

WILLMAR

City Clerk-Treasurer

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5166
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: September 19, 2016

SUBJECT: Liquor License Violations

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

Receive testimony to make recommendation to full City Council.

BACKGROUND:

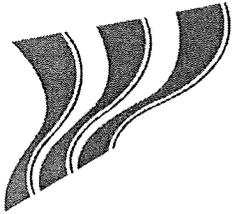
Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in two (2) violations of On-Sale Liquor License establishments and one (1) violation of a Brewer Off-Sale Malt Liquor License establishment.

- 1) A first violation for license holder **Kandi Entertainment Center Inc. dba Kandi Entertainment Center** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 2) A first violation for license holder **Apple Minnesota LLC dba Applebee's Neighborhood Grill & Bar** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.
- 3) A first violation for license holder **Foxhole Brewhouse Incorporated dba Foxhole Brewhouse** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.

FINANCIAL CONSIDERATION:

LEGAL:

Department/Responsible Party: Kevin J. Halliday, City Clerk-Treasurer



WILLMAR

City Finance Department

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: Kandiyohi County & City of Willmar Economic Development 2017 Proposed Budget

RECOMMENDATION: Introduce a resolution approving the EDC Budget as presented.

BACKGROUND: The City of Willmar and Kandiyohi County have been in a joint powers agreement since 2003 for the purposes of economic development. Section 7 of the agreement requires the Economic Development Commission to prepare an annual budget and present it to each member unit of government for approval no later than October 15th of each year.

FINANCIAL CONSIDERATION: Approve a \$548,000 Operating Budget for 2017 and a County Tax Levy of \$498,750.

LEGAL: July 1, 2003, Joint Powers Agreement

Department/Responsible Party: Finance Department/Steven B. Okins, Finance Director

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
REVENUES	
County Tax Levy	\$ 498,750
Ag Producers' Survey Planning Subcommittee fund raising	\$ 4,200
Creating Entrepreneurial Opportunites student loan program	\$ 30,000
Insurance dividends	\$ 1,250
Interest on investments	
Concorde Bank (Revolving Loan Fund savings account)	\$ -
Concorde Bank CD matures 4/2017	\$ 1,000
Heritage Bank savings account	\$ -
US Bank CD (Tourism Development Account) at .690% matures 2/20/2018	\$ -
Loans	
ELGP loan application fees	\$ 300
Revolving Loan Fund application fees	\$ 800
Revolving Loan Fund filing fee reimbursements	\$ 80
Revolving Loan Fund repayments interest	\$ 8,120
Other Income	
Refunds, reimbursements and in-kind contributions	\$ 3,500
Total Revenues	\$ 548,000
EXPENSES	
Economic Development Community Contributions	\$ 1,000
Sponsor Fees	
Animal Science Conference	\$ 2,000
U of M Technology Showcase	\$ 500
Vision 2040	\$ 2,000
Other	\$ 1,500
Total Revolving Loan Fund and Economic Dev. Community Contributions	\$ 7,000
Other Expenses:	
Joint Operations Board (includes meals/administrative time)	\$ 2,800
Joint Powers Board (includes meals/administrative time)	\$ 1,000
SCORE (cell phone and email account)	\$ 350
Total Other Expenses	\$ 4,150
Countywide Business Development	
TIGER II Grant - Willmar Industrial Park	\$ 35,000
Miscellaneous countywide business development	\$ 6,000
Total Countywide Business Development	\$ 41,000
COMMITTEE EXPENSES	
Agriculture and Renewable Energy Development	
Ag BRE Survey banquet, marketing and printing	\$ 4,200
Conferences/Seminars/Trainings	\$ 1,100
Marketing	\$ 500
Meals/Meeting Refreshments	\$ 1,000
Mileage/Travel	\$ 400
Professional Services	
General Administrative Services	\$ 1,550
Professional Services - Other	\$ 3,500
Supplies (office or program)	\$ 250
Other	
Total Ag Committee Expenses	\$ 12,500

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
Broadband and Advanced Technology	
Conferences/Seminars/Trainings	\$ 500
Feasibility study administration	\$ 500
Marketing	\$ 750
Meals/Meeting Refreshments	\$ 1,200
Mileage/Travel	\$ 800
Professional Services	
General Administrative Services	\$ 880
Professional Services - Other	\$ 500
Website development grants	
Total Broadband and Advanced Technology Committee Expenses	\$ 5,130
Business Retention and Expansion/Recruitment	
Conferences/Seminars/Trainings	\$ 1,000
Marketing	\$ 200
Meals/Meeting Refreshments	\$ 200
Mileage/Travel	\$ 700
Professional services	
General administrative services	\$ 1,100
Professional services - Other	\$ 500
Supplies (office or program)	\$ 200
Total BRE/R Committee Expenses	\$ 3,900
Finance	
Marketing	\$ 100
Meals/Meeting Refreshments	\$ 500
Mileage/Travel	\$ 100
Professional services	
General administrative services	\$ 600
Legal services	\$ 350
Total Finance Committee Expenses	\$ 1,650
Marketing and Public Relations	
Meals/Meeting refreshments	\$ 800
Media	\$ 1,300
Mileage/Travel	\$ 100
Printing, copying and publishing	
Advertisements	\$ 2,625
Chamber ADvantage	\$ 1,000
Newsletters	\$ 5,500
Professional services	
General administrative services	\$ 1,600
REDstar Creative	\$ 12,000
Special projects	\$ 2,000
Total Marketing and Public Relations Committee Expenses	26,925
Tourism/Leisure Travel	
CVB Tourism Partnership Agreement	\$ 34,000
Mileage/Travel	\$ 200
Total Tourism/Leisure Travel Committee	\$ 34,200
Total Committee Expense	\$ 84,305

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
EMPLOYEE COMPENSATION	
Executive Director	
Director's salary	\$ 100,000
Director's health insurance (\$850 p/mo.)	\$ 8,500
Director's payroll taxes (FICA = 6.20%; Medicare = 1.45%)	\$ 7,650
Director's pension (PERA) employer rate is 7.5%	\$ 7,500
Total Executive Director's Compensation	\$ 123,650
Business Development Specialist's position	
Business Development Specialist's salary	\$ 62,815
Business Development Specialist's health insurance	\$ 10,200
Business Development Specialist's payroll taxes	\$ 4,803
Business Development Specialist's PERA	\$ 4,711
Total Business Development Specialist's Compensation	\$ 82,529
Accrued vacation and sick expense	
Executive Director	\$ 11,000
Business Development Specialist	\$ 5,000
Employee workers' compensation insurance	\$ 900
Total other employee compensation	\$ 16,900
Total Employee Compensation	\$ 223,079
ADMINISTRATIVE EXPENSES	
MCIT property/casualty insurance	\$ 3,000
Meals not for a committee	\$ 1,500
Memberships, dues, subscriptions	
Subscriptions	\$ 400
Community Venture Network (CVN)	\$ 2,200
EDAM membership	\$ 395
Local organizations	\$ 525
MAPCED membership	\$ 310
MN DEED Marketing Partnership dues	\$ 650
WORK UP membership 5/2016-5/2017	\$ 5,400
Professional services:	
Accountant fees	\$ 1,000
Auditor	\$ 7,000
Bookkeeping fees	\$ 6,000
Legal fees	\$ 2,000
Seminars and promotions	\$ 2,000
Travel, conference, school	\$ 12,000
Total Administrative Expenses	\$ 44,380

Kandiyohi County City of Willmar Economic Development Commission

2017 BUDGET	
OFFICE EXPENSES	
Cleaning person	\$ 2,700
Depreciation - furniture and equipment	
Equipment maintenance and rental	
Software (Synchronist annual fee \$1,200)	\$ 1,500
Toshiba service contract	\$ 2,000
Equipment maintenance and rental - other	\$ 750
Furniture and equipment	\$ 1,250
Toshiba digital color copier lease	\$ 1,800
Office equipment and miscellaneous	\$ 2,000
Postage, mailing service	\$ 500
Printing, copying and publishing	\$ 2,000
Professional services:	
Engineering and other professional services	\$ 6,000
General administrative	\$ 58,956
Planning session facilitator	\$ 2,400
Website hosting and maintenance	\$ 450
Rent and storage unit	\$ 22,200
Rent (water cooler, post office box)	\$ 200
Supplies	\$ 3,500
Telephone/Telecommunications	\$ 5,880
Other expenses	
Total Office Expenses	\$ 114,086
CREATING ENTREPRENEURIAL OPPORTUNITIES STUDENT LOAN EXPENSES	\$ 30,000
Advertising/Promotions	
Dinner Event and Silent Auction	
Advertising	
Decorations	
Entertainment	
Event Food and Beverages	
Meals/Meeting refreshments	
Postage	
Supplies	
Tradeshaw	
Other	
Total CEO Loan Expenses	\$ 30,000
TOTAL PROGRAM EXPENSES	\$ 548,000

**JOINT POWERS AGREEMENT
KANDIYOHI COUNTY AND CITY OF WILLMAR
ECONOMIC DEVELOPMENT COMMISSION**

This Agreement made and entered into this 1st day of July, 2003, by and between the County of Kandiyohi, hereinafter referred to as the "County," and the City of Willmar, hereinafter referred to as the "City."

WITNESSETH:

WHEREAS, the Kandiyohi County Board of Commissioners and Willmar City Council have determined that it is in the best interests of the County and City to establish a Joint Powers Agreement under M.S. 471.59 to encourage, attract, promote, and develop economically sound industry and commerce within the County and City; and

WHEREAS, 2003 Minnesota Laws, Chapter 121, Article 12, Section 28 provide for a joint powers entity created by Kandiyohi County and the City of Willmar for purposes of forming an Economic Development Authority with the powers set forth in Minnesota Statutes 469.090 to 469.107;

NOW, THEREFORE, the parties jointly agree as follows:

1. The undersigned local units of government hereby join together for the purposes of coordinating service delivery and providing a funding source for economic development in and among the County and City through the KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION.
2. It is intended and anticipated that funding for activities and programs administered under this Joint Powers Agreement shall come primarily from tax levies approved by the County Board of Commissioners and City Council and from grant monies.
3. The Economic Development Commission shall consist of six members. Each member shall be appointed to serve for three years or until a successor is appointed and qualified. Each governing body shall appoint three elected representatives to serve on the Commission.
4. Any vacancy must be filled for the unexpired term in the manner in which the original appointment was made. A vacancy shall occur when a member is no longer an elected member of the County Board of Commissioners or the City Council.
5. Each Economic Development Commission member shall have one vote. A quorum shall consist of four Commission members. Motions shall require an affirmative vote of four Commission members to pass.
6. Officers of the Economic Development Commission shall be a Chair and Vice-Chair, to be selected at its first meeting, whose terms shall run through December 31 of the year following their initial election. Terms thereafter shall be for one year. At the last meeting prior to completion of an officer's term, his or her successor shall be elected. This provision shall not prohibit an officer's reelection.

7. The Economic Development Commission shall prepare an annual budget drawn up by and presented to each member unit of government for approval no later than October 15th of each year.
8. The Economic Development Commission is authorized and empowered to expend funds for the purpose of establishing, funding, coordinating, administering, and operating an economic development program.
9. The Economic Development Commission may enter into contracts or otherwise provide for the establishment, funding, coordination, administration, and operation of economic development programs. The Commission has no authority to bind any individual unit of government to the expenditure of funds.
10. The Economic Development Commission may acquire and hold, lease, and convey personal property necessary for the administration, operation, and coordination of an economic development program. At such time as the Economic Development Commission is dissolved, any assets remaining after all debts are paid shall be divided equally between the City and County.
11. The Economic Development Commission may adopt such operating procedures as are necessary for its effective operation, and shall have bylaws to govern the operation of the Commission, which shall initially be adopted by a majority vote of all voting members. Thereafter, the bylaws and operating procedures may be amended at a regular meeting or a special meeting called on at least five days notice.
12. The Economic Development Commission shall hereby establish an Economic Development Operations Board consisting of seven members appointed by and serving at the pleasure of the Commission. Membership of the Operations Board shall include representation from communities throughout the County, education providers, business, and consumer groups. The terms of Operations Board members shall be for three (3) years, it being provided, however, that in the first year of appointment a sufficient number of members shall be appointed to one- and two-year terms to assure that not more than five (5) members' terms would expire in any given year. The members of the Operations Board shall be limited to three full three-year terms.
13. The Economic Development Commission shall secure the services of an Executive Director who shall administer the affairs of the Commission. The Commission may employ other such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its business.
14. The Economic Development Commission may perform such other duties as may be lawfully assigned to it by the County or City.
15. This Agreement shall become effective upon execution by both parties hereto, and shall continue in force until either party terminates upon ninety day written notice.

16. The joint powers entity created hereby is a political subdivision of the State and a special taxing district as defined by Minnesota Statutes, section 275.066, clause (24), with the power to adopt and certify a property tax levy to the county auditor. The maximum allowable levy limit for this special taxing district is the same levy limit as provided under Minnesota Statutes, section 469.107, subdivision 1, and, to the extent levied, shall replace the levy authorized under subdivision 1 for Kandiyohi County and the City of Willmar. It is therefore not subject to levy limitations as set forth in M.S. 275.50 to 275.56.
17. The Commission may employ such staff, technicians, and experts as may be deemed proper, and may incur such other expenses as may be necessary and proper for the conduct of its affairs. Members of the Commission may receive reimbursement for necessary travel, per diem, and other expenses while on official business of the Commission if funds are available for this purpose.
18. The Commission shall have all the powers relating to an Economic Development Commission granted under Minnesota Statutes, Sections 469.090 to 469.107, including, but not limited to, the following:
 - A. The Commission may create and define the boundaries of economic development districts at any place or places within the County or City. Minnesota Statutes Section 469.174, Subdivision 10, and the contiguity requirement specified under Minnesota Statutes Section 469.101, Subdivision 1, do not apply to limit the areas that may be designated as county or city economic development districts.
 - B. The Commission may contract for services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.
 - C. The Commission may issue revenue bonds or tax increment bonds and pledge as security such revenues as may be generated by projects undertaken by the Commission.
 - D. The Commission may purchase the supplies and materials it needs to carry out its duties.
 - E. The Commission may be a limited partner in a partnership whose purpose is consistent with the Commission's purpose.
 - F. The Commission may cooperate with or act as agent for the Federal or State government or a State public body, or an agency or instrumentality of a government or other public body to carry out the powers granted it by Minnesota Laws 2003 or any other related Federal, State or local law pertaining to economic development district improvements.
 - G. The Commission may study and analyze economic development needs in the County and City and ways to meet those needs.
 - H. The Commission may join an official, industrial, commercial or trade association, or other organization concerned with such purposes, hold receptions of officials who may contribute to advancing the County and City and their economic development, and carry out other appropriate public relations activities to promote the County and City and their economic development.

- I. The Commission may, as provided by law on economic development districts, develop and improve the lands in an economic development district to make them suitable and available for economic development uses and purposes. With respect to an economic development district, the Commission may use all of the powers given an economic development commission by law.
 - J. The Commission may perform such other duties which may be lawfully assigned to it by the City and County.
19. If any section, subdivision, or provision of this Agreement shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, subdivision, or provision shall not invalidate or render unenforceable any of the remaining provisions.

IN WITNESS WHEREOF, this Agreement is signed by the respective units of government on the day and year first above written.

KANDIYOHKI COUNTY BOARD OF COMMISSIONERS

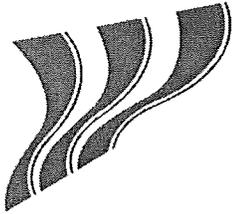
By: Richard B. Larson
Richard Larson, Chairman

Attest: Sam Modderman
Sam Modderman, Auditor

CITY OF WILLMAR

By: Lester J. Heitke
Lester Heitke, Mayor

Attest: Michael Schmit
Michael Schmit, Administrator



WILLMAR

CER Director

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

COUNCIL ACTION REQUEST

DATE: September 8, 2016

SUBJECT: DNR Parks & Trails Legacy Grant Application

RECOMMENDATION: Approve staff writing a grant application to the State of Minnesota Department of Natural Resources for a grant funding Robbins Island development as per the park plan. Also staff would be requesting that the city submit a resolution of support of this grant application (sample provided).

BACKGROUND: Staff has completed an application for Robbins Island to be designated a Regional Park through the Greater Minnesota Regional Parks and Trails Commission. At this time we have heard that our application has scored high but they will not notify us until September 28, 2016 if we have been designated or not as they had a glitch in the scoring of our application. If we are approved that does put us in a position to request funding through the DNR Legacy Grant process.

Staff would like to submit a funding request for \$750,000.00 of Legacy Funds to move elements in the Park Plan for Robbins Island into the implementation phase. We would also ask the city to commit to \$250,000.00 of matching dollars to strengthen this grant application. Improvements that would be included in this grant would be a boathouse/dock facility, 4 season shelter/restroom facility and an Interpretive Wetland Boardwalk. This money if approved would be from the state's next biennium funds 2017-2019.

FINANCIAL CONSIDERATION: \$250,000.00

LEGAL:

Department/Responsible Party: WCER/Steve Brisendine

Resolution:

BE IT RESOLVED that < APPLICANT> has the legal public authority to sponsor a grant funding request associated with <Park or Trail Name> (PROJECT), which has been previously designated by the Greater Minnesota Regional Park and Trail Commission (COMMISSION) as a regional park or trail.

BE IT FURTHER RESOLVED that as we are fully aware of the information provided in the funding request, including any non-state match and other long-term commitments (as defined in the funding request), related master plan and any supporting information as submitted.

BE IT RESOLVED that, if selected for funding by the COMMISSION, the <APPLICANT> shall act as legal sponsor for the PROJECT contained in the Department of Natural Resources (DNR) Parks & Trails Legacy Grant Application (STATE'S GRANT APPLICATION) and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the applicant.

BE IT FURTHER RESOLVED that the APPLICANT has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the funding request and therefore, also in the STATE'S GRANT APPLICATION.

BE IT FURTHER RESOLVED that the APPLICANT has or will acquire fee title or permanent easement over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional parks and has or will acquire fee title, perpetual easement or a minimum of a 20 year lease over the land described in the funding request and therefore, also in the STATE'S GRANT APPLICATION for regional trails.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, the applicant may enter into an agreement with the State of Minnesota for the above-referenced project, and that the applicant certifies that it will comply with all applicable laws and regulations as stated in the grant contract including

- for parks add: <dedicating the park property for uses consistent with the grant program into perpetuity>
- for trails add: < committing to maintain the trail for a period of no less than 20 years and providing a perpetual easement for recreational trail purposes on all lands acquired for trail use>.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)

Carol Cunningham

From: Steve Okins
Sent: Thursday, September 08, 2016 4:28 PM
To: Carol Cunningham
Subject: FW: CAR for Legacy Grant Application
Attachments: CAR RI Legacy Grant.doc; Legacy Grant Resolution.docx

For the agenda.

From: Steve Brisendine [<mailto:brisendines@willmar.k12.mn.us>]
Sent: Thursday, September 08, 2016 4:28 PM
To: Steve Okins; Casey Hagert
Subject: CAR for Legacy Grant Application

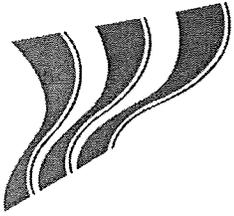
Steve,

Here is the CAR for the legacy grant application we discussed. Also included is a sample resolution that I will adjust with our info.

Thanks any questions get back to me.

Steve Brisendine
Director of Community Education & Recreation
City of Willmar/Willmar Public Schools
1234 Kandiyohi Avenue SW
Willmar MN 56266
320-231-8494





WILLMAR

City Finance Department

City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: 2017 Projected General Fund Revenues

RECOMMENDATION: Introduce a resolution setting the 2017 Preliminary Tax Levy.

BACKGROUND: The Finance Committee of the City Council has historically received the Mayor's Proposed Budget Documents and over the next three months reviewed and analyzed his proposals in order to make a final budgetary recommendation for the first meeting in December. As part of the Truth In Taxation process, the Council is required to certify to the County Auditor a Preliminary Property Tax Levy by September 30th that can be reduced, but not increased, after the September 30th date.

FINANCIAL CONSIDERATION: Setting the Preliminary Property Tax Levy at the Mayor's Proposed Level of \$4,829,365.

LEGAL: City Charter and Truth In Taxation Statutes.

Department/Responsible Party: Finance Department/Steven B. Okins, Finance Director

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 5,175,365	30.31%
Licenses & Permits	\$ 396,300	2.32%
Intergovernmental Aid (includes LGA)	\$5,490,989	32.16%
Service Charges	\$763,840	4.47%
Fines & Forfeitures	\$ 168,000	.98%
Interest Earnings and Reimbursements	\$951,100	5.57%
Other Financing Sources	\$2,724,079	15.95%
Fund Balance	\$1,406,577	8.24%
Total	\$17,076,250	100%

SUMMARY OF REVENUE ACCOUNTS

GENERAL FUND

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Proposed</u>	
TAXES							
CURRENT AD VALOREM	3,899,155	4,089,457	4,046,221	4,373,956	4,451,028	\$4,829,365	378,337
DELINQUENT AD VALOREM	66,276	38,138	84,538	98,147	80,000	\$90,000	10,000
FRANCHISE FEE	----	251,481	267,227	285,792	250,000	\$256,000	6,000
LICENSES AND PERMITS	293,104	542,405	544,182	474,907	335,930	\$396,300	60,370
INTERGOVERNMENTAL							
OTHER AIDS	805,068	794,264	839,549	923,622	799,441	\$861,441	62,000
LOCAL GOVERNMENT AID	4,052,790	4,052,790	4,439,722	4,489,313	4,505,367	\$4,629,548	124,181
SERVICE CHARGES	896,567	733,932	773,389	775,779	745,695	\$763,840	18,145
FINES AND FORFEITS	153,648	153,774	167,157	189,682	160,500	\$168,000	7,500
SPECIAL ASSESSMENTS	1,767	12,745	1,858	2,384	2,000	\$1,100	(900)
MISCELLANEOUS REVENUE	917,185	975,021	1,484,426	920,109	975,100	\$950,000	(25,100)
OTHER FINANCING SOURCES	3,638,105	2,872,270	2,991,539	2,852,971	3,090,489	\$2,724,079	(366,410)
EXTRAORDINARY ITEMS	----	----	----	----	----	----	
TOTAL	<u>14,723,665</u>	<u>14,516,277</u>	<u>15,639,808</u>	<u>15,386,662</u>	<u>15,395,550</u>	15,669,673	274,123

8/31/2016

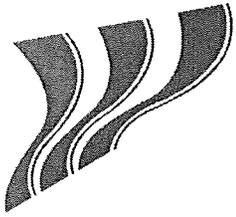
Operating Levy

Year 2017-Gen Oper.	\$ 4,229,365	
<u>Street Prog.</u>	<u>\$ 600,000</u>	
Total 2017		\$4,829,365
Year 2016-Gen Oper.	\$ 4,054,028	
<u>Street Prog.</u>	<u>\$ 397,000</u>	
Total 2016		<u>\$4,451,028</u>
Proposed Levy Increase		\$ 378,337

2015 Comparative Property Tax Data League of Minnesota Cities 19 Regional Centers

Name of City	2014 Population	Taxable Tax Capacity	City	Total
Hibbing	16,340	\$ 7,426,145	82.365	149.699
New Ulm *	13,519	\$ 8,245,558	78.683	132.487
Hutchinson *	14,124	\$ 9,111,340	74.416	143.808
Brainerd *	13,659	\$ 7,189,711	71.31	132.322
Red Wing	16,505	\$ 26,206,162	65.852	123.815
Albert Lea *	17,945	\$ 9,484,003	63.216	139.163
Owatonna	25,660	\$ 17,628,393	58.774	134.297
Northfield	20,313	\$ 12,896,491	56.675	132.252
Fairbault	23,631	\$ 12,991,219	53.168	144.615
Fergus Falls *	13,280	\$ 9,415,994	52.956	118.15
Worthington *	12,986	\$ 6,337,572	52.954	100.3
Marshall *	13,719	\$ 11,153,868	50.849	106.842
Bemidji *	14,376	\$ 9,578,945	48.983	128.45
Fairmont	10,464	\$ 7,573,094	44.792	99.504
Mankato *	41,202	\$ 35,032,573	44.065	103.978
Austin *	25,010	\$ 11,140,522	40.886	111.688
Moorhead	41,181	\$ 25,908,715	38.568	113.37
Willmar	19,731	\$ 12,658,051	35.168	99.851
Cloquet *	12,258	\$ 8,130,879	33.872	164.707

* Denotes Community Local Option Sales Tax in addition



WILLMAR

City Finance Department

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-235-4984
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: September 12, 2016

SUBJECT: Council Additional Budgetary Information Request

RECOMMENDATION: Receive for review and information only.

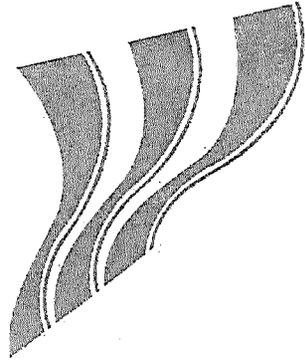
BACKGROUND: Additional information is being provided per a request from a City Council Member:

- A. 2017 Administration breakdown of items.
- B. Copies of past Powerpoint Presentations.

FINANCIAL CONSIDERATION: None.

LEGAL: N/A

Department/Responsible Party: Finance Department/Steven B. Okins, Finance Director



City of Willmar

Proposed 2017 Budget

Presented August 31, 2016

Mayor Marvin Calvin

General Fund Expenditures

Major Category	Amount	Percentage of Total Budget
Administration	\$ 1,324,750	7.76%
Mayor and Council	\$ 213,500	1.25%
Planning and Development	\$ 540,531	3.17%
City Clerk/Elections/Assessing	\$ 422,339	2.47%
Finance	\$ 387,921	2.27%
Non-Departmental	\$823,475	4.82%
Public Safety	\$5,098,572	29.86%
Public Works	\$3,315,931	19.42%
Library	\$512,227	3.00%
Community Partners	\$119,692	0.70%
Community Education/Recreation	\$1,579,555	9.25%
Transfers	\$2,737,351	16.03%
Totals	\$17,075,844	100%

SUMMARY OF EXPENDITURES BY FUNCTION

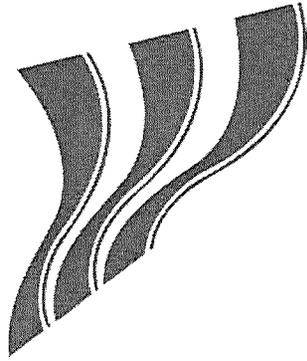
GENERAL FUND

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

Included
 * Administration

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

8/31/2016



City of Willmar

Proposed 2016 Budget

Presented August 31, 2015

Mayor Marvin Calvin

Financial Picture

- Revenues Flat
 - Minimal increase in LGA.
 - Small increase in valuation.
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure.
 - Deferred costs.

2016 Proposed Budget

Fund Type	Amount
General Operating	\$ 14,433,983
Capital Improvements	\$ 7,688,007
Special Revenue/Internal	\$ 1,054,260
Debt Service	\$ 2,404,267
Enterprise (Wastewater)	\$ 9,165,051
Total All Funds	\$ 34,745,568

Operating Levy

Year 2016-Gen Oper. \$ 4,054,028

Street Prog. \$ 397,000

Year 2015 \$ 4,054,028

P.I.R. Loan \$ 250,000

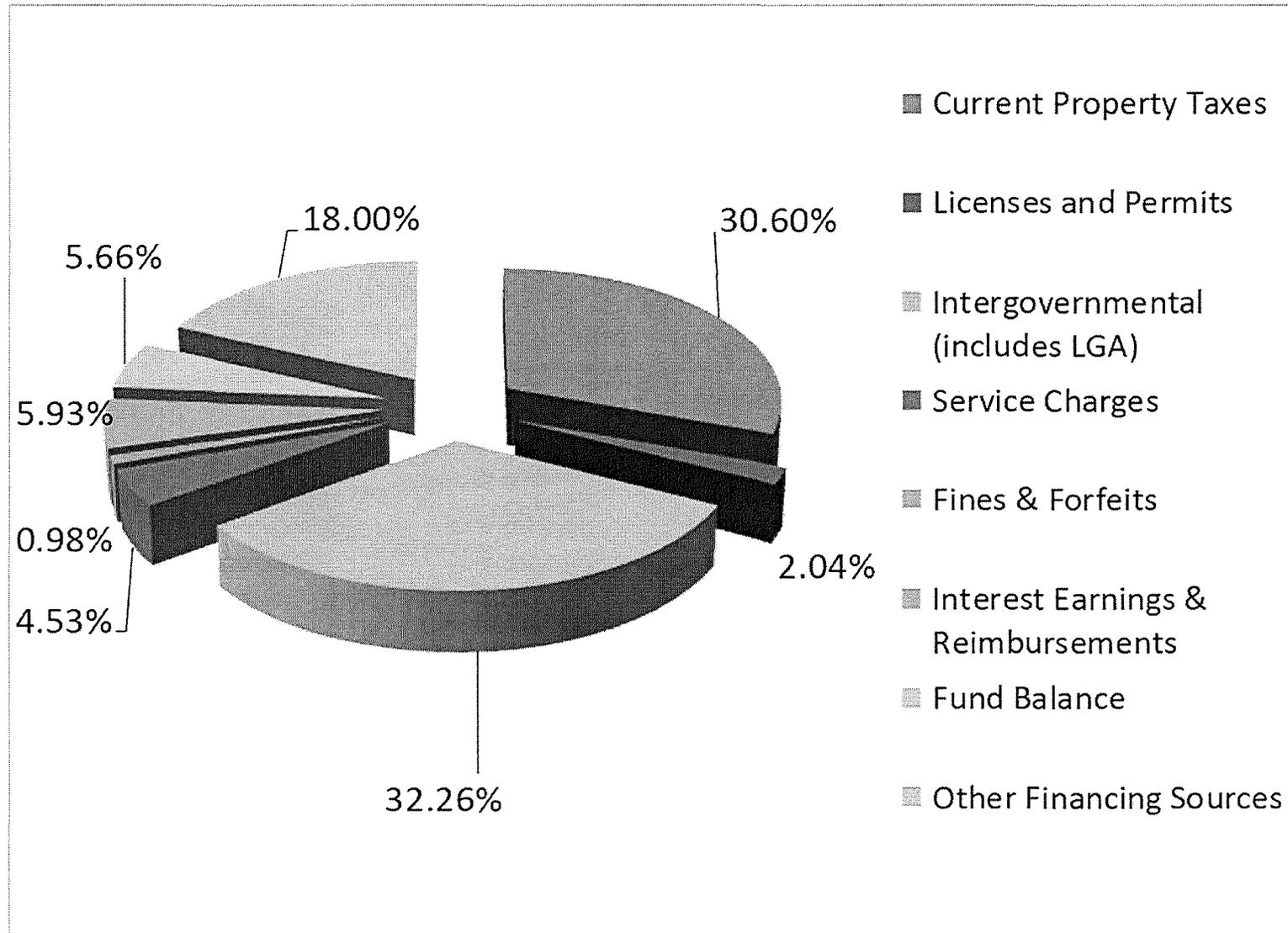
Street Prog. \$ 147,000

Proposed Increase \$ -0-

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 5,031,028	30.60%
Licenses & Permits	\$ 335,930	2.04%
Intergovernmental Aid (includes LGA)	\$5,304,808	32.26%
Service Charges	\$745,695	4.53%
Fines & Forfeitures	\$ 160,500	.98%
Interest Earnings and Reimbursements	\$975,100	5.93%
Other Financing Sources	\$2,959,413	18.00%
Fund Balance	\$931,296	5.66%
Total	\$16,443,770	100%

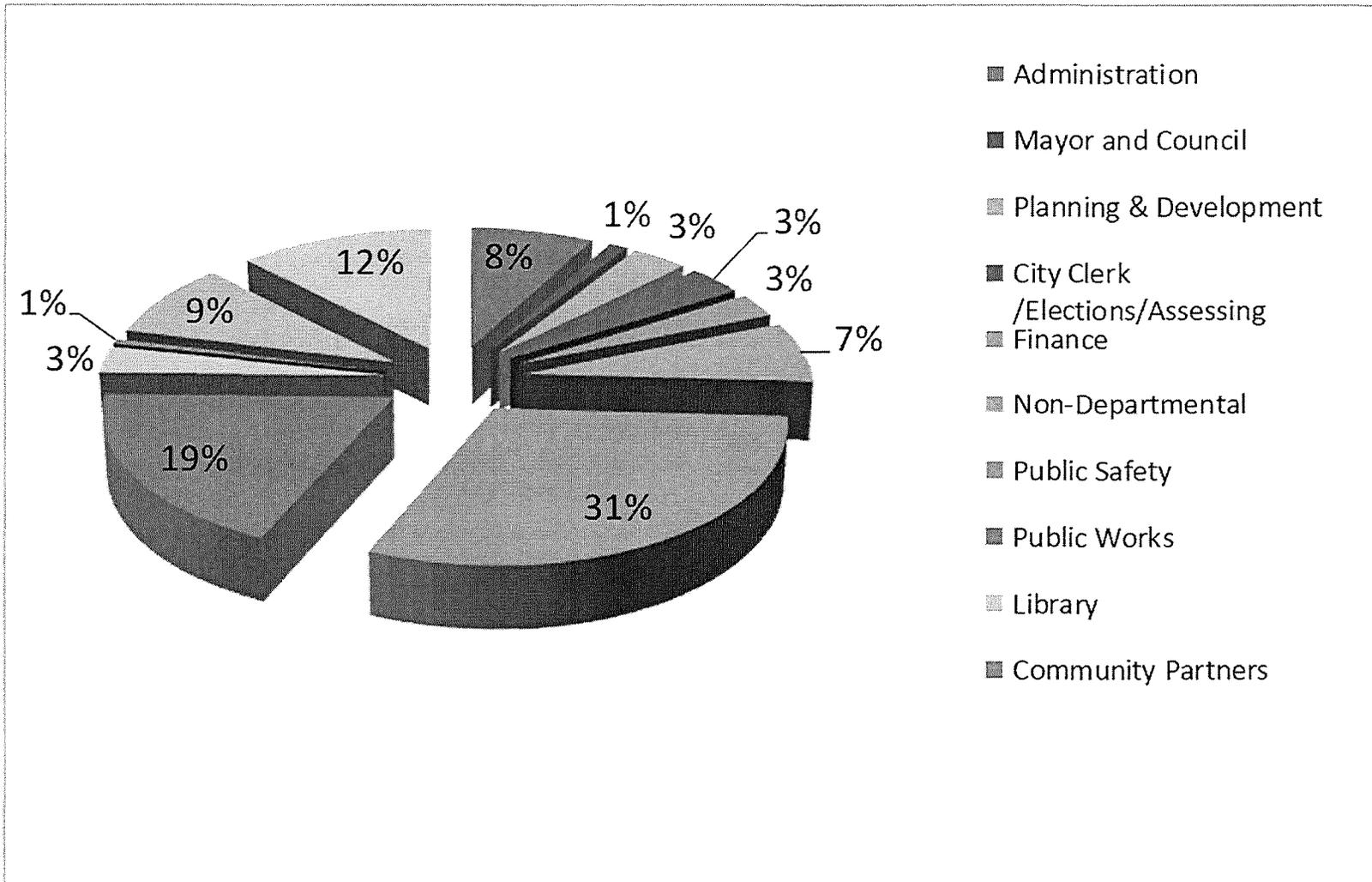
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 1,265,240	8.17%
Mayor and Council	\$ 202,100	1.23%
Planning and Development	\$ 578,356	3.52%
City Clerk/Elections/Assessing	\$ 579,446	3.52%
Finance	\$ 466,354	2.36%
Non-Departmental	\$1,170,000	7.12%
Public Safety	\$5,040,560	30.65%
Public Works	\$3,081,787	18.74%
Library	\$503,144	3.06%
Community Partners	\$92,575	0.56%
Community Education/Recreation	\$1,454,421	8.84%
Transfers	\$2,009,787	12.23%
Totals	\$16,443,770	100%

General Fund Expenditures by Major Category



Changes in 2016

- Addition of Human Resources & Downtown/Neighborhood Coordinator positions
- Revisit Center Point Energy Franchise Ord.
- Central Stores Fund reclassified to General Fund Department.
- Additional \$250,000 Dedicated for Pavement Management

Capital Planning 2016-2020

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

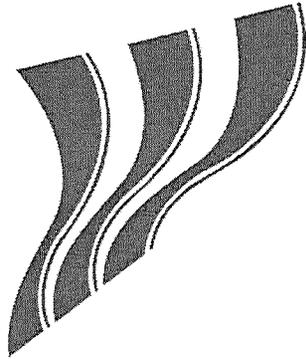
Capital Projects

	2016	2017	2018	2019	2020
Equipment	\$725,007 *	\$1,003,693	\$1,256,790	\$1,116,052	\$1,028,225
Projects	\$3,618,000 *	\$4,376,000	\$5,326,950	\$2,664,250	\$962,255
Pavement Management/ Bonds	\$3,345,000	\$3,400,000	\$3,115,000	\$3,195,00	\$3,075,000
Totals	\$7,688,007 *	\$8,779,693	\$9,698,740	\$6,975,302	\$5,065,480
* \$1,255,000 additional assigned for Capital					

Budget Calendar

August 31st	Presentation of Mayor's Proposed Budget and CIP
August 31st	Finance Committee recommends action on Proposed Tax Levy
Sept. 8th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November 23rd	Review of MUC, Rice Hospital Budgets and Civic Requests
December 7th	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?



City of Willmar

Proposed 2015 Budget

Presented August 14, 2014

Mayor Frank Yanish

Financial Picture

- Revenues Flat
 - Minimal increase in LGA.
 - Small increase in valuation.
- Increasing costs for Infrastructure Maintenance
 - Aging infrastructure.
 - Deferred costs.

2015 Proposed Budget

Fund Type	Amount
General Operating	*\$ 15,530,066
Capital Improvements	\$ 2,080,306
Special Revenue/Internal	\$ 1,788,913
Debt Service	\$ 2,581,227
Enterprise (Wastewater)	\$ 11,291,884
Total All Funds	\$ 33,272,396

* Includes a \$ transfer for Capital Improvements

Operating Levy

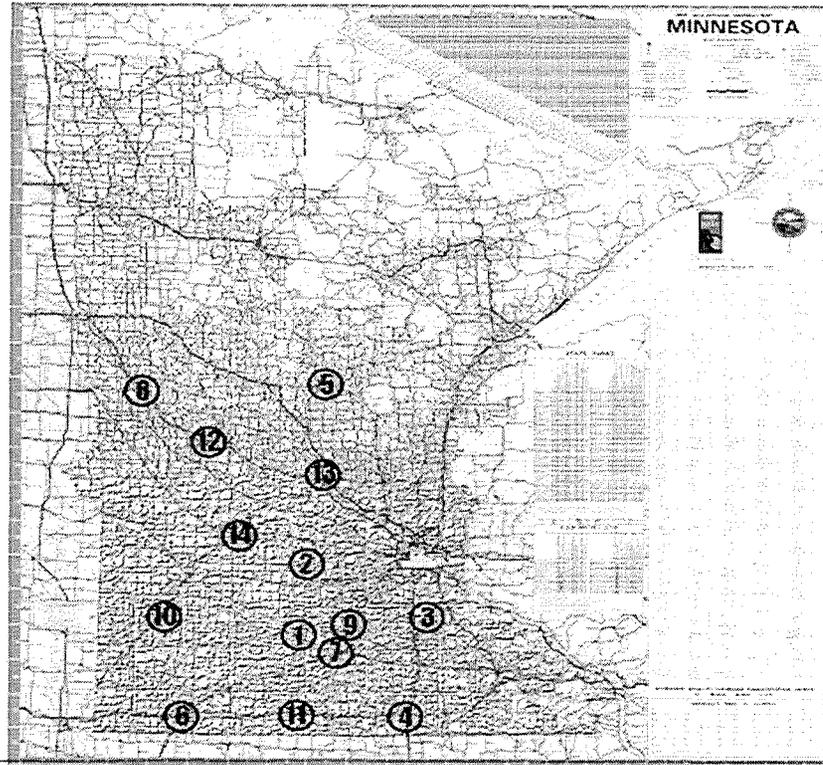
Year 2015-Gen Oper. \$ 4,054,028

Street Prog. \$ 147,000

Year 2014 \$ 3,992,734

Street Prog. \$ 147,000

Proposed Increase \$ 61,294

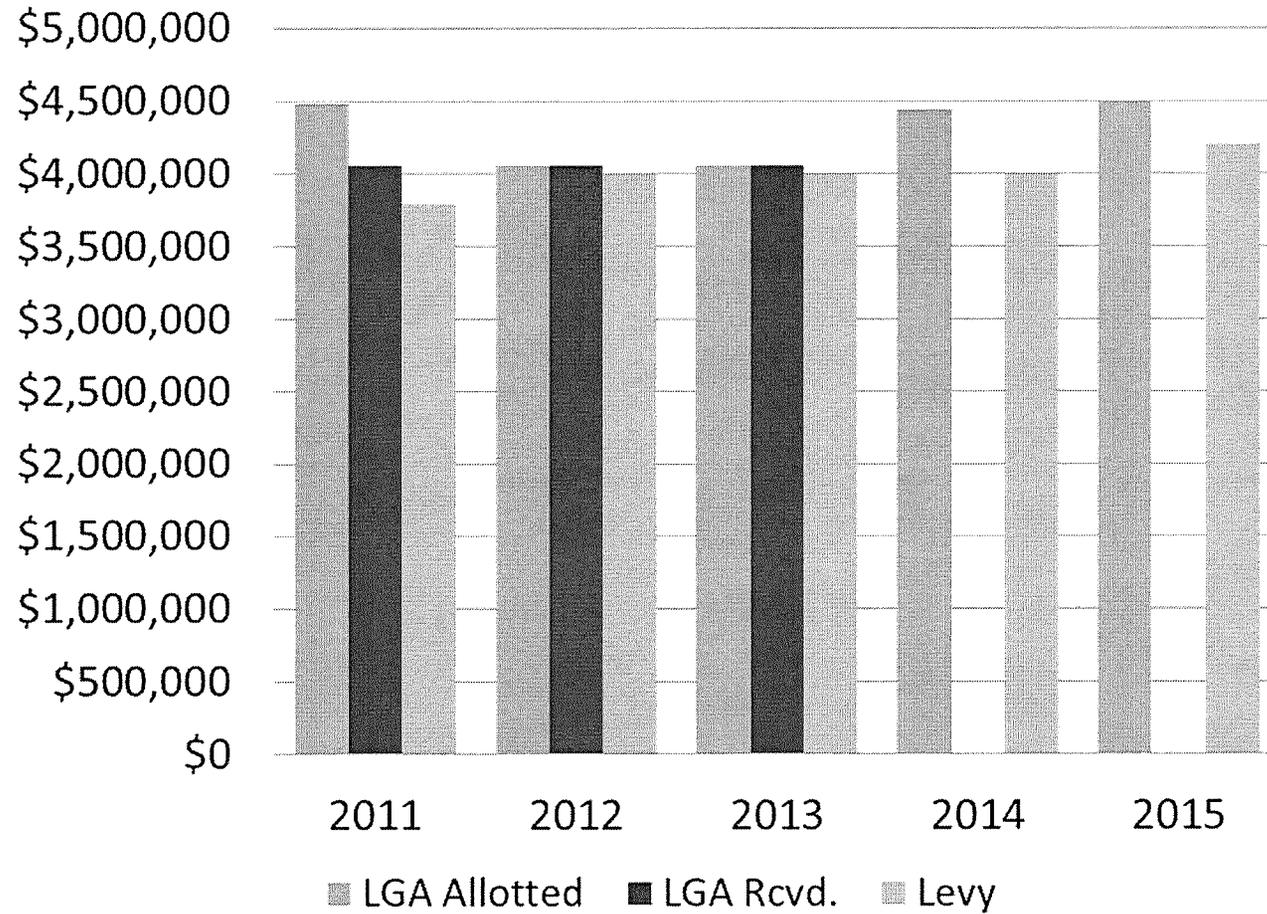


2013 Comparative Property Tax Data Similar Size Communities

City	2012	Taxable	County	City	School	Special	Total
	Census	Tax Capacity		Tax Rates	Tax Rates	Tax Rates	
1. New Ulm	13,418	\$ 7,779,275	41.49	74.14	15.43	1.68	132.74
2. Hutchinson	14,034	\$ 8,778,532	59.66	73.23	16.81	3.65	153.35
3. Northfield	20,373	\$11,470,782	37.58	61.82	38.29	4.34	142.03
4. Albert Lea	17,957	\$ 8,978,213	59.51	60.63	28.73	2.00	150.87
5. Brainerd	13,621	\$ 6,651,101	33.51	58.62	24.22	1.75	118.11
6. Worthington	12,900	\$ 5,632,938	35.36	55.77	20.89	3.95	115.96
7. N. Mankato	13,462	\$ 9,866,600	52.03	54.57	18.92	0.54	126.06
8. Fergus Falls	13,228	\$ 9,163,252	40.84	51.19	25.40	1.45	118.88
9. Saint Peter	11,503	\$ 4,098,430	52.00	50.67	16.75	0.54	119.97
10. Marshall	13,619	\$ 9,913,382	36.43	50.06	29.40	0.17	116.06
11. Fairmount	10,521	\$ 6,640,423	34.62	47.41	30.16	0.42	112.62
12. Alexandria	13,008	\$13,638,586	52.63	41.73	22.50	2.34	119.19
13. Sartell	16,100	\$12,614,818	58.29	37.68	38.43	2.24	136.64
14. Wilmar	19,694	\$12,183,850	59.06	33.98	19.72	2.57	115.32

• 2014 Rates Available in September 2014

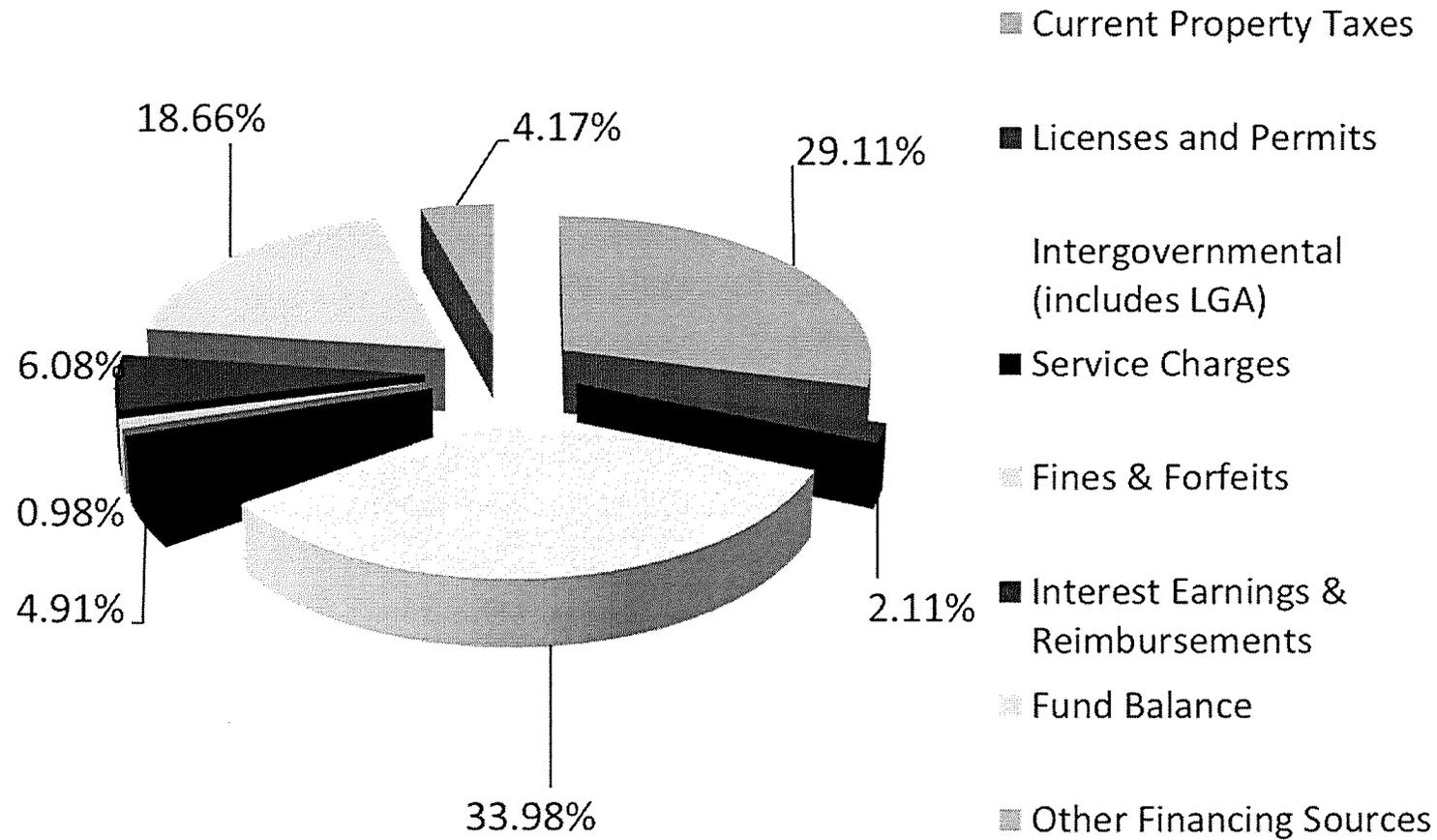
Total LGA Allotted, LGA Received and Levy



General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 4,521,028	29.11%
Licenses & Permits	\$ 328,375	2.11%
Intergovernmental Aid (includes LGA)	\$5,277,754	33.98%
Service Charges	\$762,350	4.91%
Fines & Forfeitures	\$ 152,000	.98%
Interest Earnings and Reimbursements	\$945,000	6.08%
Other Financing Sources	\$2,898,042	18.66%
Fund Balance	\$645,517	4.17%
Total	\$15,530,066	100%

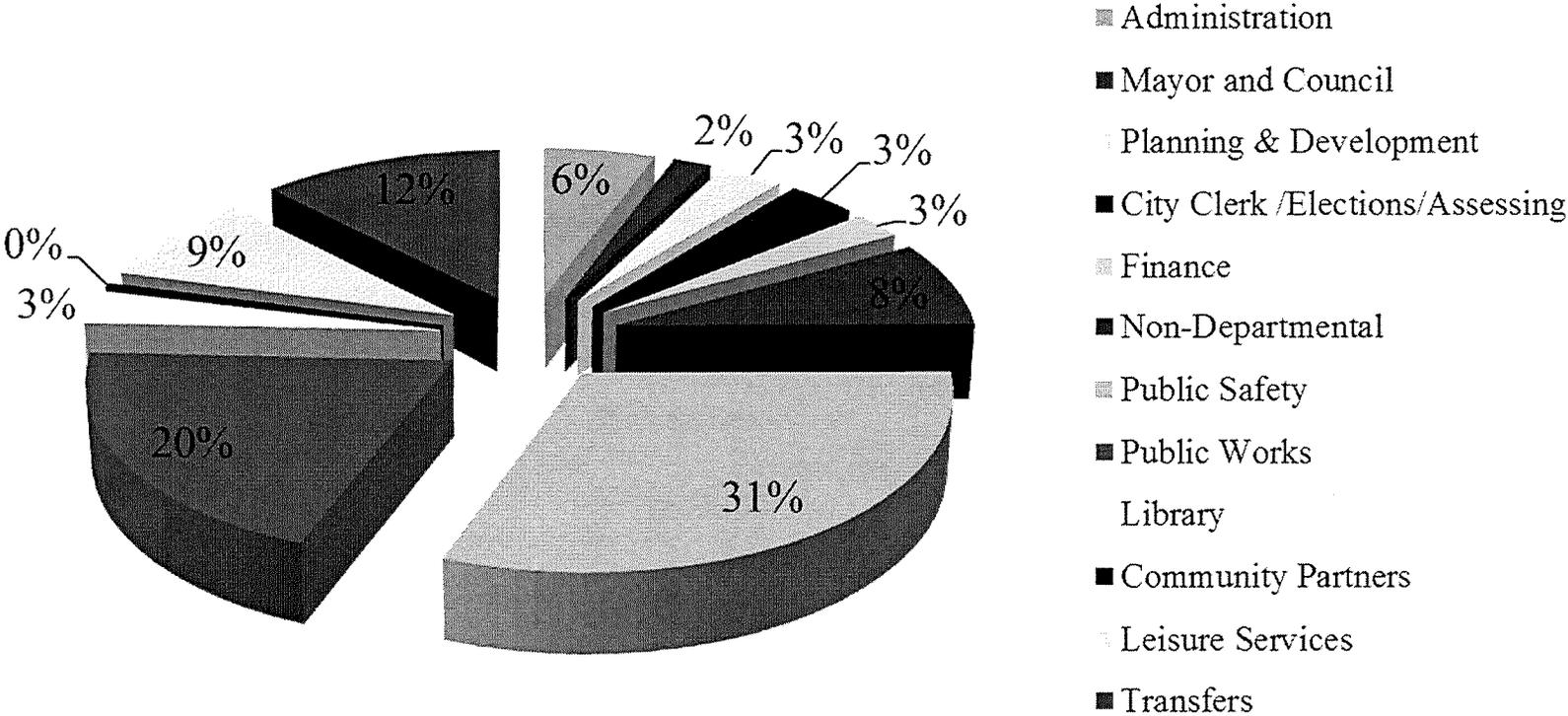
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 878,789	5.66%
Mayor and Council	\$ 448,858	2.89%
Planning and Development	\$ 496,675	3.20%
City Clerk/Elections/Assessing	\$ 481,220	3.10%
Finance	\$ 379,696	2.44%
Non-Departmental	\$1,127,000	7.26%
Public Safety	\$4,877,521	31.41%
Public Works	\$3,106,336	20.00%
Library	\$497,643	3.20%
Community Partners	\$114,000	0.73%
Community Education/Recreation	\$1,298,942	8.36%
Transfers	\$1,823,386	11.75%
Totals	\$15,530,066	100%

General Fund Expenditures by Major Category



Changes in 2015

- Elimination of HR position (was unfilled in 2014).
- Smaller Transfer to Capital Reserve.
- Reduction in capital purchases and projects.

Capital Planning 2015-2019

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

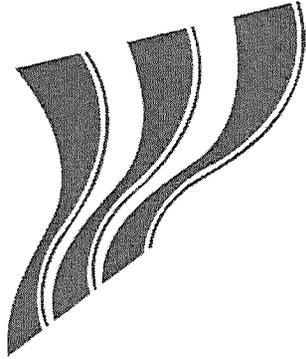
Capital Projects

	2015	2016	2017	2018	2019
Equipment	\$1,268,715	\$1,326,048	\$927,152	\$1,150,000	\$787,325
Projects	\$3,241,500	\$2,206,500	\$2,278,500	\$2,862,500	\$1,457,700
Pavement Management/ Bonds	\$3,535,000	\$4,259,000	\$3,348,000	\$3,635,000	\$3,750,000
Totals	\$8,045,215	\$7,791,548	\$6,553,652	\$7,647,500	\$5,995,025

Budget Calendar

August 14th	Presentation of Mayor's Proposed Budget and CIP
August 25th	Finance Committee recommends action on Proposed Tax Levy
Sept. 30th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November	Review of MUC, Rice Hospital and Willmar HRA Budgets
December 2rd	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?



City of Willmar

Proposed 2014 Budget

Presented August 12, 2013

**Mayor Frank Yanish
Charlene Stevens, City Administrator**

Strong Financial Picture

- Increase in LGA (Local Government Aid)
- Reduction in sales tax expenditures
- Growth in new construction
- Maintaining basic services
- Continuation of Capital Improvements Program.

2014 Proposed Budget

Fund Type	Amount
General Operating	\$ 15,528,583*
Capital Improvements	\$
Special Revenue/Internal	\$1,682,816
Debt Service	\$ 2,499,201
Enterprise (Wastewater)	\$ 8,201,578
Total All Funds	\$ 34,974,785

* Includes a \$1,703,036 transfer for Capital Improvements

Levy Limits in place for 2014

Year 2014-Gen Oper. \$ 3,992,734

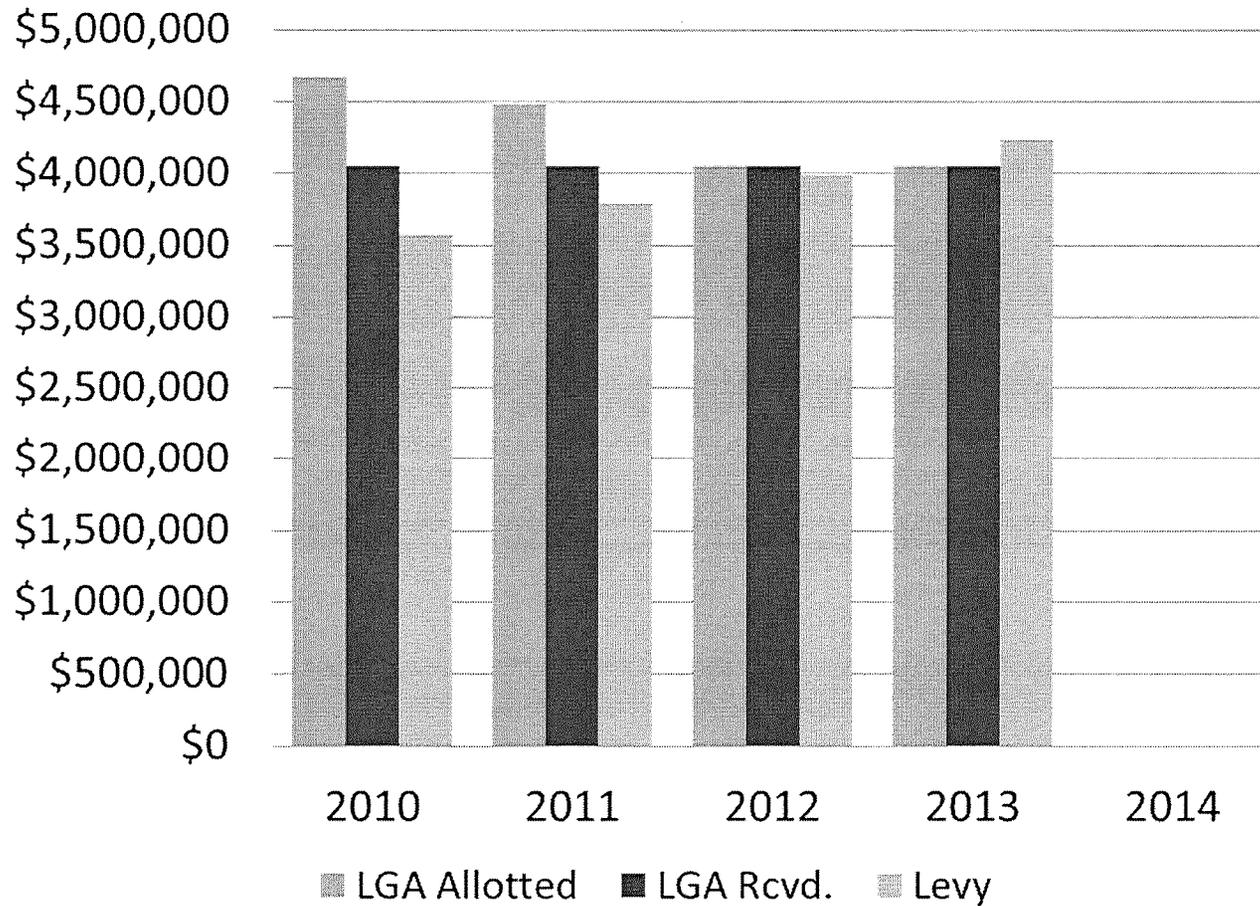
Street Prog. \$ 147,000

Year 2013 \$ 3,992,734

Street Prog. \$ 147,000

Proposed Increase \$ 0

Total LGA Allotted, LGA Received and Levy



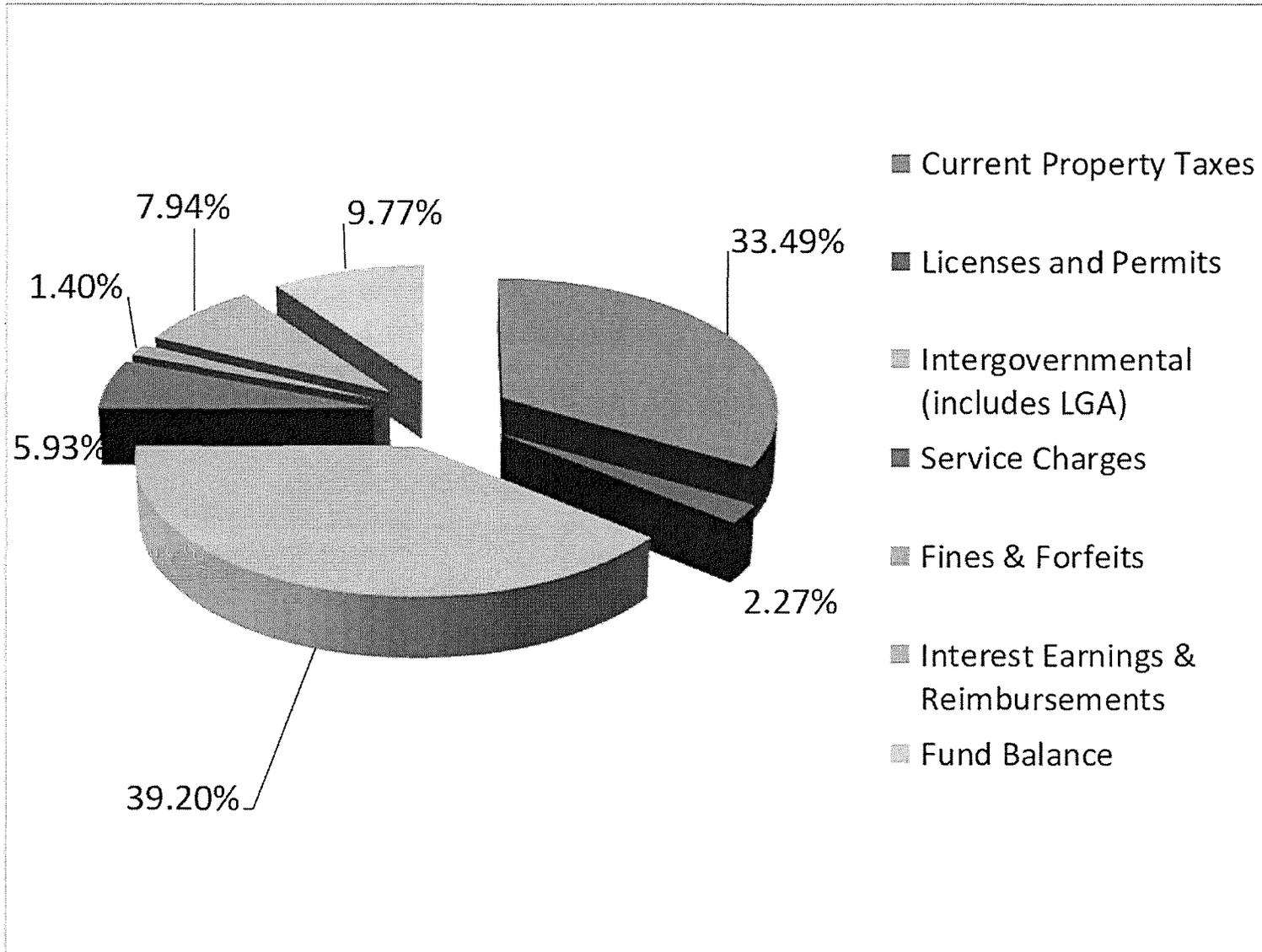
2011 Comparative Property Tax Data

City	Pop.	Tax Cap	County	City	School	Special	Total
Albert Lea	18,016	10,604,626	57.51	49.16	25.85	1.37	133.89
Alexandria	11,070	13,684,472	45.40	37.63	13.36	2.22	98.61
Brainerd	13,590	8,415,097	29.04	47.72	21.66	1.78	100.20
Fairmont	10,666	7,033,439	36.80	41.65	31.66	0.45	110.56
Fergus Falls	13,138	9,764,740	36.29	41.93	25.93	1.53	105.68
Hutchinson	14,178	10,337,838	53.63	61.33	15.65	3.02	133.63
Marshall	13,680	9,669,247	41.57	49.62	28.84	0.32	120.34
New Ulm	13,522	8,585,403	45.15	64.02	16.77	1.27	127.20
Northfield	20,007	14,139,112	30.03	43.85	33.64	3.89	111.41
North Mankato	13,394	10,598,032	52.79	45.43	19.12	0.55	117.88
Owatonna	25,599	19,201,676	55.33	49.57	17.12	0.63	122.65
Sartell	15,876	13,854,393	53.43	33.59	33.16	2.05	122.23
Willmar	19,610	13,057,627	55.94	29.08	19.93	2.46	107.40
Worthington	12,764	5,405,942	41.49	50.92	17.53	4.06	114.00

General Fund Revenues

Major Category	Amount	Percentage
Current Taxes	\$ 3,992,734	25.34%
Licenses & Permits	\$ 303,300	1.92%
Intergovernmental Aid (includes LGA)	\$5,190,227	32.94%
Service Charges	\$750,348	4.76%
Fines & Forfeitures	\$ 153,000	.97%
Interest Earnings and Reimbursements	\$923,000	5.86%
Other Financing Sources	\$3,328,460	21.12%
Fund Balance	\$1,116,167	7.09%
Total	\$15,757,236	100%

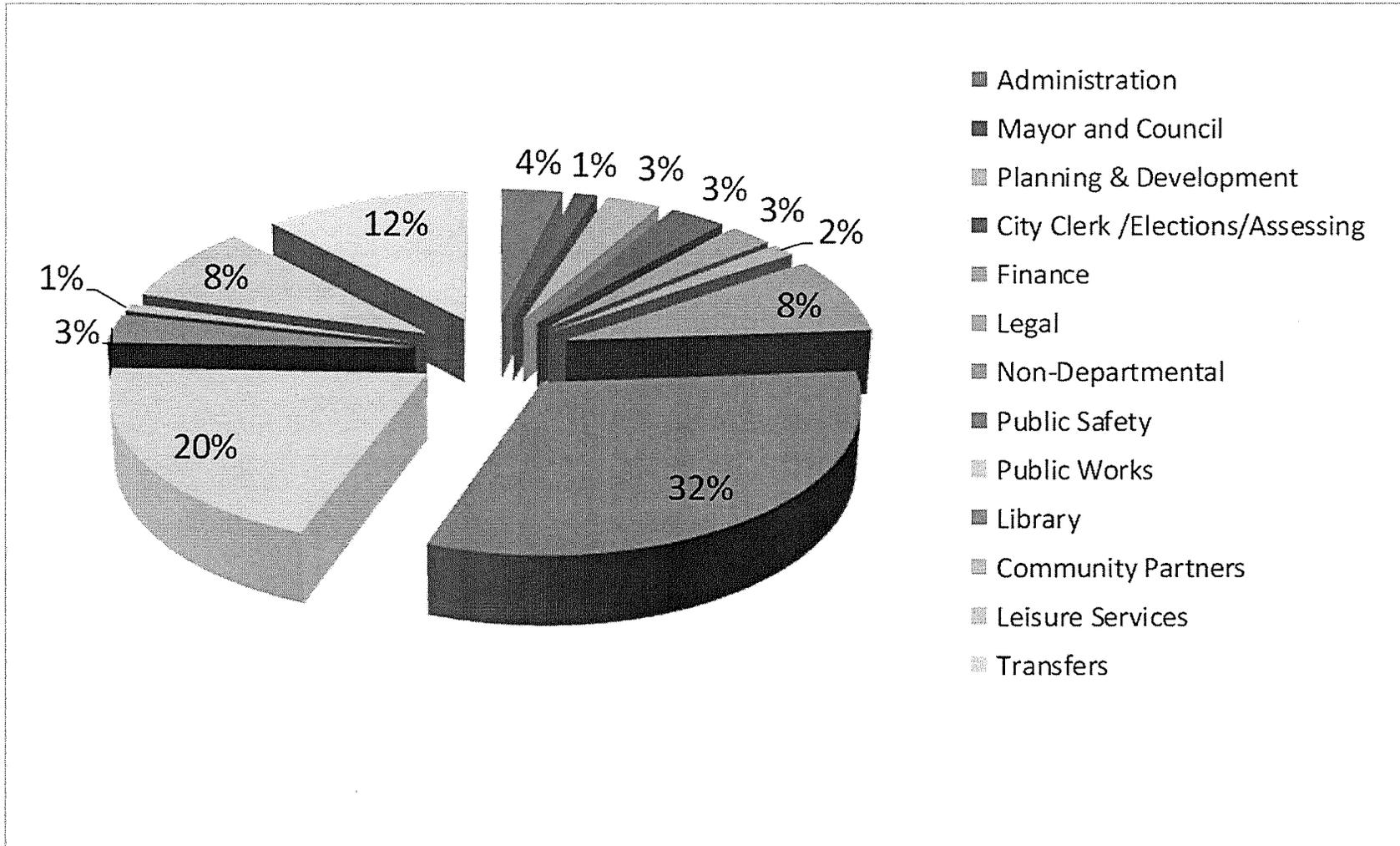
General Fund Revenues by Source



General Fund Expenditures

Major Category	Amount	Percentage
Administration	\$ 873,876	5.63%
Mayor and Council	\$ 162,667	1.05%
Planning and Development	\$ 492,324	3.17%
City Clerk/Elections/Assessing	\$ 542,955	3.50%
Finance	\$ 392,521	2.53%
Non-Departmental	\$1,409,006	9.07%
Public Safety	\$4,792,639	30.86%
Public Works	\$3,096,886	19.94%
Library	\$483,488	3.11%
Community Partners	\$68,000	0.44%
Leisure Services	\$1,321,883	8.51%
Transfers	\$1,892,338	12.19%
Totals	\$15,528,583	100%

General Fund Expenditures by Major Category



Changes in 2014

- Elimination of dues for Coalition of Greater Minnesota Cities, National League of Cities.
- Elimination of funding for Willmar Design Center
- Elimination of funding for West Central Integration Collaborative.
- Elimination of funding for Community Marketing Coalition.

Changes in 2014

- Reductions in Travel (50%)
- Reductions in Membership and Dues (35%)
- Reductions in Training (35%)
- Reduction in Professional Services (50%)
- New position proposed for human resources.

Capital Planning 2014-2018

- Criteria for consideration
 - Legal Mandates
 - Maintenance of Existing Assets
 - Sustainability
 - Reduce or Offset Costs
 - Critical Public Safety Needs or Concern
 - Meeting City Council Priorities
- Goal of establishing a five (5) year planning process

Capital Improvement Funding

- Bonding (Debt)
- Cash
 - Unspent Reserves
 - Unspent Previous Capital Allocations
- Special Revenues
 - WWTF
 - LOST

Capital Projects

	2009	2010	2011	2012 (Budget)	2013 (est.)
Equipment	698,057	528,485	416,662	1,240,441	1,481,760
Projects	544,643	288,214	1,442,076	3,504,835	5,051,245
Streets	1,750,233	2,444,332	3,012,600	2,089,200	2,612,000
Totals	\$2,992,933	\$3,261,021	\$3,778,414	\$6,834,476	\$9,145,005

Budget Calendar

August 12th	Presentation of Mayor's Proposed Budget and CIP
August 26th	Finance Committee recommends action on Proposed Tax Levy
Sept. 3th	Adopt and Certify Proposed Levy to County Auditor/Truth in Taxation
Sept- Oct.	Council Workshops, Public Review
November	Review of MUC, Rice Hospital and Willmar HRA Budgets
December 2rd	Budget Adoption
December 31st	Certification of the Tax Levy to the County

Questions?