - Treatment	3018.00044	066337	2006	Ford - F-350 - Maintenance	Pickup	Pickup - 1 ton or greater	Paul	12	-	-	-	-	\$47,741.00	-	-
Waste - Treatment	3018.00051	104969	2010	Ford - F-150, 4x4 - Plant	Pickup	Pickup - Under 1 ton	On Site Use	12	-	-	-	-	-	-	-
Waste - Biosolids	3020.00005	011581	2001	Honeywagon - 5300 gallons	Light Equipment	Tanker	Tanker in Field	10	-	\$90,000.00	-	-	-	-	-
Waste - Biosolids	3020.00014	065904	2006	John Deere - 4x4 Gator	UTV	0	On-site Maintenance	10	-	-	\$18,500.00	-	-	-	-
Waste - Biosolids	3020.00016	108390	2010	5500 Gallon Tanker	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	-	-	\$98,500
Waste - Treatment	3020.00023	841684	1984	EZ Go golf cart - J1684	Light Equipment	0	Site use	0	-	-	-	-	-	-	-
Waste - Treatment	unknown	144581	2014	Kubota RTV 500	Light Equipment	Utility Cart	Site use	7	\$8,655.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0	-
Waste - Treatment	3020.00024	100164	2010	Kubota Utility Tractor	Light Equipment	0	New Site	10	-	\$0.00	-	-	-	-	\$80,229
Waste - Treatment	3020.00029	104944	2010	Kubota RTV	Light Equipment	0	New Site	10	-	-	-	-	-	-	\$16,513
Waste - Biosolids	3040.00004	967043	1996	5000 Gallon Tanker - E5000 SL	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	-	-	\$98,500
									\$29,503	\$141,000	\$18,500	\$185,000.00	\$222,790.00	\$286,227	\$351,742

	Year	2014	2015	2016	2017	2018	2019	2020
Total For All City Departments (Including Waste Water Needs):		\$72,503	\$1,268,715	\$975,007	\$1,003,693	\$1,256,790	\$1,116,052	\$1,028,225

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:			<i>Reminder to Attach Photo</i>
Vehicle Number:		Replacement Cost:	
Vehicle Year:		Vehicle Model:	
Mileage:	OR	Hours on vehicle:	

(Comments): _____

Initial

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

_____ **APPROVED** _____ **DENIED** *Vehicle/Equipment Committee* _____
Date

_____ **APPROVED** _____ **DENIED** _____
City Administrator *Date*

FIRE

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3018.00045	Reminder to Attach Photo	
Vehicle Number:	070455	Replacement Cost:	
Vehicle Year:	2007	Vehicle Model:	Ford F150
Mileage:		OR	Hours on vehicle:

(Comments): Moved to 2019. Good Shape with low miles.

Initial

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED


City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	2102.00001	<i>Reminder to Attach Photo</i>	
Vehicle Number:	973222	Replacement Cost:	
Vehicle Year:	1997	Vehicle Model:	
Mileage:	OR	Hours on vehicle:	

(Comments): TRT Trailer, moved into 2019.
Good Shape with low miles

Initial

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

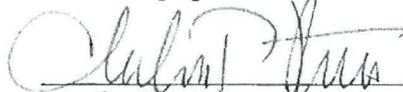
DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED


City Administrator

3/26/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓ (move to 2016)	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	304.0030	Reminder to Attach Photo	
Vehicle Number:	067051	Replacement Cost:	
Vehicle Year:	2006	Vehicle Model:	CHEV IMPALVA
Mileage:	58,000 OR	Hours on vehicle:	—

(Comments): STARTING TO HAVE TRANSMISSION ISSUES & RUST DEVELOPMENT.
CURRENTLY AN UNMARKED CAR BUT NOWY RANCE AS MARKED MIT.
REQUEST REPLACEMENT EARLIER THAN ORIGINAL ESTIMATE.

Initial JE

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

[Signature]
City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):				
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):				
Replacement - (To be replaced by another vehicle):				
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)				✓ (to 2017)
Re-assignment - (Transfer to another City Dept.):				
Fixed Asset Number:	3004.0042		<i>Reminder to Attach Photo</i>	
Vehicle Number:	087437	Replacement Cost:	\$39,500 Est.	
Vehicle Year:	2008	Vehicle Model:	CHEV IMPALA	
Mileage:	58,000	OR	Hours on vehicle:	

(Comments): LIMITED MILEAGE & MECHANICALLY SOUND. DUE BY END YEAR

Initial *CP*

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

Clayton H. ...
City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓ (To 2017)	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3004, 00039	Reminder to Attach Photo	
Vehicle Number:	082072	Replacement Cost:	\$39,500 EST.
Vehicle Year:	2008	Vehicle Model:	CHEV IMPALA
Mileage:	36,000	OR	Hours on vehicle:

(Comments): LIMITED MILEAGE! MECHANICAL SOUND DURING ONE YEAR.

Initial *(Signature)*

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

(Signature)
City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):				
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):				
Replacement - (To be replaced by another vehicle):				
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)				✓ (To 2017)
Re-assignment - (Transfer to another City Dept.):				
Fixed Asset Number:	3018.00062		Reminder to Attach Photo	
Vehicle Number:	57537	Replacement Cost:	\$40,000 EST.	
Vehicle Year:	2005	Vehicle Model:	DODGE RAM PICKUP	
Mileage:	115,000	OR	Hours on vehicle:	—

(Comments): LIMITED MILEAGE EACH YEAR. UTILITY & 4WD BACKUP VEHICLE. NEED TO EXTEND ONE YEAR FROM ORIGINAL ESTIMATE.

Initial

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓ (to 2017)	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3016.00018	Reminder to Attach Photo	
Vehicle Number:	114924	Replacement Cost:	EST. @ 39,508
Vehicle Year:	2011	Vehicle Model:	DODGE CARAVAN
Mileage:	51,000	OR	Hours on vehicle:
			N/A

(Comments): MILEAGE & REPAIR TRACKING INDICATES VAN SHOULD LAST AN
ADDITIONAL YEAR FROM ORIGINAL EXPECTATIONS:

Initial JF

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

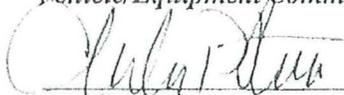
DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED


City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):				
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):				
Replacement - (To be replaced by another vehicle):				
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)				✓ (2017)
Re-assignment - (Transfer to another City Dept.):				
Fixed Asset Number:	3004.00043		Reminder to Attach Photo	
Vehicle Number:	099277	Replacement Cost:	EST. 40,000	
Vehicle Year:	2009	Vehicle Model:	FORD CROWN VICTORIA	
Mileage:	76,000	OR	Hours on vehicle:	N/A

(Comments): THIS IS ASSIGNED KY VEHICLE THAT WAS TEMPORARILY INOPERABLE UNTIL KY PROGRAM CAN BE RESTARTED. SCHEDULED REPLACEMENT IN 2016 BUT READJUSTING TO FY 2017 DUE TO LOW MILEAGE

Initial JF

Operator or Supervisor (comments if applicable):

Initial

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

[Signature]
City Administrator

3/23/15
Date

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - <i>(To the overall number of vehicles in our fleet):</i>			
Deletion - <i>(From the overall number of vehicles in our fleet and not to be replaced):</i>			
Replacement - <i>(To be replaced by another vehicle):</i>		(Vehicle type-see below) <input checked="" type="checkbox"/>	
Replacement Adjustment - <i>(Move a budgeted vehicle to a different year in the schedule)</i>			
Re-assignment - <i>(Transfer to another City Dept.):</i>			
Fixed Asset Number:		<i>Reminder to Attach Photo</i>	
Vehicle Number:		Replacement Cost:	
Vehicle Year:		Mileage or hours on vehicle:	

(Comments): The Chevrolet Impala currently utilized by Willmar PD is being discontinued by the manufacturer. In lieu of this, Willmar PD has researched the different police package vehicles available by state bid and request a change in vehicle type for the 2015 vehicle replacement purchase. The attached forms outline the justifications and advantages of switching to a Ford Police Interceptor Utility vehicle, covering safety, ergonomics & equipment storage, fuel economy, maintenance, pricing differences and resale benefits. There would be no changes to the replacement costs.

Initial SF

Operator or Supervisor (comments if applicable):

Initial _____

Mechanic (comments if applicable):

Initial _____

APPROVED
 APPROVED

DENIED
 DENIED

Vehicle/Equipment Committee

City Administrator

Date 3/9/15
Date 3/23/15

VEHICLE/EQUIPMENT CHANGE REQUEST FORM



Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			2016
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:			Reminder to Attach Photo
Vehicle Number:		Replacement Cost:	\$ 60,000.00

TOOL CAT BOBCAT

(Comments): THIS IS A MULTI-PURPOSE VEHICLE THAT WOULD BE A VALUABLE ADDITION TO THE FLEET, THIS VEHICLE COULD BE USED SAFELY ON ALL BALL FIELDS AND PATHWAYS, ALL EXISTING BOBCAT ATTACHMENTS WILL ALSO WORK WITH THIS TOOLCAT

Initial SC

Operator or Supervisor (comments if applicable):

see attachment sheet

Initial A.L.

Mechanic (comments if applicable):

Initial

X APPROVED _____ DENIED

_____X APPROVED _____ DENIED

B. Whiffles
Vehicle/Equipment Committee
Clara Thom
City Administrator

02-19-14
Date
4-10-14
Date

AREAS WHERE PUBLIC WORKS DEPARTMENT COULD UTILIZE A TOOLCAT

DIAMOND & FIELD MAINTENANCE

- 1 HAULING MATERIAL ONTO FIELDS
- 2 DRYING DIAMONDS (MOUNT VACUUM ON MACHINE)
- 3 USE AS BACKUP FIELD GROOMER
- 4 FENCE MAINTENANCE
- 5 FERTILIZE FIELDS
- 6 MOVING EQUIPMENT BETWEEN FIELDS (SCREENS, MOUNDS, ECT.)
- 7 USE WHEN WORKING IN MULTIPLE LOCATIONS AT SWANSON COMPLEX
- 8 SPRINKLER SYSTEM MAINTENANCE
- 9 FIELD IMPROVEMENT PROJECTS (USE ALL ATTACHMENTS BUCKETS ECT.)
- 10 USE WHEN WORKING VARIOUS TOURNAMENTS OR EVENTS
- 11 PREVENTS US FROM USING HEAVY TRUCKS AND EQUIPMENT ON FIELDS
AND DIAMONDS ^{WITH} WHICH CAUSE DAMAGE IN WET CONDITIONS.

STREET AND PARKS

- 1 CLEAN PATHS AND TRAILS (SWEEP, SAND, LEAVES, GOOSE DROPPINGS,)
- 2 USES FOR SNOW REMOVAL (BLOWER, BLADE, BROOM)
- 3 USES ON ICE RINKS (SWEEP WITH BROOM)
- 4 TREES PLANTING IN SPRING (AUGER HOLES)
- 5 STREET RIGHT OF WAY (SWEEPING MEDIANS & BLVDS.)
- 6 CLEAN STUMP GRINDINGS
- 7 PARK CLEANUPS (GARBAGE, BRANCHES, ECT.)
- 8 ALL OUR BOBCAT ATTACHMENTS WORK WITH THIS UNIT



TOOL CAT

This is a picture of the mac toolcat

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		2018	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:		Reminder to Attach Photo	
Vehicle Number:	140582	Replacement Cost:	\$ 49,000.00
Vehicle Year:	2007 F-480	Mileage or hours on vehicle:	52,904

2/2/15

~~Budget~~ Chipco Truck/Box

(Comments):

NOT A DAILY DRIVER AND CURRENTLY RUNNING OK,
I DO AGREE W/ SUPERINTENDENTS RECOMMENDATION

Initial SC

Operator or Supervisor (comments if applicable):

With current mileage and condition I would recommend keeping this unit for a couple of more years.

Initial A.D.

Mechanic (comments if applicable):

Some body damage on rear wheel area

Initial MDS H. J. S.

_____**APPROVED**_____

_____**DENIED**_____

_____*Vehicle/Equipment Committee*_____

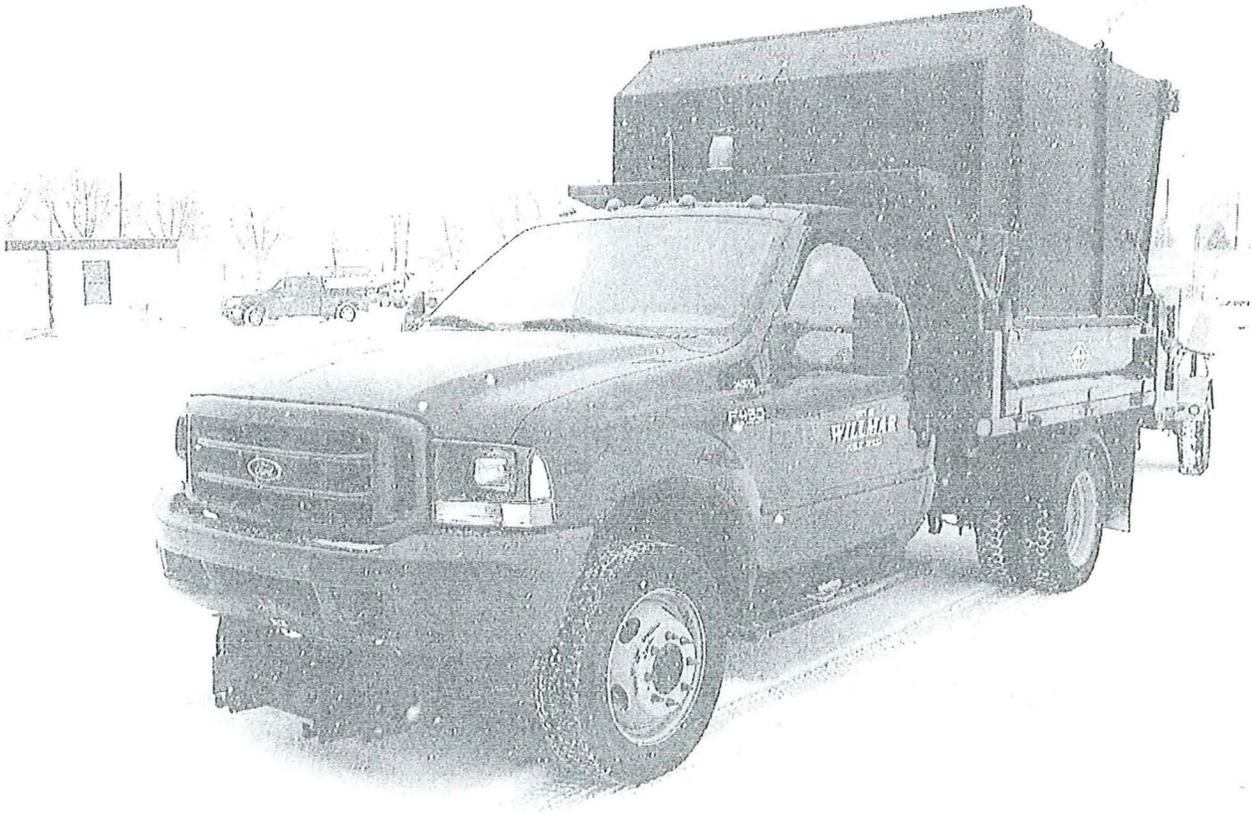
_____*Date*_____

_____**APPROVED**_____

_____**DENIED**_____

_____*City Administrator*_____

_____*Date*_____



2004 F-450 TAG # 040582

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		2016	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:		Reminder to Attach Photo	
Vehicle Number:	042332	Replacement Cost:	\$ 49,600.00
Vehicle Year:	2004 E-350	Mileage or hours on vehicle:	62,794

2/2/15

(Comments Filled)

(Comments):

I AGREE W/ ASSESSMENT TO REPLACE AS SCHEDULED

Initial SC

Operator or Supervisor (comments if applicable):

with possible engine concerns and suspension problems - I would recommend replacement as scheduled.

Initial A. J.

Mechanic (comments if applicable):

Has had engine miss. Have had upper ball joints wear out once already.

Initial MDS 2/2/15

APPROVED

DENIED

Vehicle/Equipment Committee

Date

APPROVED

DENIED

City Administrator

Date



2004 F-350 Tag # 042332

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):				
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):				
Replacement - (To be replaced by another vehicle):				
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)				2018
Re-assignment - (Transfer to another City Dept.):				
Fixed Asset Number:			Reminder to Attach Photo	
Vehicle Number:	06612	Replacement Cost:	\$ 35,000	
Vehicle Year:	2006 F 150 4X4	Mileage or hours on vehicle:	56,120	

Person
Pickup

(Comments):

WITH LESS MILES WE SHOULD BE ABLE TO KEEP THIS ONE
A FEW MORE YEARS

Initial SC

Operator or Supervisor (comments if applicable):

This unit is in good condition and has few concerns or none.
I would recommend keeping this unit for a couple of more years.

Initial A.L.

Mechanic (comments if applicable):

Need seat repair. So far has been normal maintenance history with other
vehicles unless we will soon start having issues with this one

Initial MDS 1/30/15

APPROVED DENIED Vehicle/Equipment Committee _____
Date

APPROVED DENIED _____
Date

City Administrator



2006 F-150 4x4 TAG# 066412

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			8016
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:			Reminder to Attach Photo
Vehicle Number:	066413	Replacement Cost:	\$ 37,500
Vehicle Year:	2006 F-150 4x4	Mileage or hours on vehicle:	101,090 -

Justin L. Gorte

(Comments): WITH HIGH, MAINLY CITY, MILES AND ISSUES BEGINNING TO EMERGE, I RECOMMEND REPLACING VEHICLE AS SCHEDULED IN POLICY

Initial *SC*

Operator or Supervisor (comments if applicable):

This unit has high mileage. Engine has possible concerns in the future. I would recommend replacement as scheduled.

Initial *A.L.*

Mechanic (comments if applicable):

Check engine light comes on occasionally. Engine runs rougher when cold. Slight engine noise under load.

Initial *MDS* *MDS*

_____**APPROVED**_____

_____**DENIED**_____

_____**Vehicle/Equipment Committee**_____

_____**Date**_____

_____**APPROVED**_____

_____**DENIED**_____

_____**City Administrator**_____

_____**Date**_____



2006 F-150 4x4 Tag # 066413

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		2016	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:		<i>Remember to Attach Photos</i>	
Vehicle Number:	092230	Replacement Cost:	\$49,000.00
Vehicle Year:	2007	Mileage or hours on vehicle:	62,777

(Comments):

I AGREE W/ ASSESSMENT TO REPLACE AS SCHEDULED

Initial SC

Operator or Supervisor (comments if applicable):

with possible engine concerns and suspension problems. I would recommend replacement as scheduled.

Initial S.J.

Mechanic (comments if applicable):

has no engine issues. 4900 and upper ball joints were not necessary.

Initial [Signature]

APPROVED

DENIED

Vehicle/Equipment Committee

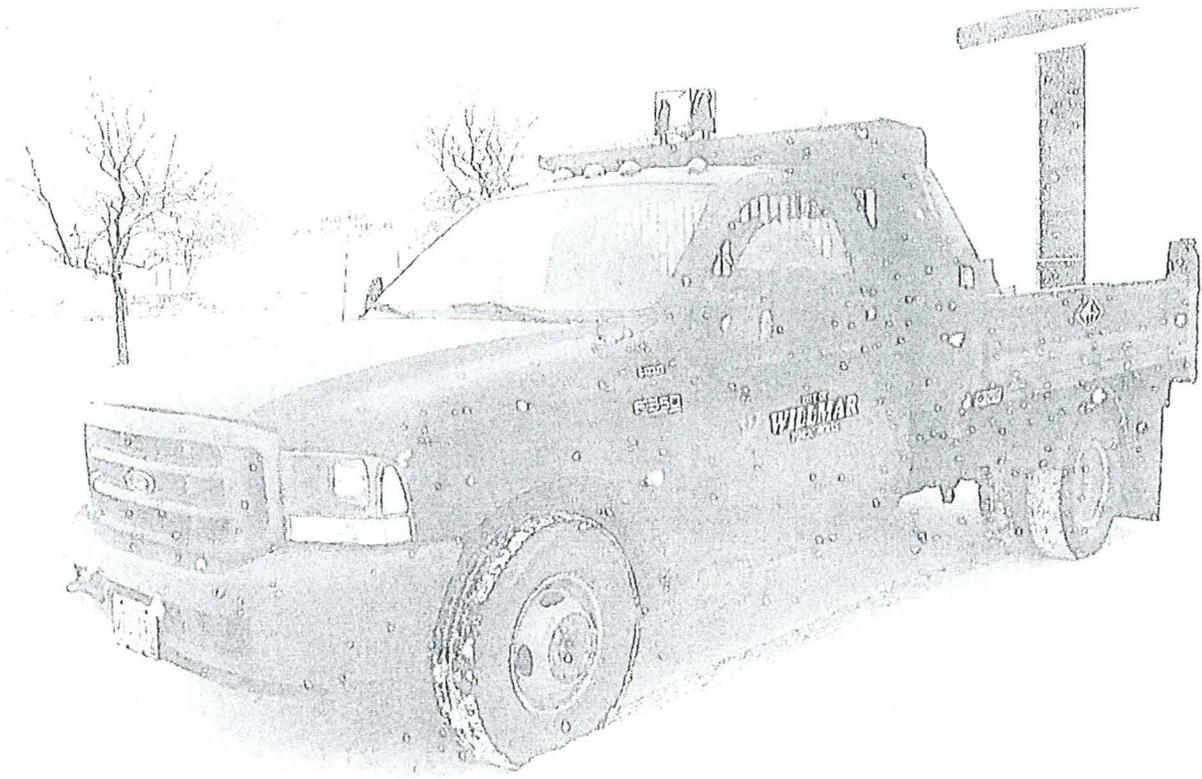
3/9/15
Date

APPROVED

DENIED

[Signature]
City Administrator

3/23/15
Date



2004 F-350

Tag # 042332

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		2015	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:		Reallocate to 1000000000	
Vehicle Number:	140552	Replacement Cost:	\$47,000.00
Vehicle Year:	2011 / 5/15	Mileage or hours on vehicle:	52,739

~~2011~~ (Hybrid Truck/Box)

(Comments):

NOT A DAILY DRIVER AND CURRENTLY RUNNING OK,
I DO AGREE W/ SUPERINTENDENTS RECOMMENDATION

Initial SC

Operator or Supervisor (comments if applicable):

With current mileage and condition I would recommend keeping the unit for a couple of more years.

Initial A.S.

Mechanic (comments if applicable):

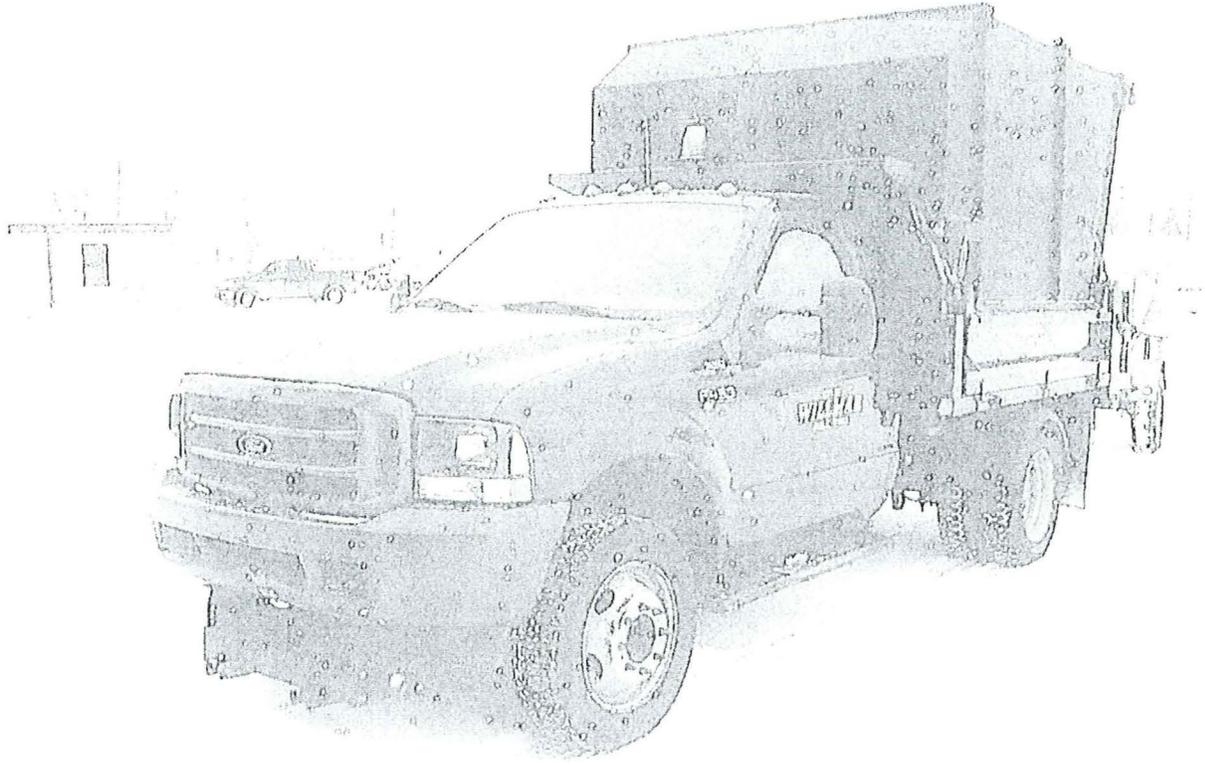
Initial

APPROVED DENIED
 APPROVED DENIED

Vehicle/Equipment Committee

(Signature)
City Administrator

3/9/15
Date
3/23/15
Date



2004 F-450 Tag # 040582

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		2015	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:			
Vehicle Number:	060712	Replacement Cost:	\$35,000
Vehicle Year:	2005 F150 4x4	Mileage or hours on vehicle:	56,120

(Comments):

WITH LESS MILES WE SHOULD BE ABLE TO KEEP THIS ONE
A FEW MORE YEARS

Initial SC

Operator or Supervisor (comments if applicable):

This unit is in good condition and has few concerns as of now. I would recommend keeping the unit for a couple of more years.

Initial JH

Mechanic (comments if applicable):

Final check report. S. Irv has been normal maintenance history on this unit. No issues with the unit. All good. No funding issues. The unit is...

Initial JPS 3/23/15

APPROVED

DENIED

Vehicle/Equipment Committee

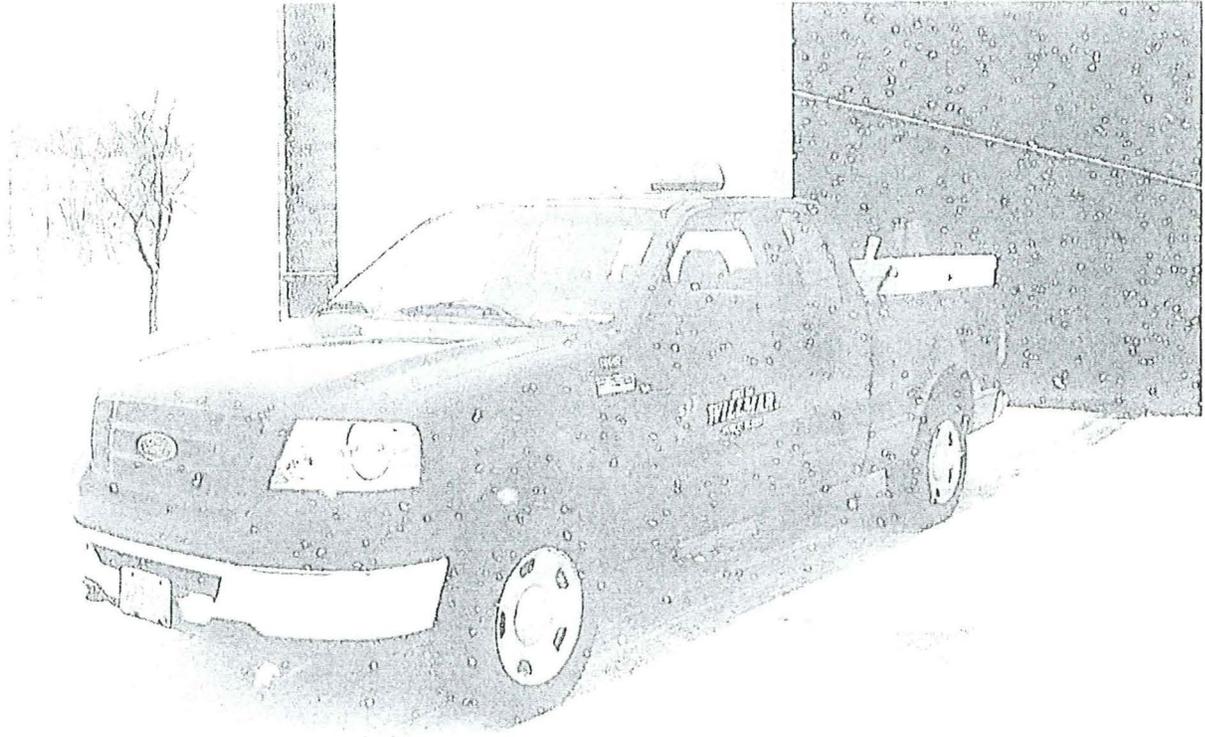
3/19/15
Date

APPROVED

DENIED

[Signature]
City Administrator

3/23/15
Date



2006 F-150 4x4 TAG# 066412

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			2020
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:		Reminder to Attach Photo	
Vehicle Number:		Replacement Cost:	\$ 225,000.00
Vehicle Year:	Street Sweeper	Mileage or hours on vehicle:	

(Comments): STREET MILEAGE CONTINUES TO INCREASE WITHIN CITY, WE ARE RESPONSIBLE FOR MORE HARD SURFACES EACH YEAR, WE ~~PERHAPS~~ CAN'T KEEP UP WITH THE DESIRE FOR CLEAN STREETS W/ ONLY ONE SWEEPER, THE STORMWATER REQUIREMENTS ARE EVER INCREASING FOR WATERS DOWNSTREAM AND RUNOFF FROM STREETS. I RECOMMEND ~~ADDITION~~ PURCHASING AN ADDITIONAL SWEEPER

Initial SC

Operator or Supervisor (comments if applicable):

With a growth in city and storm water quality concerns I would recommend adding a additional sweeper to the city fleet. We had pictured a pickup sweeper but would recommend a vac sweeper be considered.

Initial S.L.

Mechanic (comments if applicable):

Initial

APPROVED

DENIED

Vehicle/Equipment Committee

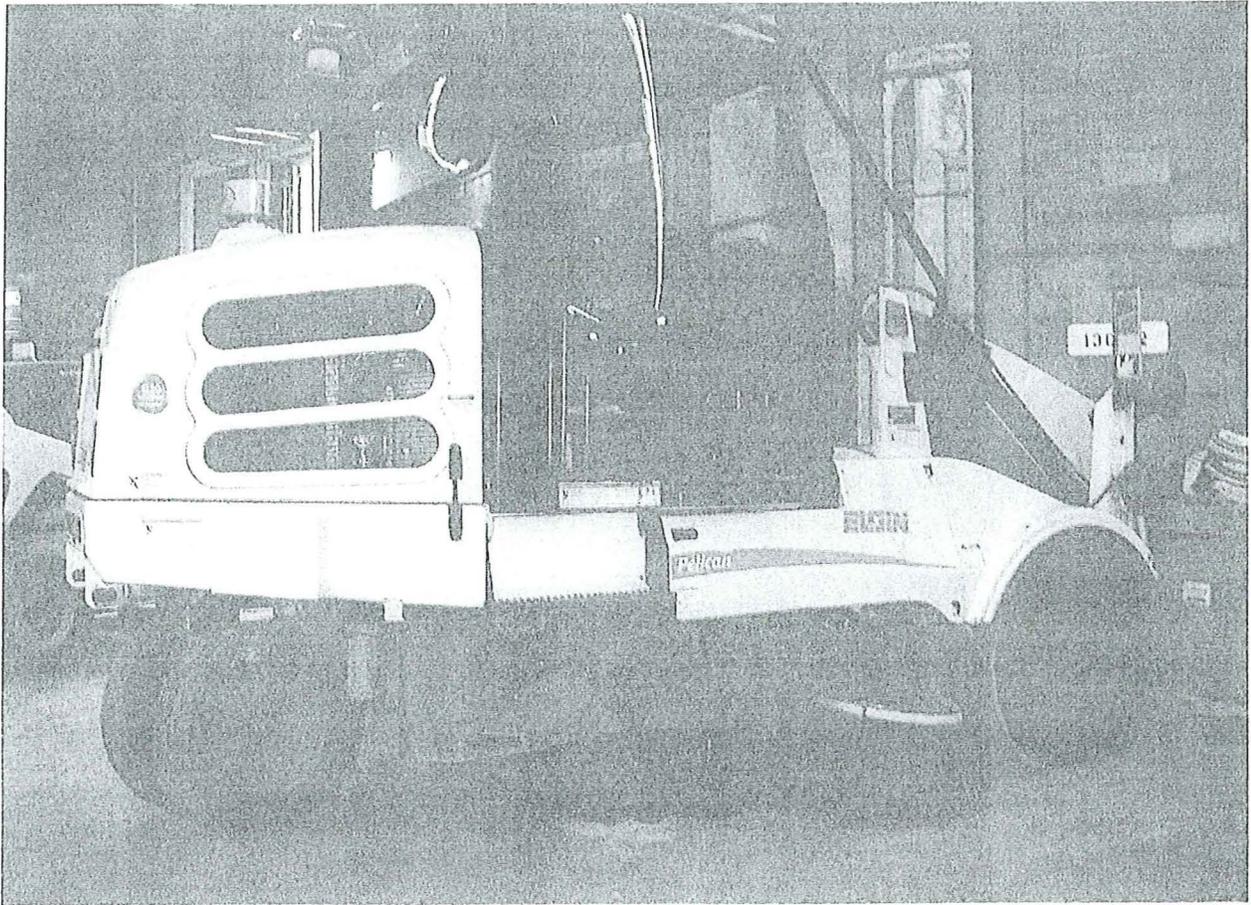
Date

APPROVED

DENIED

City Administrator

Date



VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur:

Gator

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):		✓	
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)			
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	3020.00014	Reminder to Attach Photo	
Vehicle Number:	065904	Replacement Cost:	918,500
Vehicle Year:	2006	Mileage or hours on vehicle:	1,153.3

(Comments): *Replace in accordance with vehicle replacement schedule.*

Initial *CT*

Operator or Supervisor (comments if applicable):

Low oil pressure (Engine), light comes on at idle.

Initial *APS*

Mechanic (comments if applicable):

needs valve clearance adjustment - runs poorly. Constant velocity joints need replacement, steering getting loose. Needs to be replaced before trade-in value decreases and maintenance costs increase.

Initial *P.M.*

APPROVED

DENIED

Vehicle/Equipment Committee

3/9/15
Date

APPROVED

DENIED

[Signature]
City Administrator

4/1/15
Date



John Deere Gator HPX 4 X 4

Fixed Asset Number: 3020.00014

Date of Purchase: 9-27-2006

Vehicle Number: 065904



Ford F-350

Fixed Asset Number: 3018.00044

Year of Purchase: 2006

Vehicle Number: 066337

VEHICLE/EQUIPMENT CHANGE REQUEST FORM

Department Head - I am requesting the following to occur: Semi-Tractor

Check Applicable Box

Addition - (To the overall number of vehicles in our fleet):			
Deletion - (From the overall number of vehicles in our fleet and not to be replaced):			
Replacement - (To be replaced by another vehicle):			
Replacement Adjustment - (Move a budgeted vehicle to a different year in the schedule)		✓	
Re-assignment - (Transfer to another City Dept.):			
Fixed Asset Number:	<u>2014.00010</u>	<small>Reminder to Attach Photo</small>	
Vehicle Number:	<u>069956</u>	Replacement Cost:	<u>4165,000</u>
Vehicle Year:	<u>2006</u>	Mileage or hours on vehicle:	<u>138,330 m</u>

(Comments): Request to move this replacement to 2018

Initial CT

Operator or Supervisor (comments if applicable):

Still in fairly good shape, small oil leaks (minor), well maintained. Doesn't get the hours it used to since the plant has moved

Initial JR

Mechanic (comments if applicable):

Nothing major wrong. Small oil leak - Not serious - This semi doesn't see the road travel that it used to. we can push this out another ^(few more) years and look at it again.
D.O.T Inspected.

Initial J.M.

X APPROVED _____ DENIED
X APPROVED _____ DENIED

Vehicle/Equipment Committee 3/9/15
Date
Clarence
City Administrator 4/1/15
Date



International 7600 Semi-Tractor

Fixed Asset Number: 3014.00010

Year of Purchase: 2006

Vehicle Number: 069956

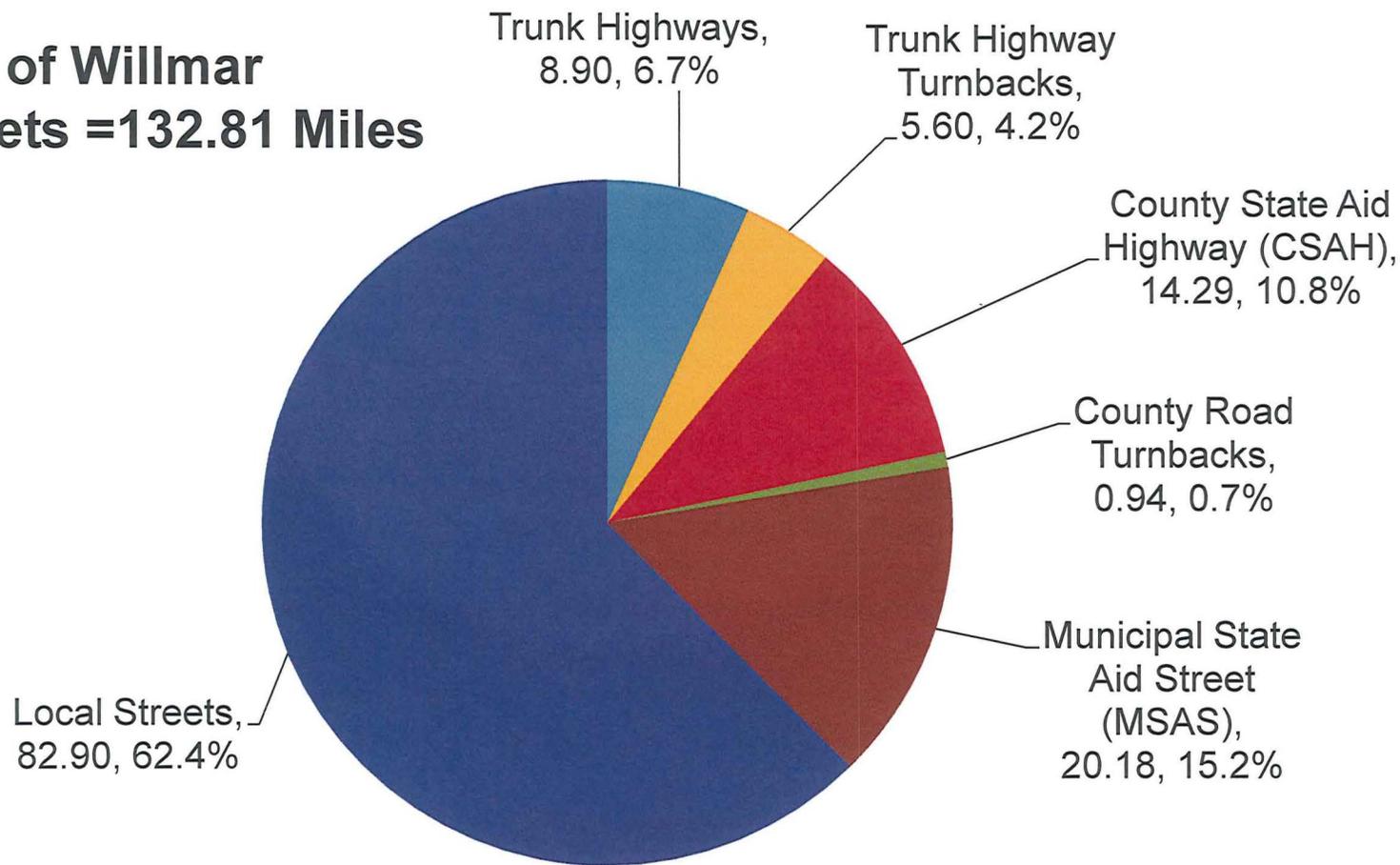


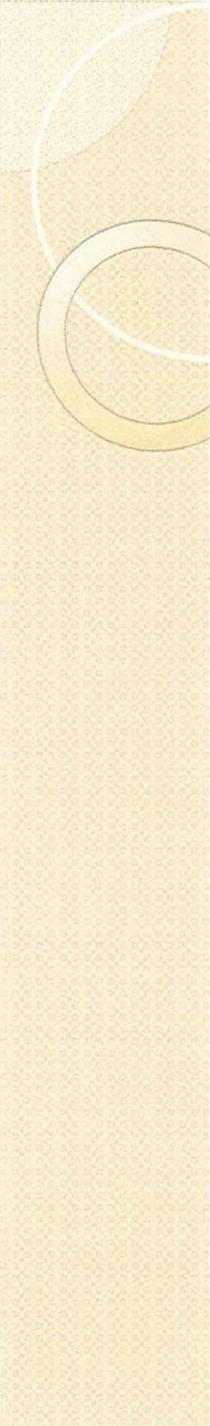
CITY OF WILLMAR

**Pavement
Management
Program**

Willmar Street Designations

**City of Willmar
Streets = 132.81 Miles**





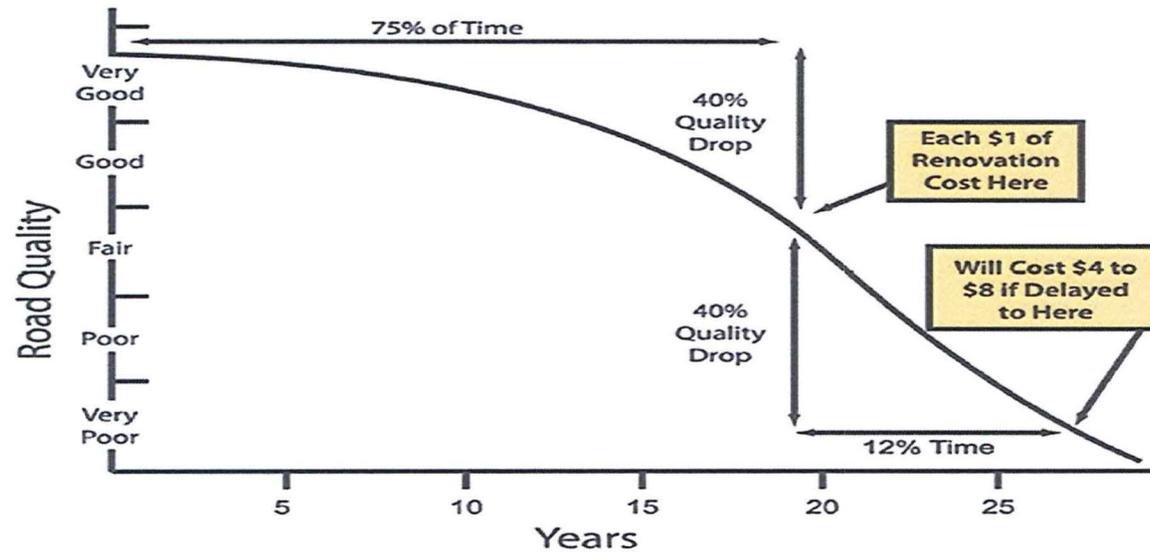
Mileage History

- Total Miles 1967 72.61
- Total Miles 1998 121.17
- Total Miles 2009 132.81

- Reconstructed/New 98-2009 28.27 miles
- Reconstruct/New 2010-15 10.91 miles

- Street Overlays 98-2009 17.74 miles
- Street Overlays 2010-15 8.39 miles

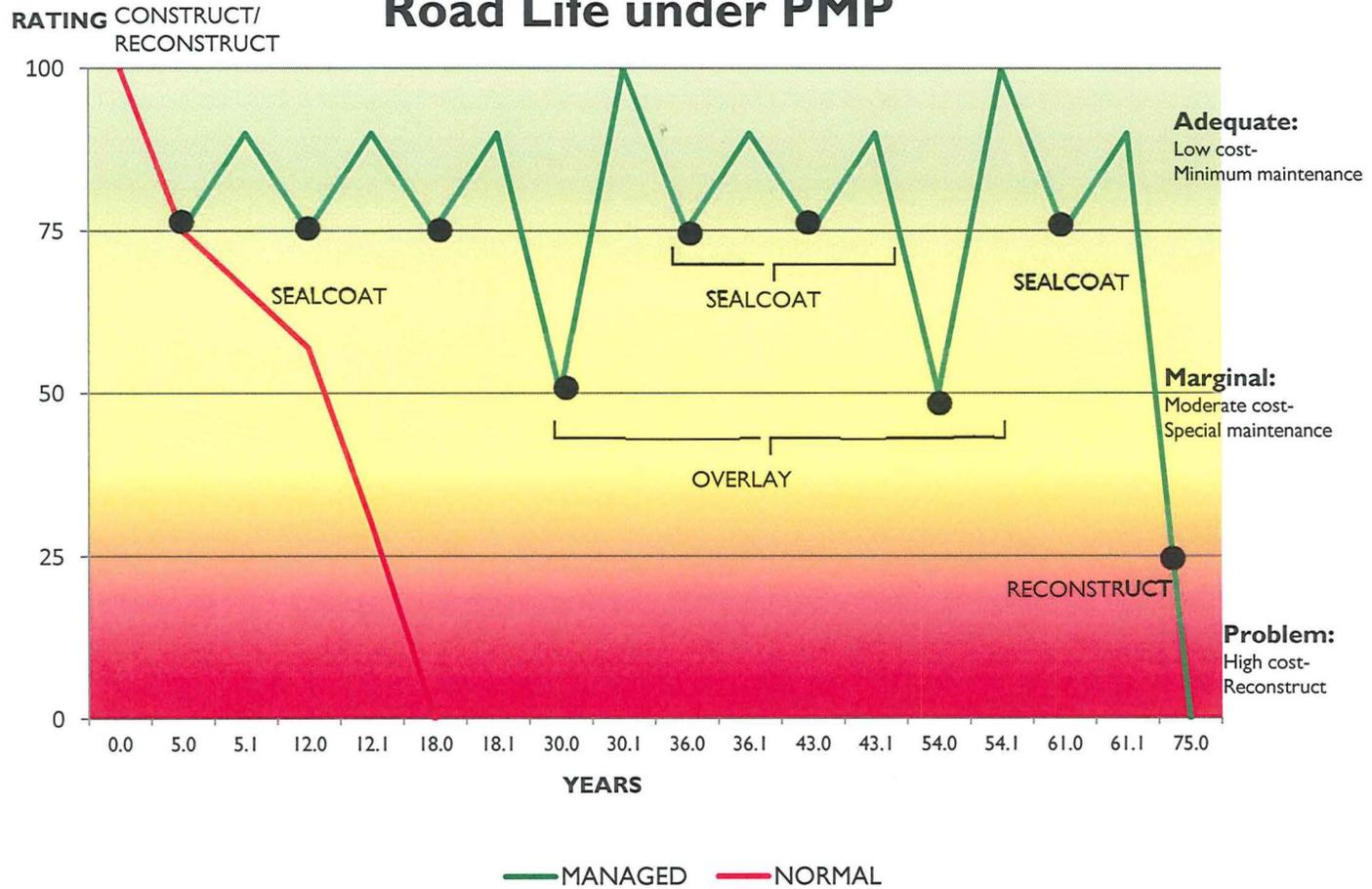
Road Deterioration vs. Time



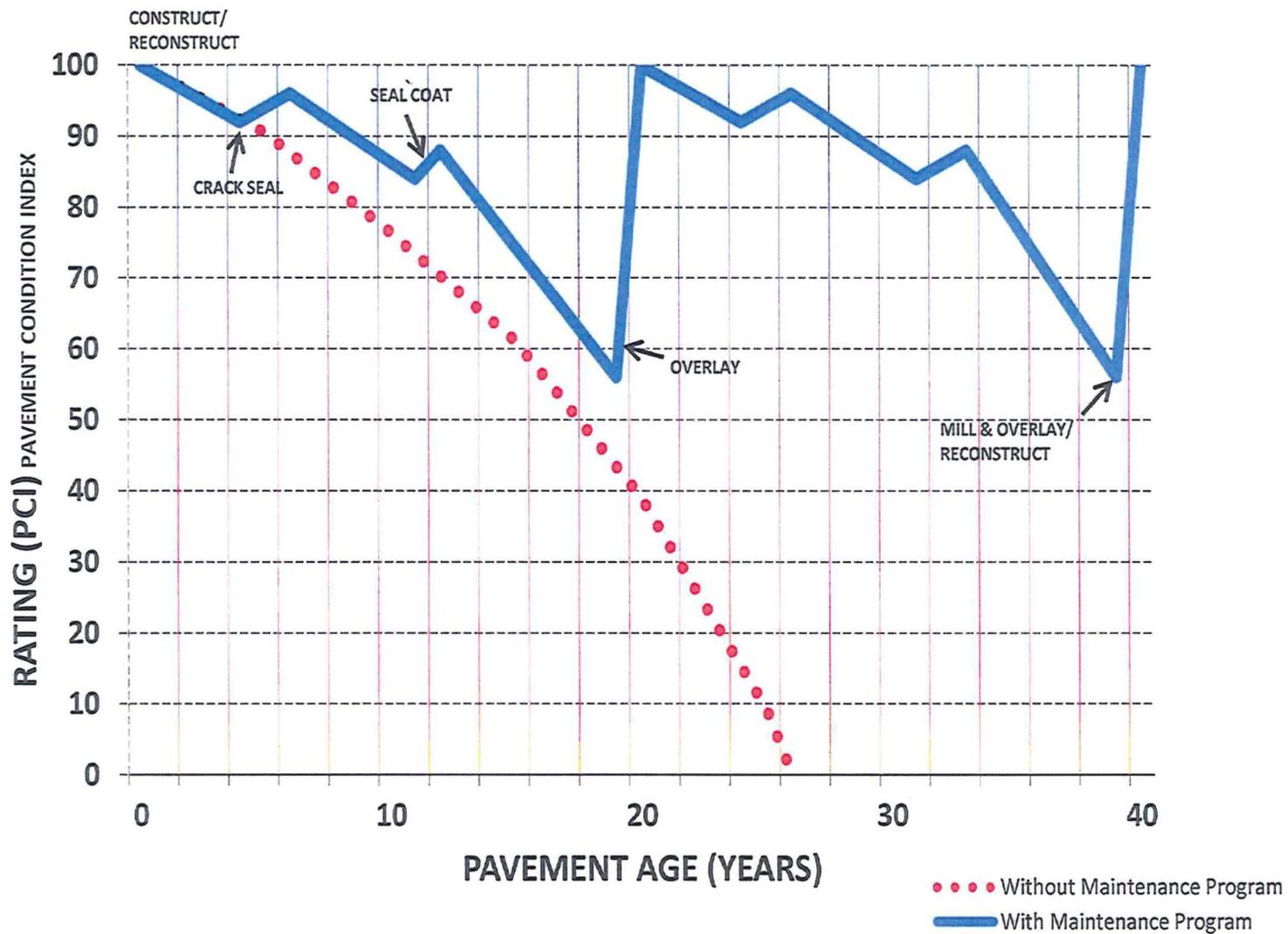
Timely maintenance is the key to getting the maximum life from our pavements. For every dollar not spent on timely preventive maintenance, \$4 to \$8 will be needed for complete reconstruction a few years later.

Source: Pavement Management System

Road Life under PMP



Maintenance Strategies for Life Cycle Extension



Examples of Street Maintenance History

Street Maintenance History

Project / Code	Location	Improvement	Length And Cost	Year Built	Recon struct	Over layed	Seal Coat	Crack Sealed	Rating	Status
2000	23rd St SE		0.21 Mi.	1982	1985	2000	2007	2002	80	Transverse cracking is common. There is some longitudinal and block cracking. Minimal wear. (2010) Tile starting to cause heaving on west side (2012) Councilman Ahmann request - crack sealing
2000	From 3rd Ave SE To Hwy 12		\$0.00							
9101	19th Ave SE		0.17 Mi.	1977	1991	2007	1999	2013	95	MSAS # 175-155-10 SAP 175-155-033 in 2007 (1997) Crack sealed Proposed sanitary sewer from Business 71 to point directly south of existing WWTP. 2007 Overlay- Mill 3" Full Width (2010) Transverse & longitudinal cracking
1991	From 1st St S (TH 71) To 915' east		\$0.00							
Total Cost		\$0.00	Miles:	0.38						



Contacts

Engineering 320-235-4202

Lynden
Senior Technician 320-214-5172
Luke
Survey Technician 320-214-5197
Darrell
Technician 320-214-5171

Sean Christensen
Public Works Director PH 320-235-4252
333 6th Street SW FAX 320-235-4917
Willmar MN 56201 www.willmarmn.gov

VACANT
Assistant City Engineer PH 320-235-4202
333 6th Street SW FAX 320-235-4917
Willmar MN 56201 www.willmarmn.gov

Streets & Park Maintenance 320-235-3827

Scott
Superintendent 320-235-3827
Gary
Working Foreman 320-235-3827

For more information on streets

Construction:
Call Engineering at 320-235-4202.
Maintenance or repair:
Streets & Park Maintenance at 320-235-3827.

Visit the City web site at
www.willmarmn.gov
City of Willmar
Streets & Park Maintenance
801 West Hwy 40
Willmar, MN 56201

Streets & Park Maintenance Hours:
7 a.m. - 3:30 p.m.,
Monday - Friday
Phone: 320-235-3827

Engineering Office Hours:
8 a.m. - 4:30 p.m.,
Monday - Friday
Phone: 320-235-4202

Leave a Message 24 Hours a Day

City of Willmar
Public Works Department
Public Works working for you --

Pavement Management Program (PMP)

The Pavement Management Program

(PMP) is a maintenance plan for streets. Maintenance crews perform the proper maintenance techniques at the optimum time. The results include:

- Prolonged pavement life.
- Reduced overall cost for streets.
- Reduced overall assessment rates for property owners.

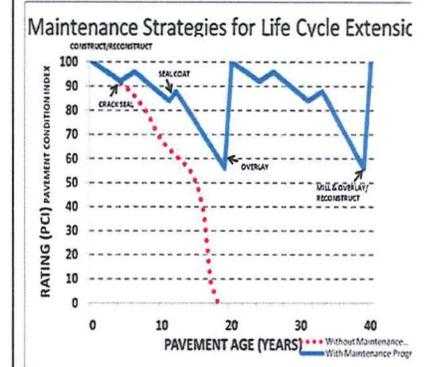
Every street is continually investigated

Willmar has over 130 center lane miles of roadways. That's a lot of pavement -- and the condition of all those road surfaces are in the City's PMP database. How does the PMP work? City staff inspect our streets and assign them PCI (Pavement Condition Index) numbers on a scale of 100 to 1. The numerical designation determines what maintenance needs to be performed.



Affordable price -- PMP equals less costly roads

The typical street with little or no maintenance will last less than 20 years before it needs to be totally rebuilt. By performing periodic pavement sealcoats or overlays at the correct times, a street's lifespan can be more than doubled before costly reconstruction is needed.



Funding the PMP

The Public Works' Pavement Management Program has reduced the overall cost of keeping our streets in good condition. Sealcoating, the low-cost maintenance of roads, is funded from the City's General Fund. Overlay funds come from a variety of sources. Costly reconstruction of a street is funded from State Aid and special assessments to property owners.

Lower assessment policy
Individual properties are only assessed for street reconstruction and, even then, only a portion of the costs. A single-, two-, or three-family residence only pays 50 percent of their portion of a project's cost on the legal address side. Properties such as commercial, industrial or multi-family residences pay 50 percent of their portion of a project's cost on all abutting streets. Other funding sources make up the difference.

Assessment payment options
Road assessments may be paid with a one-time payment or over 10 years with a low simple interest charge.

Construction techniques used in Willmar

Patch and Repair / Cracksealing

What is it? A pothole or a small isolated section is cleaned of loose materials and filled.

A rubberized sealant is placed in cracks which have been thoroughly cleaned and dried. Crack sealing provides a protective coating and seals out water.

Who patches and repairs? The City's Maintenance crews repair our streets. The City hires contractors for crack sealing.



Sealcoat

What is it? Sealcoat is a wear-resistant coating that protects pavements from oxidation and the effects of moisture.

A bituminous adhesive is sprayed on the existing surface and small graded aggregate rock is applied. Excess aggregate is swept off. Sealcoat is done every 2 years.

Who sealcoats? The City's Maintenance crews sealcoat our streets.

Mill and Overlay

What is it? Bituminous surface is ground off and a new top layer of pavement is constructed. Milling creates an even surface to ensure an even overall thickness to the new overlay, which is critical to ride quality. An overlay is a structural improvement that renews the street surface and extends the life cycle of the original pavement.

Who does mill and overlay? The City hires contractors.



Reconstruction

What is it? Existing asphalt pavement and aggregate base are removed and replaced.

Reconstruction may also involve sub grade soil corrections. For streets that are below current design standards for width, drainage, or curb and gutter, an upgrade may be incorporated.

Who does reconstruction? The City hires contractors.

Glad you asked...

What is a street made from?

Asphalt cement and aggregate (rock) is mixed, heated and spread on a base of gravel.

What will my boulevard look like afterward?

The property owner is responsible for relocating or repair to any private items in the right-of-way. Property owners will need to water the new grass.

Will my underground sprinkler lines be affected?

Yes, if it is in the right-of-way (boulevard). Removal or relocation of a sprinkler system is the responsibility of the property owner.

Will my mail or trash service be disrupted?

No. Regular services will not be affected.

How will the water and sewer lines be affected?

Water, sanitary and storm lines will be checked and repaired as needed.

We have a low spot in front of the house where water doesn't drain. Will it be fixed?

Yes, but please notify Public Works to confirm we are aware of the situation.

Can we have speed bumps to slow traffic?

No. Speed bumps cause safety and maintenance problems and are difficult to plow.

Can I get to my driveway during construction?

Yes, except if curb and gutter concrete is replaced. Concrete requires one week to cure.

How long will construction take?

Two weeks before construction, you will get a notice with important information about the project. Large projects can take the entire summer (approximately three months).

Will my sidewalk be repaired or replaced?

Depending on the condition, sections of sidewalks may be replaced.

During construction

Construction areas are dangerous...

- Stay away from equipment, materials and trenches.
- Be especially careful to keep children away from these areas.
- Observe posted detour and/or warning signs.
- Survey stakes are important for project progress, please leave them up for the duration of the project.
- Contractors have many jobs going on simultaneously and may not be in your area for some time. Bad weather and unforeseen factors often extend the completion date.

Uneven road surfaces, dust, mud

- The street may be rough and have areas where the surfacing has been removed.
- Dust may become a problem in dry weather. Driving slowly will create less dust. The contractor will water streets to reduce dusty conditions.
- In wet weather, muddy conditions may exist. If possible, crews will try to reduce these areas.

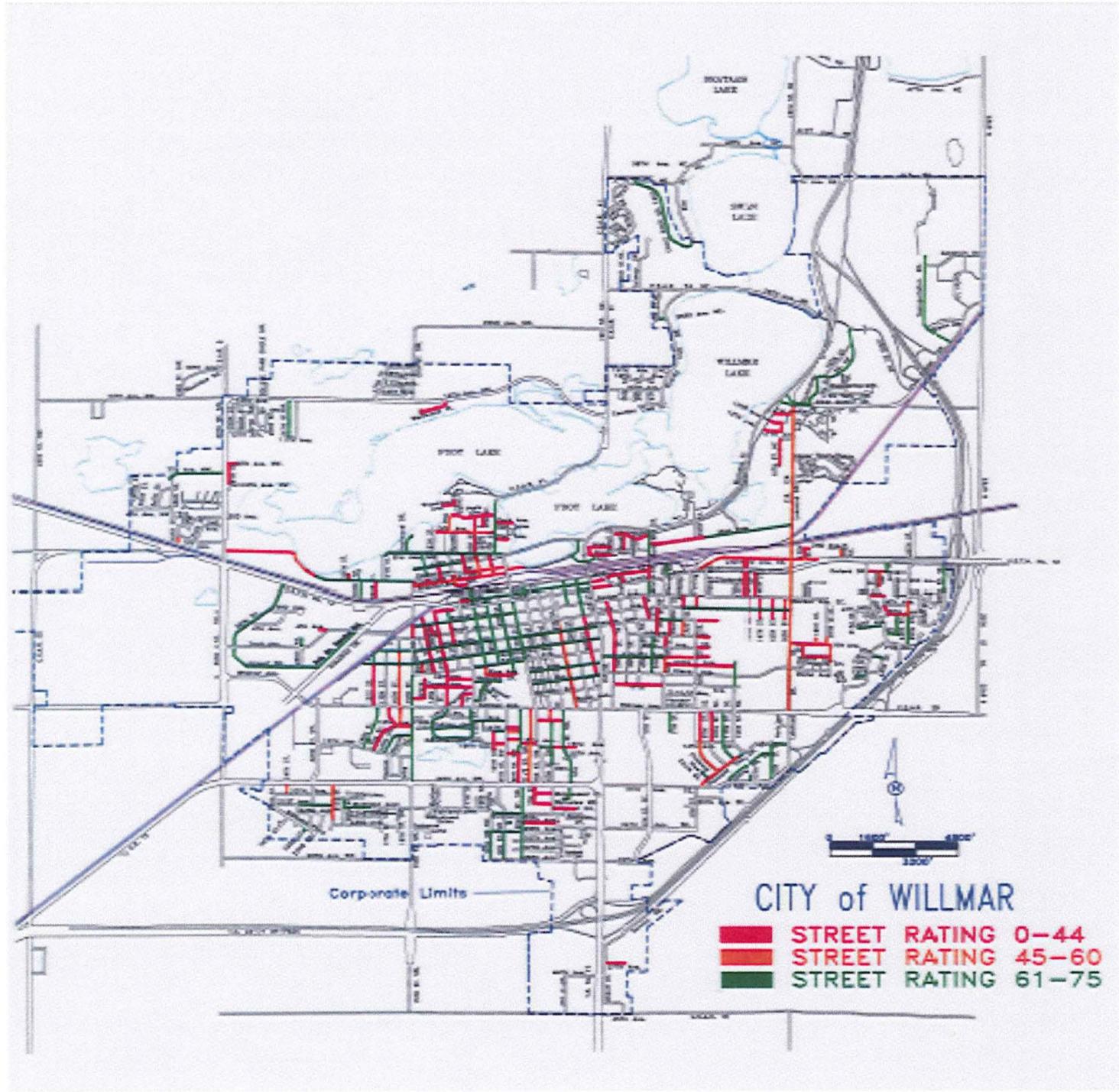
Disturbed boulevards, new sod/sod

- The contractor will restore the disturbed area to a condition equal to that at the time of removal.
- Remove or relocate any sprinkler system, electrical lighting and/or invisible dog fences from the right-of-way (boulevard). The property owner is responsible for relocating or repair to any private items in the right-of-way.
- The contractor is responsible for new sod/sod for 30 days (30-day warranty).
- When the contractor's responsibility ends, watering becomes the property owner's responsibility.
- New sodding/sod will require frequent watering.
- Do not cut new grass for about 21 days. After that, raise the mower deck when cutting the grass for the first few times. Longer grass promotes a healthy lawn.

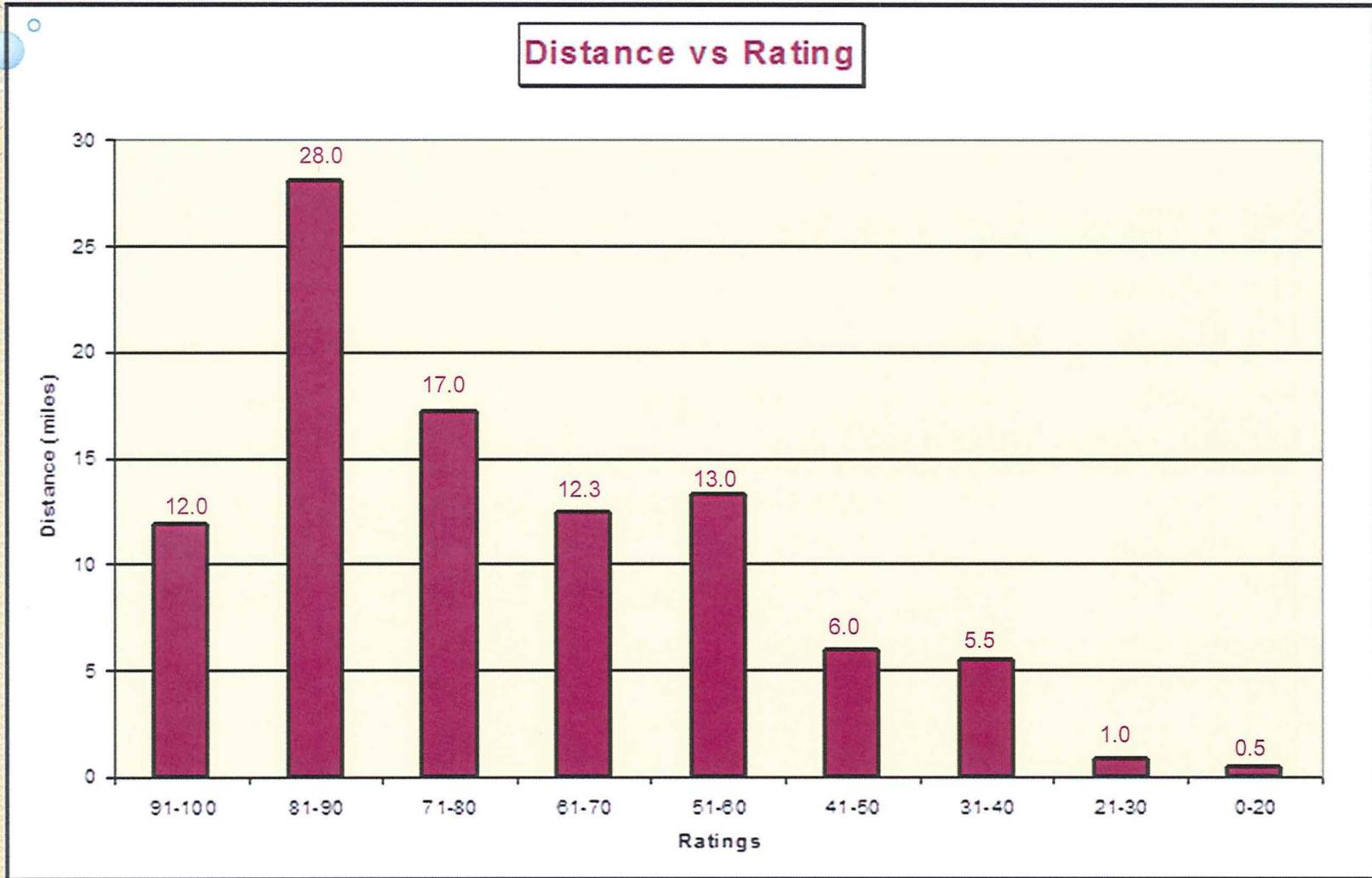


Pavement Condition Index

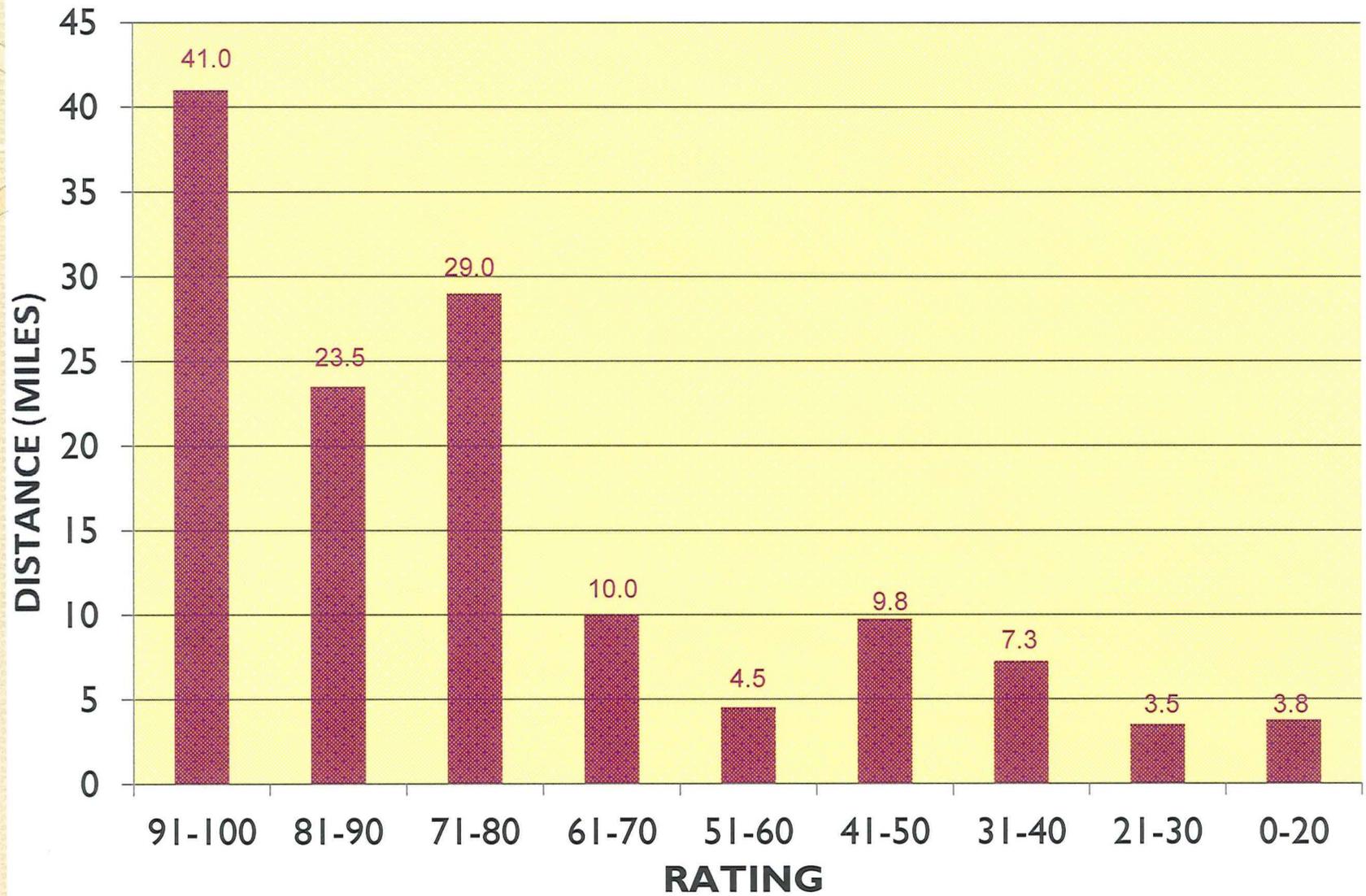
<u>PCI Number</u>	<u>Designation</u>	<u>Maintenance</u>
100	Newly Reconstructed	None
99-71	Adequate	Sealcoat
70-55	Marginal	Mill & Overlay
54 >	Problem	Reconstruct



2000 Distance vs Rating Chart



2009 Distance vs Rating Chart

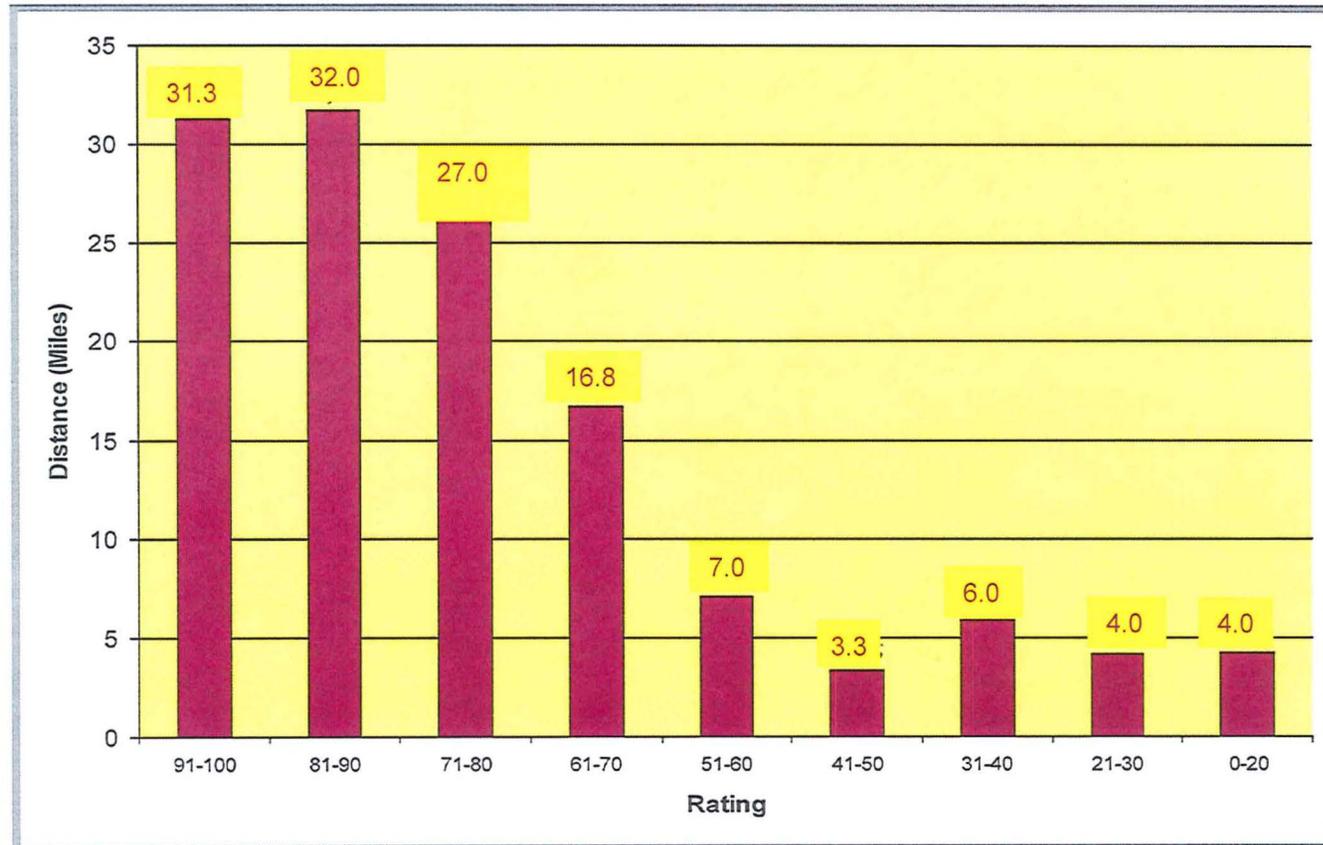


2014 Distance vs Rating Chart

2014
Distance Vs Rating

FunctionalClass <> 'ut' And FunctionalClass <> 'pl' And FunctionalClass <> 'f' And FunctionalClass <> 'pth'

DISTANCE (MILES)



RATING



Street Selection Criteria

- Age/Condition of Water Main per Municipal Utilities
- Age/Condition of Sanitary Sewer
- Storm Water Issues
- Street Maintenance Issues
- Age/Condition of Street Surfaces
- Location in City
- Funding Sources
- Traffic Volume
- Project Coordination

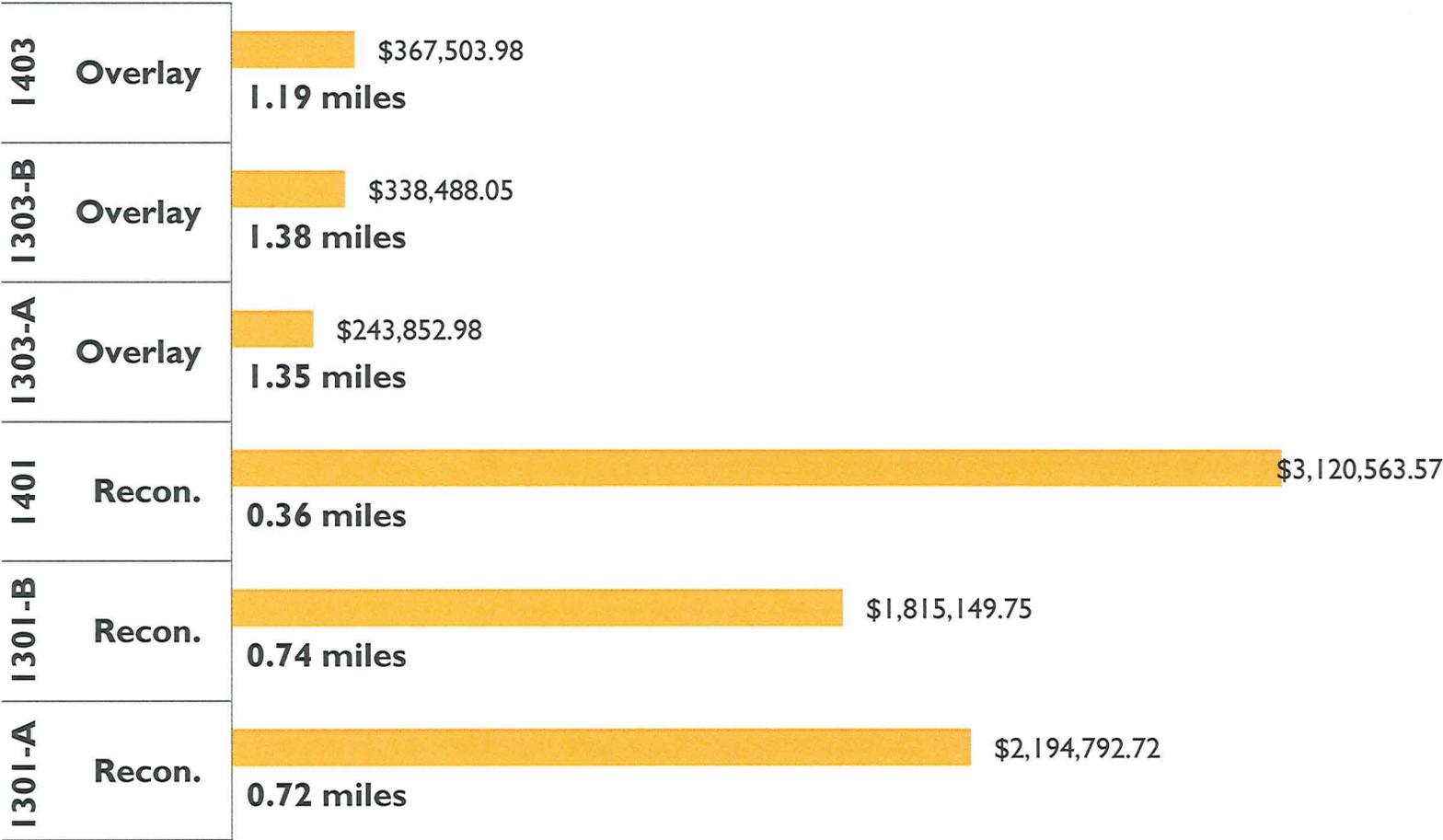


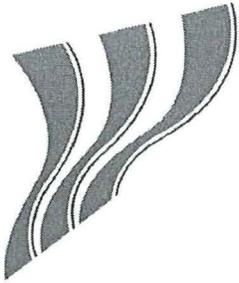
Street/Pavement Improvement Funding

- Bonding (Debt)
 - Assessments
 - Community Investment Fund
 - Public Works Res. (Infr. Utility Fee \$4/month)
 - Future dedicated Levy or Revenues
- Cash
 - Excess Prior Year Revenues
 - Unspent Previous Capital Allocations
- Special Revenues
 - LOST

Street Project Costs

■ Cost/Mile





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

Agenda Item Number: 7
Meeting Date:
Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Information Systems

Agenda Item: PEG Access Assessment Agreement with CBG Communications.

Recommended Action: Approve the agreement with CBG Communications.

Background/Summary: In preparation for the Franchise renewal a PEG Assessment will need to be done to review access operations, facility needs and current/future channel capacity need.

Alternatives: Do not approve the agreement.

Financial Considerations: \$20,000 has been requested in the 2016 budget for the assessment.

Preparer: Ross Smeby

Signature:

Comments: This agreement has already been reviewed by the Cable Advisory Committee with a recommended action of sending it to the full council for approval.



communications, inc.

Philadelphia Office: 73 Chestnut Road, Suite 301, Paoli, PA 19301 P/ (610) 889-7470 F/ (610) 889-7475

St. Paul Office: 1597 Race Street, St. Paul, MN 55102 P/ (651) 340-5300 F/ (651) 340-5820

www.cbgcommunications.com

**Proposal to Provide PEG Access Needs
Assessment Consulting Services
Related to
Cable Franchise Renewal
for the
City of Willmar, Minnesota**

Submitted by:

CBG Communications, Inc.

Tom Robinson, President

Dick Nielsen, Sr. Engineer

1597 Race Street

St. Paul, MN 55102

610-889-7471

nielsen@cbgcommunications.com

July 29, 2015

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INTRODUCTION

CBG Communications, Incorporated (“CBG”) appreciates the opportunity to provide this Proposal for Public, Educational and Governmental (PEG) Access Consulting Services related to Cable Franchise Renewal for the City of Willmar, MN (“City”). After reviewing our proposal, we hope that you will share the view that our overall experience, innovative methodologies, expertise, enthusiasm and extensive similar work around the region and country qualify us to assist you. CBG has a national reputation in local government cable television and telecommunications needs assessment, Public, Educational and Governmental (PEG) Access, I-Net, technical and regulatory consulting.

CBG understands that the City seeks a qualified firm with demonstrated experience and expertise to provide professional needs assessment consulting services associated with cable franchise renewal. The overall goal is to ensure that current and future cable related needs of the PEG Access channel providers, program producers and associated organizations, institutions and other communities of interest in the City are identified and then fulfilled via the terms of a renewed franchise with Charter Communications (“Charter”).

CBG has explained in its proposal a few of the many services that we provide that we believe will meet the City’s needs and goals as well as other services that provide us with additional expertise and experience that will be beneficial to the project.

By submitting this proposal, CBG commits to performing the work needed expeditiously, with tasks running concurrently where needed to ensure timely project completion. We will develop a final work plan with the City to ensure that the timeframe for all deliverables meets the goals of the City.

CBG is the best firm to perform this Project for the City. This fact is indicated by the wealth of relevant, demonstrated experience, comprehensive expertise to perform necessary tasks, proven methodologies and extensive similar work around the region and country that are further discussed in the following sections.

COMPANY HISTORY AND EXPERIENCE

CBG Communications, Inc. since 2001 (and via a predecessor company since 1994) has established a national reputation in cable television, technology, broadband and telecommunications matters. CBG has a proven track record of providing consulting services for public sector entities which produce effective results.

During their professional careers, CBG's principals have been involved with numerous cable television franchise renewal and telecommunications matters throughout the United States. Mr. Nielsen and Mr. Robinson are professionals with decades of experience performing activities related to cable TV needs and interests ascertainments including evaluating PEG access facilities and determining PEG Access needs, subscriber/non-subscriber attitude, interests, needs and opinion research, evaluating I-Nets for proper functionality, capacity and reliability and determining I-Net related needs for the future, technical audits and system review. They have a clear understanding of the interplay between community needs, law, policy, regulation and technology, and are able to determine realistic, demonstrated needs in an objective way that advances the goals of the City within the parameters of a cable franchise renewal.

CBG has the requisite experience to assist the City in its cable television franchise renewal process. Specific expertise includes:

Cable Television

CBG provides a wide range of services regarding cable television-related matters including:

PEG (Public, Educational, and Governmental) Access Analysis - Ascertainment of PEG channel needs, including facilities, equipment, channel capacity, training and facilitation services, access group organization, content development, etc.

Community Needs Assessment - Surveys of subscribers and non-subscribers, review of organizational needs, facilitation of focus groups, public forums and workshops, development of on-line, web-based Internet surveys and forums, etc.

Institutional Network (I-Net) Needs Assessment, Development and Evaluation - Ascertainment of I-Net needs, current and future organizational video, voice and data communications applications, potential system architectures, audit and evaluation of current I-Net, etc.

System Technical Review - Evaluation of the current system, analysis of upgrade scenarios and plans, review of system technological components such as digital video services, video-on-demand, hybrid fiber coax (HFC) architectures, cable modem services, etc. In addition, these reviews focus on the system's ability to safely and reliably provide the services desired by subscribers today as well as the ability to evolve by adding new services in the future.

Franchise Development-Related Cable Regulatory Processes - Assistance with past performance and franchise compliance reviews, franchise administration and management, franchise development in both the formal and informal renewal processes, competitive cable system franchising, evaluation of cable operator proposals and qualifications, assistance in franchise and ordinance drafting, development of Request for Renewal Proposals (RFRPs), assistance in franchise negotiations, etc.

CBG also provides a host of other services where our experience and expertise will be beneficial to the needs ascertainment project, including:

Telecommunications and ROW Management

Broadband Infrastructure Planning and Development - Assistance with a wide range of network planning and development activities, including, broadband network feasibility and community needs assessment studies, video, voice, and data communications application review and implementation, development of public sector telecommunications infrastructure (including review and analysis of physical transport, architectures, aerial and underground construction methods and locations, etc.), development of local government-owned and common conduit policies and leasing plans, analysis of co-location and co-build requirements and strategies, inventories of telecommunications and other utility infrastructure, review of construction techniques (open street cuts, directional boring, saw-cuts, etc.), wireless communications site planning and evaluation, etc.

ROW Management Ordinance Development - Services include development of provisions regarding the permitting process, licensing, ROW management procedures, construction and inspection requirements, ROW usage fee structures (including the provision of in-kind services), insurance, indemnification and bonding, service definitions and other critical issues.

CBG COMMUNICATIONS, INC.'S SIMILAR RENEWAL RELATED PROJECTS

Ramsey Washington Suburban Cable Commission (RWSCC) (Suburban St. Paul, MN area):

CBG completed a comprehensive Needs Assessment and system Technical Audit for the RWSCC and its 12 member cities. This project involved a variety of elements, including detailed analysis of existing, and projections of enhanced, advanced PEG facilities, a telephone-based residential community subscriber/non-subscriber survey, a community organization online survey, focused discussions with representatives from each one of the member cities, a residential and institutional network technical audit and review, and other tasks.

St. Louis Park, Minnesota: CBG conducted a PEG Needs Assessment including facilities and equipment evaluations along with workshops and focus groups. CBG produced a report that assisted the City in gaining valuable PEG requirements in its final cable franchise document. *Based on the needs and analysis outlined in CBG Communication's report, the City received a PEG production van, a \$1.1 million PEG upfront grant and high definition digital and on-demand capabilities for its PEG operations. Additionally, the City, with CBG's data and analysis, was able to negotiate an upfront PEG payment instead of payments over a typical 15-year franchise agreement.*

North Suburban Communications Commission (NSCC), Suburban St. Paul, MN Area – CBG provided assistance to the Commission with evaluation of Comcast's proposal in response to a Request for Renewal Proposal as part of the formal renewal process with Comcast. CBG then worked with the Commission concerning next steps in the process after the issuance of a preliminary denial. Prior to this, CBG completed a PEG Access technical review, an I-Net technical review, and system technical audit services in the 10 member cities of NSCC. This technical audit provided the NSCC with an understanding of the current condition and operation and future capabilities of the subscriber and institutional networks operated by Comcast. CBG provided the NSCC with a Comprehensive Report concerning the Technical Study of the subscriber network and I-Nets, PEG transport and Master Control facilities. *The findings were utilized to create RFRP language including: system inspection requirements; maintaining availability of the existing dark fiber optic I-Net for video origination and data connectivity; I-Net solutions to replace the existing HFC I-Net and equipment; migration of PEG programming to both standard digital and HD formats, and other provisions.*

Northern Dakota County Cable Communications Commission (Minneapolis-Saint Paul Metropolitan Area Communities): CBG completed an I-Net needs assessment of multiple cities and school districts in northern Dakota County. This included facilitation of I-Net workgroups, online surveys of all users of the I-Net (and potential users) and review of detailed architectural and technology information from Comcast. Prior to this, completed work involving I-Net implementation, including a detailed audit and acceptance testing of the dark fiber optic infrastructure for more than 40 facilities including 3 school districts and multiple government agencies. Prior to this, completed work on I-Net franchise provision development as part of the renewal process with MediaOne/AT&T. We also conducted an initial needs assessment study including workshops/ briefings for K-12, higher education and governmental entities, written surveys, cost analysis and architectural concept development.

City of Crisfield and Somerset County, Maryland: CBG recently completed a community needs assessment, past performance review and system technical review concerning the Charter cable

system serving Crisfield and Somerset County. The results of our study are being used as the basis for current franchise negotiations.

Philadelphia, Pennsylvania: CBG recently completed a multi-method, multi-faceted cable-related residential, I-Net and PEG Access needs assessment, technical audit and franchise fee audit for the City in Comcast's home location. CBG also continues to perform ongoing work concerning franchise oversight issues concerning Verizon (FiOS) and Comcast, PEG Access implementation and the development of wide-ranging ROW Management policies, procedures and regulations; As part of this, CBG helped the City evaluate the viability of Temple University's PEG Access channel facilities, equipment, operations and signal transport. Prior to this, CBG developed comprehensive revisions to the ROW Management fee structure, including an Annual Fee per provider that includes permitting and ongoing management components, as well as a street degradation fee; also developed a master ROW ordinance, now in place in the Philadelphia Code. Work to-date also includes a detailed study of infrastructure placed by numerous telecommunications and other utility providers and negotiations on ROW Use terms and conditions with multiple providers. *CBG's work over the years has resulted in development of additional funding and services for PEG via the Verizon franchise, highly advanced competitive system options for residents, implementation of a new Educational Access channel for Temple University and improved right-of-way management.*

Clackamas County, Oregon: CBG completed a cable-related needs assessment for the County concerning the County's Comcast franchise. Prior to this, CBG has completed multiple Community Needs Ascertainments for Clackamas County. As part of these ascertainments, CBG reviewed the production, post-production and video transport environments of Clackamas Community College, North Clackamas and other school districts, Willamette Falls Community Access and the County's Government Channel, including assessing and making recommendations on migration to a high definition production environment. These portions of our project also included assessments through surveys and focus groups to better understand general residential community needs as well as needs as they relate to PEG Access. CBG then made recommendations to the County on what improvements or changes are needed to better serve the general public regarding access operations and programming within the County and cable TV service as a whole. Ongoing work currently involves support to the County related to system technical evaluations, needs assessments and reviewing the County's cable operators' compliance with requirements under the franchises. This also included assessment of compliance with FCC technical standards and requirements. CBG has assisted Clackamas County in negotiations and regulation issues encompassed in 14 separate franchises. *CBG has successfully assisted the County in increasing PEG Access support in all renewal franchises. Other provisions of the franchises include active public, K-12, higher education and government channels with the ability to add 1 additional channel and a second additional channel after the operator converts to an all digital format. CBG has provided the County with all technical language in its franchises and has participated in multiple negotiations with the providers.*

Metropolitan Area Communications Commission (MACC), Portland, Oregon Metropolitan Area Communities: CBG most recently assisted MACC with the formal franchise renewal process with Comcast. Prior to this, CBG assisted MACC in informal negotiations and performed a comprehensive cable-related needs assessment. CBG also recently assisted MACC with the breakdown, relocation and reinstallation of its entire Tualatin Valley Community Television (TVCTV) production facility, including operational verification of all existing and new equipment in the new facility. Prior to this, CBG assisted MACC with an updated Public

Communications Network (PCN) (I-Net) audit, application review and projections for future network enhancements. Before that, CBG completed a comprehensive, initial PCN technical audit and certification for countywide WAN, covering 5 school districts and multiple municipal and county agencies (over 250 facilities in all). Also, CBG completed a residential cable television system upgrade certification, I-Net franchise provisions, and assisted in negotiations. This work included a comprehensive physical plant audit, which assessed compliance with the NEC, NESC and a variety of ROW use requirements. Also performed technical review of cable TV infrastructure and needs assessment work related to franchise renewal with AT&T/TCI (now Comcast), including subscriber and Institutional Network performance, architecture, services, applications and upgrade review. CBG has provided plans for MACC for improving network functionality and reliability as well as language for agreements with Comcast. *CBG's work over the years has resulted in the PCN providing up to 1 Gbps connectivity to each of over 250 locations, plus highly advanced, competitive residential subscriber systems being available to MACC area residents with superior technical quality and multiple PEG Access services.*

Mount Hood Cable Regulatory Commission (MHCRC), Portland and Multnomah County, Oregon: Completed work assisting the MHCRC in franchise negotiations and development as needed with Comcast. *The resulting franchise includes high definition channel capacity for every PEG Access channel, funding to complete HD transition, on-demand capacity on the system and continuation of its extensive fiber-based I-Net and 3% PEG/I-Net fee.* Prior to this, CBG completed a comprehensive, broad-based, community communications technology report and plan that analyzed the communications technology related needs of a broad spectrum of the Portland and Multnomah County community, including PEG Access providers, residential, business, government, institutional, ethnic and cultural, immigrant and refugee, non-profit and educational interests within the Cities and County encompassed within the MHCRC's jurisdiction. Work activities included a review of multiple PEG operations and evaluation of their plans to move to high definition digital production. Activities also included a statistically valid telephone survey of the residential community and large scale on-line surveys of the general public, community media organizations and producers, educational, governmental and other institutional entities, non-profits and community technology grant recipients. CBG also facilitated numerous focus groups, workshops and interviews focusing on a wide range of those involved with providing and using communications technologies.

PROPOSED METHODOLOGY AND APPROACH TO SCOPE OF SERVICES

CBG has created the following Scope of Services based on our understanding of the needs of the City as part of the franchise renewal process with Charter. We have based this understanding on our experience in franchise renewals around the country. CBG will work with the City to refine the Scope of Services, develop a final timeline and revise the task hours and associated costs outlined below as needed to meet the City's requirements.

Working Collaboratively with the City

CBG Communications and our team partners take a comprehensive and collaborative approach towards cable television franchise renewals. Such an approach coupled with our wealth of experience and knowledge will result in a highly effective cable television-related community needs ascertainment process for the City.

We will efficiently work with the City and their staff in a manner that draws on their significant history, background, experience and expertise. By leveraging all available resources, CBG will be able to ensure that the community needs will be well documented and well defined. Specifically, as described in detail below, each portion of the project and its associated methodology will yield the results needed concerning the PEG Access needs assessment that will lead to effective language for a renewed franchise agreement.

CBG and our team partners have demonstrated broad based skills in all facets of cable franchise renewal. We will work with the City on a continual basis to ensure a free flow of necessary information between the City, CBG and our team partners in all of the phases of the project as defined herein. Because of the wealth of information that needs to be gathered to ensure all necessary data is analyzed and incorporated, CBG will work with the City to help coordinate information sharing between CBG, its partners and various critical Communities of Interest. Beyond this, CBG will need to work closely with the City on scheduling facilities as a location for the focus groups, meetings and interviews and other similar activities (Additional information concerning City resources needed for meeting scheduling and logistics can be found below). CBG has found in the past that the most successful projects involve a strong team approach between the consultant and the client, and we would anticipate employing this strategy during this project as well.

Review Existing Information, Identify and Categorize Communities

CBG would begin this part of the assessment by meeting with City staff in person, reviewing existing documents and analyzing current information, in order to establish a baseline understanding of the City's Communities of Interest, so that all that are pertinent to the Project (those that have cable-related PEG Access needs) can be identified and categorized such that the appropriate ascertainment methodology is then used to determine their needs and interests. Examples of such information would include:

- a) Demographic data for the Willmar franchise area
- b) Descriptive documents about organizations that currently, traditionally or that could have cable-related PEG Access needs;
- c) Existing organizational reports and/or position papers related to cable, video, PEG Access and allied subject areas;

- d) Any applicable documents from Charter pertaining to its current approach to the PEG Access related needs of various Communities; and
- e) Any other pertinent materials, documents, correspondence or minutes which are germane to this process.

CBG anticipates that targeted Communities could include:

- City agencies and staff
- Access Channel Program Providers
- Public Schools
- Parochial and private schools
- Higher Education institutions and trade schools
- Libraries and museums
- Business and industrial organizations, including the Chambers of Commerce
- Non-Profits
- Ethnic and cultural organizations
- Hospitals, clinics, healthcare facilities and allied organizations
- Community centers
- Senior centers/organizations
- Public transportation agencies
- Other organizations listed under the other Task elements herein
- Other pertinent groups identified as a result of the Ascertainment process

Once identified and categorized, CBG will work with the City to determine any additional contact information for appropriate representatives that was not discerned during the review process, and then schedule ascertainment activities as described below.

Needs Assessment

Public, Education and Government (PEG) Access Assessment:

CBG understands that the critical component of the needs ascertainment process is to review current and potential PEG Access utilization, operations, services, equipment, capacity, funding and facilities. Information will be gathered via on-site evaluations, interviews, surveys and focus groups. We will help the City determine how the number and types of PEG Access channels are functioning for individual and organizational access to video and multimedia technology and services currently and what is needed in the future. Overall, in working with the existing PEG content providers and other pertinent constituent Communities in the City, we will assist the City in determining a wide range of current and future PEG Access needs and interests.

These types of assessments will then help the City decide what terms and conditions are needed in a cable franchise that can help expand outreach for individuals, organizations and governmental and educational entities through development of new, and continued enhancement of existing, PEG Access communications opportunities.

We believe that an innovative and comprehensive approach is the best way to arrive at a true picture of the City's cable-related PEG needs. CBG will utilize an expert combination of personnel for the necessary work under this Task, including CBG principals and our team partners, Connie Book, Ph.D. and Carson Hamlin.

Regarding assessing PEG Access needs, CBG and its team partners will perform the following information gathering, review and analysis tasks as part of the overall work plan:

a) Background Information Review – This would entail meeting with current and potential Access providers, including the existing channels programmed by Willmar Regional Access Channels (WRAC, GTV and EDU) and the recently requested fourth PEG channel. A tour of the currently available production facilities will be a part of this process. CBG will also review and analyze the information which the City and affected parties have already gathered about Access facilities, equipment and service needs.

b) User Profile Development – CBG would develop a profile of the current and expected user population, through information gleaned from the background review and a variety of other techniques, including:

- **Interviews with Access staff to assess current and potential utilization of Access facilities as well as user patterns and attitudes** – As part of its overall assessment work, CBG will spend a significant portion of time gathering information from pertinent City/WRAC staff and other City representatives, and other current pertinent Access Channel program providers and facility and equipment users. The target audience includes those who would be most involved in the development, production and dissemination of PEG Access programming.
- **Focus groups of current and projected Access providers and users** – See Focus Group Section below.
- **Focus groups/Workshop with community leaders and community and non-profit organizations and agencies** – See Focus Group Section below.

c) Equipment and Studio Facilities Level Analysis and Projections – CBG will evaluate the technical operations, equipment and facilities in depth to determine if these facilities are capable of meeting the future needs of the City government, City residents, the City's communities, educational entities, etc.

For this task, CBG will focus on the technical capabilities of the Access program production facilities to provide services. This will include, for example, the ability of signal transport equipment to deliver programming in the form required by Charter with no degradation occurring during transport. For instance, is programming being transported in a form that does not compress it to a level where undesired artifacts are added or where pixilation occurs? Are servers in place capable of storing the programming needed by WRAC, GTV and EDU? Do the master control playback systems meet the needs of WRAC, GTV and EDU today for cable programming as well as web streaming? Will these systems meet the needs in the future or do upgrades or enhancements need to be made today or down the road? A determination will be made as to what equipment replacements or enhancements need to occur on the playback and transport systems to accommodate HDTV programming onto the PEG channels on the subscriber system.

As part of determining the production, post production and transmission facilities and equipment required to meet the present and future needs of the user population, the following techniques would be used in the PEG Technical Evaluation. Detailed on-site evaluation of the Access production locations will be made by Carson Hamlin with assistance from Dick Nielsen, where current and anticipated uses of facilities will be evaluated, including studio, remote, live and recorded production, post production, content duplication and transmission capabilities. Specifics that will be

looked at include such items as types of cameras needed and the technology required to achieve the desired level of quality. Post-production equipment will be evaluated according to the types of editing systems needed to meet desired quality levels.

Anticipating initial needs and equipment replacement requirements will require an evaluation of the goals and objectives of the Access facility locations. Projected equipment usage and overall facility demand will be considered. For example, if the demand is mainly for live productions, the Access facility would have to accommodate mainly studios and/or a viable mobile production facility with live transmission capability from various remote origination points. Different equipment needs would also be evaluated for the combined live and post-production environment. For example, a demand for magazine format programs where much of the video is recorded at various times in the field would require increasing amounts of remote camera equipment and more editing. In contrast, live productions require studio cameras and place more emphasis on either fixed, mobile or "suitcase" studio equipment. Another requirement is the ability to meet the demands of all the projected users of a facility. Multiple programs could be in production simultaneously, such as field and studio type programs.

After all needs are assessed, the information would then be projected out and incorporated with technology shifts, such as incorporation over time of advanced digital compression techniques, and more video streaming technology. Digital compression enables the facility to compress more information into the same bandwidth, giving multi-channel transmission and eventually HD4K capability. Video streaming enables access organizations to provide programming in a digital format over the Internet, via video-on-demand (VOD) or through organizational wide area networks, as well as through traditional real-time access channels on the cable system.

Once all necessary information is gathered and resultant needs are determined, a list of equipment and facilities with associated cost projections and replacement schedules would be developed to meet the identified needs. All findings will be incorporated into the final report as indicated below.

d) Nature and Level of PEG Access Channel Capacity – CBG would use all the information gathered to determine the number of PEG Access channels and the level of Access services necessary to satisfy the expected provider and user population and demand for channel time. The determination of services and the number of Access channels needed would include projections of the types of delivery methods that would be best-suited to deliver desired content (real-time, on demand, full program formats, iTV multimedia content, etc.) and then compare this with the nature and type of cable-related methods that could be employed and the capacity that these methods require separately and cumulatively.

e) Funding Requirements and the Role and Responsibility of the Cable Operator – CBG believes strongly that effective Access and other local programming contributes significantly to the success of the cable operator. Additionally, the cable operator has the responsibility to meet demonstrated community needs in a renewed franchise, including PEG Access-related needs. Accordingly, this facet of the review will look at the necessary ongoing role of the operator in contributing to the continued success of Access. From the information gathered, CBG will work with the City to determine capital contributions, channel capacity and other items that, based on applicable law and regulation, can be negotiated and provided for in a cable franchise and indicate the types of associated provisions that should be structured in order to embody pertinent requirements in a renewed franchise.

Once the work detailed above is completed, CBG will summarize all findings, analyze and assess

the needs and interests of Communities involved with and served by PEG Access (providers, clients, users, subscribers, supporters, staff, etc.), assess the potential for PEG Access to meet the determined needs and interests, including an assessment of facility, equipment, channel capacity and other requirements, and recommend directions for the City to pursue, especially as these directions may be incorporated in the franchising process. This analysis will be incorporated in the written Assessment report discussed later herein.

Community and Non-Profit Organization (NPO) PEG Assessment Survey

CBG understands that the City needs to determine the cable-related PEG Access attitudes, needs and interests of community and NPO organizations within the City. Obtaining clear and comprehensive input from all necessary representative constituencies is critical to the success of the assessment effort and the validity and utility of the resulting information and recommendations. CBG will utilize the identified Communities to establish survey targets. Then, those surveyed from the organizations typically include key decision-makers, staff with cable communications knowledge or related responsibilities and other pertinent respondents.

a) Survey Instrument Design and Implementation - CBG will develop a survey instrument/questionnaire, which will be used by CBG personnel to gather a wealth of information in a thorough, yet concise fashion, on-line with any needed follow-up in-person or over the telephone. Specifically regarding web-based surveys, CBG and Dr. Book have had great success with obtaining a wealth of information that can be refined, if needed, through follow-up done via email and on the phone. Specific web links to survey information gathering services such as SurveyMonkey can be utilized to create a high degree of accessibility, ease of use by the respondent and facilitate multi-level analysis of the data received.

The survey format will be determined in consultation with City staff and include both broad questions across organizations as well as questions tailored to address the needs and interests of the particular respondent (be it an educational institution, non-profit organization, community group or other entity). Examples of questionnaire topics include: PEG Access facilities, equipment, and capacity needs; current and planned use of PEG Access services; provision of internal and external services via cable; impact of PEG Access use on their operations and their community at large; and other related topics.

b) Data Analysis – CBG and Dr. Book will then take the results of the information gathering, perform results tabulation and conduct a findings analysis. The responses, for example, can be imported into SPSS (Statistical Program for the Social Sciences) to analyze the data in a variety of useful ways (such as ANOVA [Analysis of Variance], which shows which responses are significantly related to each other. The findings analysis will then be incorporated into the overall PEG Access Needs Assessment Report.

Conduct Focus Groups

Beyond the Community Organizational Survey discussed above, CBG would conduct several focus groups on PEG Access cable-related needs.

a) Focus groups of current and projected Access providers and users – CBG will work with City/WRAC staff and other associated organizations to establish the best representation of diverse current and potential Public, Educational and Governmental Access television and multimedia content producers, clients, users and channel administrators in a focus group format to ensure that there is a broad expression of opinion, meaningful dialogue and information gathering

that is highly pertinent to the project requirements. We envision three focus groups as part of this task element – one each focusing on Public, Educational and Government providers and those they serve.

b) Focus Group/Workshop/Forum with community leaders and community and non-profit organizations and agencies – CBG will work with the City to establish a meaningful and effective focus group or workshop to determine the opinions and reactions of the diverse organizational populations that utilize PEG Access services and have organizational-oriented cable-related needs. This would include a group centered on diverse community leaders, community groups, ethnic groups, non-profit organizations and others. CBG has been effective in the operation of, and analysis of the information gathered from, such groups through its previous needs assessment work. As such, we have a keen awareness of their value to accurately forecasting both short and long term cable-related needs and interests. We envision one focus group or workshop as part of this task, depending on the size of the group.

c) Meeting/Group Scheduling and Facilitation – CBG believes that it is very important to coordinate with City staff on the initial scheduling and development of workshop, forum and focus group meeting times, locations, attendee lists and invitations to the sessions. As such, we will work from the very beginning of the process to ensure that the development and implementation of the workshops, forums and focus groups are efficiently and effectively managed.

Specifically, as the meeting agendas and presentation materials are being prepared CBG's team members will be working with City staff and the various Communities of Interest to determine the appropriate contacts and the representatives that should be invited to the workshops and focus groups. CBG will also work with City staff and various Communities of Interest to determine the best venues and locations for the focus groups, workshops and forums. Once locations are determined, available dates and times can be reviewed and appropriate days and times from the available list can then be chosen to establish the specific timing of the meetings. These timings should be at least three (3) weeks after the invitations or other types of announcements would be sent out.

CBG would develop an invitation template which the City can review before it is implemented for the various types of groups. These can then be finalized and provided to the invitees via e-mail with RSVPs requested. CBG would do the majority of work preparing these materials. It will be important, though, for the invitations to be sent out on City letterhead from City e-mail addresses because it will carry more weight with the prospective attendee and be considered an official invitation.

Regarding potential venues, if there are several choices for locations, our team would visit those sites and help determine the appropriate location. Our team would also make pre-site visits to determine room set-up, where materials could be located, how PowerPoints could be projected, etc.

Regarding scheduling, CBG will work to schedule similar types of meetings in batches at uniform locations, if feasible. This reduces both set-up and breakdown time and makes the process more efficient and cost effective. Once the invitations are sent out, our team will work with City staff to follow-up with phone calls and follow-up e-mails to continue to gain the attention of participants so that the appropriate amount ultimately participate (typically between 6 and 12 in focus groups, 15 – 30 in workshops, and more in forums [for the larger numbers, breakout sessions can be developed]).

Regarding facilitation, it is important to note that CBG will directly facilitate all forums, workshops

and focus groups, so that this does not impact on the existing workload of City staff. For certain types of meetings, such as community forums, it will be important for someone from the City to make a few introductory remarks to indicate to the community-at-large the importance of this process. CBG would conduct the group from that point. City staff would be welcome to attend any and all groups if their schedule allows.

All of the information obtained from the focus groups/workshops/forums will be documented and incorporated into the overall Needs Assessment analysis.

Overall PEG Access Needs Assessment Report with Live Presentation

CBG will take all the information gathered, review, compile and analyze it, and determine what PEG Access cable-related needs are being demonstrated by the various Communities of Interest in the City. CBG and its team partners will then look at ways that Charter could meet the demonstrated needs in a renewed franchise. Specifically, CBG would work with the City to identify the litany of needs that can reasonably be embodied in a franchise and the types of provisions to meet and embody such needs.

CBG would include the results of all the component tasks into the Overall Written Ascertainment Report. The report will include an Executive Summary and include verifiable support for all findings, conclusions and recommendations.

The Report will describe existing and future needs related to PEG Access, including WRAC and other PEG capacity, facility, equipment and operational needs. CBG will provide recommendations on any modifications that would be needed to meet future needs. These findings will be summarized for inclusion in the Report with recommendations for improvements, enhancements, expansions and upgrades to meet both the current and future needs demonstrated.

CBG's Report can be presented in a live presentation. The Final Report to the City will identify the PEG Access cable-related needs elicited from the assessment process. The report will incorporate input from City staff and the identified Communities of Interest and include a description of methodologies employed and recommendations. CBG will use results from site visits, interviews, surveys, focus groups and other work to develop the recommendations in its report. CBG, through its research and analysis into all facets of this project, and using the research tools previously described, will be able to focus on recommended franchise renewal requirements and strategies to meet demonstrated needs. The report will be thorough and concise. It will provide a well-supported needs ascertainment foundation to be utilized effectively in cable franchise renewal proceedings.

PROJECT TIMELINE

Projects such as this one typically take approximately 6 months depending on the scheduling of surveys, interviews, focus groups, other meetings, on-site visits and the availability of key personnel. It is critical that we work with the City to develop a comprehensive work plan upfront that meets franchise renewal needs. Project milestones will be established and update discussions will occur regularly with City staff. We will work both on-site and remotely and attend meetings as needed, and help coordinate all the processes necessary, to meet the project objectives in a timely manner. CBG and its Team Partners will work to keep tasks running concurrently in order to maximize resources and minimize the overall timeframe for completion. We can start on this important project in September, 2015 with anticipated completion in February/March 2016.

CBG Communications, Inc. strives to provide the best support to our clients based on our experience as shown above. CBG is often retained for follow-up work after the initial project is completed. Although our experience and insight are certainly significant contributors to this, timeliness and availability are also key to keeping our clients satisfied.

PERSONNEL QUALIFICATIONS

Overall Project management and key task performance will be provided by Dick Nielsen out of CBG's St. Paul, MN office. Comprehensive task performance and support will be provided by Tom Robinson of CBG's Philadelphia office, assisted by Krystene Rivers, Research Associate and in conjunction with Team Partners, Dr. Connie Book and Carson Hamlin.

The skills and qualifications of the firm's principals and our Team Partners are set forth below.

CBG Communications, Inc.

Thomas G. Robinson

Thomas G. (Tom) Robinson is President of CBG Communications, Inc. and is based in the Philadelphia, Pennsylvania office. Mr. Robinson has worked with local governments all across the country on a variety of cable, broadband, telecommunications and ROW management projects, including: needs assessments; Public, Educational and Governmental (PEG) access issues; institutional networks; technical reviews; infrastructure issues; wireless networking; optical networks; telecommunications strategic planning and policy development; competitive communications system reviews; cable television franchise renewals; ROW management regulations and ordinances, regulatory agreements and other matters. He is a frequent speaker at telecommunications, local government and technical conferences. Mr. Robinson has written numerous columns for *Communications Engineering & Design (CED)* magazine.

Prior to joining CBG, Mr. Robinson was, for seven years, Director of Technology Development for River Oaks Communications Corporation, where he worked with numerous local government clients on telecommunications and cable television projects. Mr. Robinson also served for 10 years as Chief of the Cable Regulatory Division of the Department of Consumer Affairs for Fairfax County, Virginia. While there, he was involved in a host of activities related to oversight of one of the nation's largest cable systems. Prior to his work in Fairfax, Mr. Robinson was with Magnavox CATV Systems, Inc. (now part of Arris), where he worked first as a system designer and then in product management. While at Magnavox, he helped develop and market new amplification systems and products that paved the way toward today's high capacity cable systems.

Mr. Robinson began his career as an announcer, program director and operations engineer in radio and television at several radio stations in the Baltimore/Washington area and at the public broadcasting television and radio stations (WCNY-TV/FM) in Syracuse, New York.

He holds an M.S. in Telecommunications/Film from Syracuse University's S.I. Newhouse School of Public Communications and a B.A. in Mass Communications from Towson University where he graduated *Summa Cum Laude*.

Richard R. Nielsen

Richard R. (Dick) Nielsen is CBG Communications, Inc.'s Senior Engineer and is based out of the Saint Paul, Minnesota office. Mr. Nielsen works as lead technical staff for CBG. His work includes cable television system community and PEG needs assessments, performance audits; video system, facilities and equipment evaluation, institutional network needs assessment,

design, application development and performance review; underground and aerial construction planning, review and analysis; telecommunications system design, application, development and review; data communication system and equipment planning; as well as review and analysis of other technical issues.

Prior to Mr. Nielsen joining CBG, he spent 19 years, in the Twin Cities Metropolitan area, with AT&T Broadband and its predecessor companies. The last four were spent as the Institutional Network Manager. While managing, he was involved in a wide range of activities, including maintenance of institutional networks ("I-Net") with over 1000 miles of coaxial, HFC and fiber optic plant representing over 20 franchise areas from the northwestern suburbs to the southern suburbs of the Twin Cities. Mr. Nielsen provided supervision of construction activities, planning and designing new and upgrading existing I-Nets, budgeting for new and updated I-Nets, and activation of fiber optic nodes, power supplies, amplifiers, pilot generators and status monitoring systems. Mr. Nielsen regularly represented AT&T Broadband at various regulatory meetings relating to I-Net issues. He also worked closely with consultants in evaluating and designing upgrades to existing I-Nets.

For the 8 years prior to being I-Net Manager, Mr. Nielsen was the Technical Supervisor. He supervised 35 Maintenance Technicians and Service Technicians with responsibilities from the Quad Cities and Oak Grove Franchise areas in the northern suburbs, to the centrally located franchise areas of NSCC and the Ramsey/Washington Counties Suburban Cable Commission down through Saint Paul to Burnsville/Eagan and Hastings. Mr. Nielsen implemented a plan to bring service levels up to NCTA and FCC standards, and was in charge of reporting all engineering and technical data for national reporting FCC testing and reporting and public files for CLI and Proof of Performance. Additionally Mr. Nielsen spent 4 years as a Headend Technician and was involved in designing, wiring and maintaining headends, hubs and antennas. He was on call 24 hours a day for problems related to headends. Mr. Nielsen's first 3 years were spent as a Maintenance Technician. He was responsible for maintaining HSN and I-Net plants, field testing of FCC CLI and Proof of Performance requirements as well as working on call (24/7) for outages and problems.

Mr. Nielsen began his career as a technician and installer for Best Vision SMATV and Muller Prybel. Formal education was received at Dakota County Vocational Technical School in its Cable Television Degree Program.

Krystene Rivers

Krystene Rivers is a Research Associate for CBG Communications with a diverse background in research, accounting, project planning and executive management. Prior to joining the firm, Mrs. Rivers worked for over 18 years in various financial and executive management positions with each career requiring a variety of diverse financial, technical and operational skills. Mrs. Rivers has worked in a variety of both large and small business environments from a partnership business to a large corporation. This experience has enabled Mrs. Rivers to contribute insight and research experience into CBG's Needs Ascertainment and related projects. Mrs. Rivers is currently responsible for communications research projects which include the gathering of key information associated with needs ascertainment, survey research and development, data compilation and analysis and consumer issues. She is also a key component in the preparation of presentations and reports necessary for the provision of CBG's communications consulting services.

Team Partner**Constance Book, PhD**

Dr. Constance Book, PhD, (PhD, University of Georgia) is currently Associate Provost and professor of communications at Elon University, and owner of Telecommunications Research Corporation in Greensboro, North Carolina. Dr. Book obtained undergraduate degrees in mass communications from Louisiana State University and Northwestern State University. Her doctoral studies focused on the municipal/cable relationship. She has worked extensively with CBG Communications in needs and interest ascertainment in a number of jurisdictions.

Dr. Book is a professor and researcher in the fields of cable, video, PEG Access, broadband, internet and telecommunications. Her work included the first national assessment of municipal officials' attitudes toward cable television oversight. She has conducted quantitative and qualitative assessments of cable communications, broadband and telecommunications services in large, medium and small markets across the United States.

As professor, she has been awarded several research grants for assessments related to cable television service, has been recognized on several occasions for outstanding teaching, and her students have won awards in national competitions sponsored by the Society of Professional Journalists and the American Advertising Federation.

Dr. Book's research has been recognized in several nationwide settings, including NATOA, the National Cable Telecommunications Association (NCTA), the National Association of Broadcasters (NAB), the Broadcast Education Association, and the Association for Educators in Journalism and Mass Communication. Her work has been published in both academic and legal journals. Dr. Book was awarded a competitive grant from the National Association of Broadcasters to conduct the first living room test of high definition digital television. The results were presented at an NAB annual conference and included in her book *DTV: Digital Television Comes Home*.

Dr. Book has appeared on panels at the Federal Communications Commission, the NAB, NATOA and regional Cable Television Associations. She is often invited to lecture and moderate discussions on cable and telecommunication issues.

Carson Hamlin

Carson Hamlin, Media Integration Specialist/Video Engineer, received his B.A. degree in Technical Communications from Colorado State University. Mr. Hamlin is a native of Colorado. He worked for the Hewlett Packard Company for 12 years, eventually leaving HP's Interactive Television Network in Cupertino, California to return to Colorado. He is now the Media Integration Specialist and Operations Manager for the City of Fort Collins, CO where he oversees all of the technical aspects of digital video communication for the City of Fort Collins and Larimer County, CO. He is also the staff liaison between the city and all of the other PEG entities in Fort Collins. His duties include the oversight and purchase of all equipment used for both government and public access.

Mr. Hamlin has worked extensively as a Technical Director, editor, audio engineer and design engineer. His qualifications include video facility and system design, including the evaluation and purchasing of equipment used in all types of production facilities, integration of equipment,

Willmar, Minnesota

CBG Communications, Inc.

and troubleshooting. He has worked with CBG on multiple projects with many communities regarding the technical aspects of their PEG Access systems, facilities and equipment.

REFERENCES

Debbie McCoy, Manager

Clackamas County Cable Communications
2051 Kaen Road
Oregon City, Oregon 97045
Phone: (503) 742-5902
E-mail: debbiest@co.clackamas.or.us

Tim Finnerty, Executive Director

Ramsey/Washington Cable Commission
2460 East County Road F
White Bear Lake, MN 55110
Phone: (651) 779-7144
Email: timfinnerty@rwcable.com

Fred Christ, Administrator

Metropolitan Area Communications Commission (MACC)
15201 NW Greenbrier Parkway, Suite C-1
Beaverton, OR 97006
Phone: (503) 645-7365 x 200
Email: fcchrist@maccor.org

Additional References can be furnished upon request.

PROJECT COST

CBG will complete a PEG Access Needs Assessment project that encompasses all of the tasks described above, for the not to exceed cost of \$19,920 including reimbursable expenses¹.

The cost estimates is based on the number of hours projected (112) multiplied by a blending of the individuals' hourly rates as defined below. The specific hourly rates charged vary from \$50 per hour (Research Associate) to \$175 per hour (Principal Consultant), depending upon the personnel utilized.

Personnel Hourly Professional Services Rates

The hourly rates for the personnel that will be involved are the following:

- Tom Robinson (TR), Principal Consultant - \$175.00
- Dick Nielsen (DN), Senior Engineer - \$165.00
- Krystene Rivers (KR), Research Associate - \$50.00
- Dr. Constance Book (CB), Elon University/Telecommunications Research Corp.,
Survey/Statistical Work - \$150.00
- Carson Hamlin (CH), Video Engineer/Media Integration Specialist - \$125.00

Invoicing/Billing

CBG bills for professional services on a monthly basis. Each invoice details an individual that performed services that month and their monthly charge, including hours worked. Additionally, each invoice will contain a detailed narrative of work performed during the billing period.

¹ CBG and its team partners would be reimbursed for expenses such as telephone, clerical charges, postage, copy expenses, Fed Ex or courier expenses, travel expenses, and other similar expenses. We are utilizing a rate of 10% above Professional Services fees for estimation purposes concerning reimbursement expense cost.

ADDITIONAL SERVICES THROUGHOUT THE RENEWAL PROCESS

If requested, CBG will participate in other franchise renewal processes, including working with City staff and legal counsel to help develop successful negotiation directions and strategies. CBG is well versed in providing support and guidance for, and participating directly in, franchise negotiations stemming from ascertainment findings and related processes. These directions and strategies will be based on a preponderance of the data gathered; a strengths, weaknesses, opportunities and challenges analysis; and prior successful experience with such strategies. More specifically, CBG could assist with (but not limited to), as needed:

- a) Setting priorities based on findings and conclusions in the needs assessment report.
- b) Strategy discussion(s) with the City and its legal counsel to discuss ways of best meeting goals.
- c) Face-to-face discussions with Charter.
- d) Negotiation via telephone, as necessary.
- e) Negotiation via e-mail, as necessary.
- f) Briefing elected officials in public or closed sessions.

Where formal franchise renewal proceedings are required, CBG can also assist City staff and its legal counsel in preparing the associated Request for Renewal Proposal, evaluating the Proposal and assisting in the development of the staff report for public proceedings. Whether the process is completed formally or informally, CBG can work with City staff to participate as needed in all franchise renewal preparations, public hearings, meetings, etc.

Additional services beyond the scope of work as defined above can be requested from CBG and our Team Partners at the above hourly rates and/or an agreed upon not to exceed price.

Conclusion

CBG appreciates the opportunity to provide the City of Willmar, Minnesota with this Proposal for PEG Access Needs Assessment Consulting Services Related to Cable Franchise Renewal. We have the requisite expertise and regional and national experience to competently, efficiently and expeditiously provide the services and results the City requires related to its franchise renewal processes.