

**Billing for Kandiyohi County -
Inspection/Plan Review**

Year	Hours	Hourly Rate	Total Billed
2012	314.5 hours	47.50 hour	\$ 14,938.75
2013	240 hours	47.50 hour	\$ 11,400.00
2014	339 hours	47.50 hour	\$ 16,102.50
2015	82.5 hours	47.50 hour	\$ 3,918.75
			\$ 46,360.00

Year	Miles	Rate	Total Billed
2012	684.3 miles	.555 mile	\$ 379.78
2013	474.5 miles	.555 mile	\$ 263.35
2014	23 miles	.555 mile	\$ 12.77
2015	30 miles	.555 mile	\$ 16.65
			\$ 672.55

CIVIC CENTER ARENA STAFFING OPTIONS

CURRENT STAFFING LAYOUT

ARENA MANAGER Pay Range 7 Exempt \$25.86 HR	\$52,754
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$50,274
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK Pay Range 3 Non-Exempt \$13.96-\$19.26 HR .5 FTE	\$20,030
<u>TOTAL</u>	\$161,039

MODIFIED CITY STAFFING LAYOUT

ARENA MANAGER Pay Range 8 Exempt \$28.84 HR	\$60,000
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$50,274
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK LEAVE UNFILLED Tasks blended in Arena Manager	\$0
<u>TOTAL</u>	\$148,254

COMM ED & REC/CITY STAFFING LAYOUT

CER FACILITY MANAGER SCHOOL CONTRACT \$28.84 HR 25% paid by ISD 347	\$60,000 (\$15,000)
ARENA WORKING MANAGER (General Unit "Working Foreman") Pay Range 6 Non-Exempt \$25.09 HR	\$52,187
PUBLIC WORKS OPERATOR/ ARENA MAINTENANCE WORKER Pay Range 5 Non-Exempt \$16.76-\$24.17 HR	\$37,981
ARENA STAFF CLERK LEAVE UNFILLED Tasks blended in Arena Manager	\$0
<u>TOTAL</u>	\$135,168

FACILITY MANAGER

Position Title: Arena Manager
Department: Community Ed and Recreation
Department Head: Community Ed and Recreation Director
Immediate Supervisor: Community Ed and Recreation
Pay Range: **FLSA Status:** Non-exempt Director

Approved:

Revised:

Revised:

Purpose

Performs supervisory specialized/professional work to manage the daily operations/schedules of the Civic Center, Willmar Public Schools, Community Center, City Auditorium, Robbins Island Shelters, Park Shelters, Recreational fields, Playgrounds and Showmobile. Coordinates facility use with a wide variety of groups, responds to building equipment, supervises and trains employees, prepares/monitors budget, and performs marketing/advertising activities. Operates machinery and performs some manual tasks during minority of time.

Organizational Relationships

Communicates with: Internally – Community Education and Recreation staff, WRAC-8 staff, Public Works staff, School maintenance staff, City Administrator, other City departments, and MUC staff; Externally - numerous local sports and recreation groups, school officials, teachers and coaches, other facility users, various local suppliers/vendors, local media and the general public. Supervises: Regular full- and part-time staff, numerous part-time employees, instructors and work study individuals

ESSENTIAL FUNCTIONS

Schedule daily facility usage for Willmar Public Schools and the City of Willmar. Produce ice and dry-floor activities; plan School and City sponsored events and assist other users in event planning; develop Youth and Adult skating programs; assist groups to plan figure skating show; assist in groups musical/speakers; assist in groups with basketball tournaments, assist in tennis tournaments and baseball/softball tournaments and develop new revenue-producing concepts. Produce dry floor shows including setting and collecting fees, critiquing work, adopting format and ensuring rules are followed. Assist and guide user groups in producing successful shows. Analyze proposed projects for feasibility, cost and facility impact. Determine timeframes and sets goals for project undertaken. Account for various revenue sources, petty cash, vending and concession cash; prepare/make bank deposits; prepare income statement and submit report to Supervisor; evaluate expense and revenue reports and prepare annual expense, revenue and activity reports; submit budget information to Supervisor; authorize purchases of supplies and materials; and prepare expenditure requests for Supervisor. Compose, negotiate and sign rental contracts to be finally approved by the City and enforce provisions of contracts.

Schedule all full time employees, review/calculate full-time employee time sheets, authorize overtime; train and supervise full-time staff to perform variety of tasks. Recognize and resolve employee conflicts

and concerns. Meet with public, private groups or individuals regarding facility usage, concerns, problems, program direction, policies, proposals, codes, etc. Answer inquiries, resolve rental and use questions, explain contract expectations. Supervise all major events, communicate with key people, and provide information and advice to insure successful production. Act to resolve conflicts between groups competing for facility usage. Attend required health and safety meetings and other job-related training. Perform interviews with media to promote programs and events; create advertising layouts for newspapers and radio spots; solicit clients for purchase of indoor advertising; work to expand existing events to create more opportunities for revenue; and create additional advertising concepts for revenue generation

Other Duties And Responsibilities

Participates in committee meetings as needed. Participates in professional association leadership positions and committees. Operates machinery as needed; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure. Performs other related duties as assigned by WCER Director, City Administrator, or as apparent.

Required Knowledge, Skills and Abilities

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes.

MACHINES, TOOLS and EQUIPMENT USED:

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters. Knowledge of industrial refrigeration equipment for an indoor ice facility. Knowledge of administrative and managerial practices and procedures relating to finance/accounting, personnel administration and supervision. Knowledge of food preparation and distribution. Knowledge of building, health and safety codes. Skill in operating various machines and equipment. Skill in negotiating resolutions, solving problems between user groups. Skill in promoting, advocating facility usefulness. Ability to encourage employees to work to full potential. Ability to maintain positive and orderly work environment. Ability to direct and lead activities during public events. Ability to communicate with various groups and interested parties.

MINIMUM QULIFICATIONS

High school degree or equivalent with post-secondary course work in business administration, facility/operations management, marketing or related program and five to seven years of in facility operation. EPA Certification in specialty areas.

PREFERRED QUALIFICATIONS

Bachelor's degree in related field.

WORKING CONDITIONS

Works at both School and City facilities. Based out the Civic Center during majority of time. Travels for meetings and other events. Sits and stand/walks for extended periods of time. Engages in some production/manual work tasks including operating the zamboni and other equipment.

ARENA WORKING FOREMAN

Position Title: Arena Working Foreman

Department:

Department Head:

Immediate Supervisor:

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

Approved:

Revised:

Revised:

Purpose

Performs lead worker and supervision with responsibility for organizing daily work to maintain the building and grounds of the Civic Center. Operates a variety of equipment to perform the maintenance and repairs in areas such as refrigeration, heating, plumbing, electrical, compressors, snow removal, mowers, zamboni and ice resurfacers. Assist in the facility use with a wide variety of groups, responds to building needs, supervises and assists in training of part time employees.

Organizational Relationships

Communicates with: Internally – Facility Manager, Arena Staff, Crossroads Staff, Public Works Staff

Externally – Contractors, Equipment and Material suppliers, numerous local sports and recreation groups, school officials, teachers and coaches, other facility users

Supervises: Part-time staff

ESSENTIAL FUNCTIONS

Plan, direct and provide customer service to arena users as requested or needed. Directs the timeline of ice making to dry floor events. Diagnose problems with plumbing, HVAC, electrical and energy management systems. Operate and maintain all facility equipment and machinery. Plan work projects, prepare work schedules and outline work assignments and assemble appropriate resources. Meet with equipment sales persons to identify options available and prepare bid specification to match department needs. Keep necessary records of time, materials and accomplishment and order necessary material. Respond to concerns of the public.

Schedule all part time employees. Recognize and resolve employee conflicts and concerns. Meet with public, private groups or individuals regarding facility usage, concerns, and problems. Assist in supervision of all major events, communicate with key people, and provide information and advice to insure successful production.

Other Duties And Responsibilities

Participates in committee meetings as needed. Participates in professional association leadership positions and committees. Operates machinery; performs janitorial and concession tasks; performs emergency repairs on equipment and physical structure. Performs other related duties as assigned by supervisor.

Required Knowledge, Skills and Abilities

Knowledge of various laws/rules/regulations/codes such as County Health Department Restaurant and Food Handling Code, Environmental Protection Agency, State Health Department, State Board of Electricity, OSHA, ADA, City Safety Policy and local fire and building codes.

MACHINES, TOOLS and EQUIPMENT USED:

Knowledge of building maintenance including ability to understand heating, cooling, plumbing, electrical and structural matters. Knowledge of industrial refrigeration equipment for an indoor ice facility. Knowledge of food preparation and distribution. Knowledge of building, health and safety codes. Skill in operating various machines and equipment. Ability to direct and lead activities during public events. Ability to communicate with various groups and interested parties.

Machines, tools and equipment used: Zamboni ice resurfacers, ice edger, Snow blower and plow, Cushman ice painter and sprayer, mower, floor scrubber, Honeywell system controller and various hand tools including capentry, arc welder, metal lathe cutting torch.

MINIMUM QUALIFICATIONS

High school degree or equivalent years of experience in arena maintenance.

Background in cooling and heating.

Background in mechanics

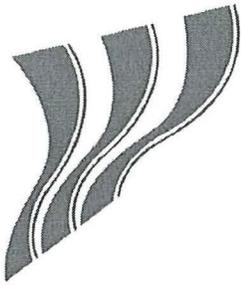
PREFERRED QUALIFICATIONS

Universal refrigerant handling license

Certified food handling License

WORKING CONDITIONS

Performs a variety of physical movements such as bending/stooping, pushing/pulling and twisting/turning. Operates a variety of equipment and machinery. Performs a variety of lifting with objects weighing over 150 pounds. Occasionally enters confined spaces and works at heights up to 30 feet. Experiences temperature extremes and must maintain balance while working on ice surface. Exposure to irritants/fumes hazardous chemicals, vibrations, infectious diseases, noise and electrical shock. Uses all types of vision, expect color, hearing and sense of touch.



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

Agenda Item Number: 5

Meeting Date: July 15, 2015

Attachments: ___ Yes ___ No

CITY COUNCIL ACTION

Date: July 20, 2015

- Approved Denied
- Amended Tabled
- Other

Originating Department: City Administrator

Agenda Item: Consideration of Appraiser I & II Job Descriptions

Recommended Action: Motion to Amend Our Current Appraiser Job Descriptions to Reflect Industry Standards

Background/Summary:

AFCME Union Stewards brought to my attention that our Appraiser job descriptions in the Assessing Department are listed as a Pay Range 6 Appraiser I and a Pay Range 5 Appraiser II. Our Appraiser job descriptions are not following MN Standards and it leads to confusion. Staff's recommendation is to change the Pay Range 6 job to be an Appraiser II and the Pay Range 5 job to be an Appraiser I and notify AFCSME of same.

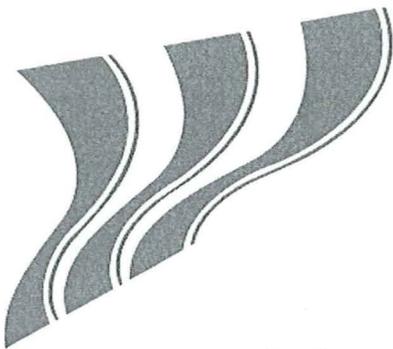
Alternatives: Leave as is and deal with minor recruitment confusion

Financial Considerations: N/A

Preparer: City Administrator Interim

Signature:

Comments:



CITY OF WILLMAR
333 SW 6th Street
Box 755
Willmar, MN 56201
320-235-4915

Memorandum

To: Kevin Halliday, Interim City Administrator

From: Sean Christensen, Public Works Director *sc*

Date: July 8, 2015

RE: Department Staffing



This is a follow up to an original letter dated April 3, 2015. I have included quite a bit of information on numerous positions. This information is the basis for my personnel proposal.

The position of Assistant City Engineer is a unique position that requires an individual who is trained in the knowledge of modern principles, practices and techniques of civil engineering as applied to development, construction and maintenance of municipal engineering projects and Public Works facilities. I am requesting permission to fill the Assistant City Engineer by the promotion of Senior Technician Lynden Wittman. Lynden's 27 years with the City of Willmar Engineering Department, 7 years of which as the City's Senior Technician, have given him vast knowledge in all aspects of the essential functions of this position. Lynden performs these duties on a daily basis and I am convinced he is the right person for this position. Lynden also performed a number of engineering duties in the absence of a City Engineer.

The Engineering Department, with the appropriate staff, provides a full range of engineering services. The promotion of Lynden will allow us to fill an entry-level Technician position while maintaining the integrity of the Engineering Department. Under the direct supervision of the Assistant City Engineer, the Technician will obtain and record all field information for the design and construction of projects, perform locates and set project control points, determine elevations and lay out and stake projects in the field. This position will aid in the inspection for compliance and assure quality control measures are followed for the Engineering Department.

The creation of the Environmental Specialist position for the City of Willmar is critical to our municipal Public Works organization due to the current and evolving environmental/regulatory climate in which we exist. The position will provide project management support primarily for water, wastewater and stormwater related projects and studies. Utilizing the Environmental Specialist will allow a more efficient and accurate delivery of projects and initiatives. The Environmental Specialist will reduce the dependence on consultants to a large degree for projects and environmental and regulatory support. This position will be instrumental in monitoring the ever-changing MS4 regulations and reporting requirements.

The Building Maintenance Supervisor is crucial to the daily operations and supervision of all City facilities. The position ensures the buildings are maintained in a safe, clean and efficient manner by

managing compliance with maintenance standards and ensuring necessary work is completed. The position also includes supervision of custodial staff; including planning of work projects and assembling appropriate resources. I am proposing the promotion of Christopher Simon to fill this position. Chris has proven he is the correct fit for this new responsibility. He is very knowledgeable on the inner-workings of a majority of the buildings within the City of Willmar and I am confident in his ability to master the remainder. Chris has great ideas as it pertains to maintenance of the facilities and is always proactive when it comes to projects either large or small.

With the pending retirement of Cal Miner in the Public Works Department, I am requesting to hire two new entry level Operators prior to the end of the year. I would like one to start around September 1st and the other to start around November 1st. This is beneficial to have the individuals trained ahead of the winter snow season. This will also advance our succession planning as other Public Works Employees retire in the coming years.

Prior to December 2015, I am proposing the promotion of one of the Public Works Operators to a Parks Working Foreman. This will advance the maintenance of the City's 37 park areas and aid in promoting and administering the recently adopted parks plan. This new position will not necessarily prompt an additional employee hire but will be a natural progression within the Public Works Department.

TENTATIVE TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. Because of current workload, this timeline reflects a process that moves less rapidly than other searches conducted by DDA.

Item	Task	Completion Date
Decision by City Council to proceed with search		June 29, 2015
Information gathering	<ul style="list-style-type: none"> • Meet individually with City Council members • Meet with Department Heads in a group session • Gather all pertinent background information • Gather salary information and review job description 	July 31, 2015
Professional profile	<ul style="list-style-type: none"> • Develop position profile and advertisement 	August 10, 2015
Approve position profile	<ul style="list-style-type: none"> • City Council approves profile, job description, salary range and hiring process 	August 17, 2015
Candidate recruitment	<ul style="list-style-type: none"> • Post position immediately upon approval of profile • Comprehensively advertise • Email and phone calls to prospective candidates 	August 18 - September 16, 2015
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	September 17, 2015
Initial interview by DDA	DDA will conduct initial phone interviews of semifinalists	October 5, 2015
Selection of finalists	<ul style="list-style-type: none"> • City Council reviews semifinalists and selects finalists for interviews. If the Council prefers, DDA can select a short list of finalists to be interviewed by the Mayor, Council and Hiring Committee Members. • Notification of candidates not selected as finalists 	October 19, 2015
Background check of all finalists selected for interviews	<ul style="list-style-type: none"> • Includes: <ul style="list-style-type: none"> ○ Criminal background: county, state, national ○ Sex offender registry ○ Social security number verification ○ Employment and education verification ○ Credit check 	October 31, 2015
References on all finalists	DDA will conduct reference checks with current and former employers on all finalists	October 31, 2015
Personality index	DDA will administer a work related personality index to all finalists	October 31, 2015
Presentation of finalists	DDA will present the Council information including: <ul style="list-style-type: none"> • Summary of references • Results of background checks • Personality index report • Resume, etc. 	November 2, 2015
Interviews	<ul style="list-style-type: none"> • It is recommended that interviews be at a special meeting • DDA will prepare all interview materials and be present at all interviews and other functions 	November 12 & 13, 2015
Decision	City Council will select candidate for offer	November 13, 2015
Offer and agreement	DDA will negotiate agreement with selected person	November 14, 2015
Projected start date	New City Administrator begins	December 14, 2015
Follow up	DDA will follow up periodically with the new Administrator	November, 2016

PROCESS DETAILS

Step 1: Information Gathering

DDA will meet individually with each Council Member to gather information about City Administrator attributes, organizational goals and other priorities. We will also facilitate a group meeting with Department Heads to hear their input about candidate skills and abilities. At the same time, the job description will be reviewed and we will gather relevant comparative salary information for consideration by the Council.

Step 2: Development of Position Profile

Based on the direction received from the City Council, DDA will develop a professional position profile that is customized to present the City of Willmar in the most positive manner and provide prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising.

Step 3: Advertisement and Recruitment

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers. Some of the places the position will be advertised include: League of Minnesota Cities, International City/County Management Association, Minnesota Association of City/County Managers, Association of Minnesota Counties, and municipal associations in Iowa, Wisconsin, North Dakota and South Dakota. In addition, the posting will be shared with professional networks through Minnesota State University Mankato, Hamline University and the University of Minnesota. Regular communication with candidates will occur throughout the process.

The simple DDA online application process will be used unless the City prefers to use an existing City methodology.

Step 4: Initial Screening and Review

DDA will complete a comprehensive analysis of every application received and determine semifinalists based on job related criteria. Gary will then conduct an initial phone or internet interview with the semifinalists and present an interview summary along with all application information to the City Council for selection of finalists to be interviewed. As an alternative, the Council may appoint a committee of Councilors, staff and others to conduct an initial interview and select finalists. DDA will facilitate the process completely. At this point, those not selected as finalists will be notified by DDA.

Step 5: Selection

After the City Council selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of employment, verification of education, driver's license review, credit check and other items. Along with background checking all finalists, Gary will personally check employment references on each person.

Simultaneously, we will administer a work oriented personality index that assesses individual characteristics likely to influence work behaviors. This information can prove very helpful in determining the right fit for the City of Willmar.

Prior to the final interview, the City Council will receive a report including resumes, summary of initial interviews, background check results, reference information and a work personality report on each person.

Early in the search process, Gary will discuss possibilities for community involvement through a meet and greet event or other options, and if an event takes place, it will be coordinated with the final City Council interviews.

Prior to interviews, Gary will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job.

Step 6: Offer

After interviews are complete, we will assist the City Council with deliberations and facilitate the offer to the selected candidate. We will negotiate the terms with the candidate based on the parameters established by the City Council.

Step 7: Follow Up

If requested, DDA will assist the new Administrator in establishing position priorities with the City Council. In addition, we will make periodic contact with the new Administrator for at least the first year of employment.

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

Entity	Type of Search	Entity	Type of Search
City of Northfield, MN	Engineer/PW Dir.	City of Northfield, MN	Administrator
City of Cokato, MN	Administrator	Chippewa County, MN	Social Service Director
City of Cokato, MN	Clerk/Treasurer	Sherburne County, MN	Administrator
Steele County, MN	Administrator	City of Madison Lake, MN	Administrator
City of Howard Lake, MN	Administrator	City of Winsted, MN	Administrator

Please note that all but one of the individuals holding the positions listed above remain in their positions. None of these people have been terminated, but one recently took a position closer to their home. In addition to the specific references listed on the following page, the City of Willmar is encouraged to speak with any of the entities listed above.

Open administrator searches include: Winona County, the City of Little Falls and the City of Winsted. Searches for Jackson County and the City of Pequot Lakes will commence soon.

REFERENCES

Pete Zimmerman

Administrator Search, Organizational Planning
Mayor, City of Howard Lake
Phone number: 952-457-4503
Email: pzimmerman@ci.orono.mn.us

John Howard

Administrator Search
Council Member, City of Madison Lake
Phone number: 507-243-3854
Email: john.howard.mlcouncil@gmail.com

Nick Haggemiller

Administrator Search, Engineer Search, Organizational Planning
Administrator, City of Northfield
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Gordy Erickson

Administrator Search, City Clerk Search
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Steve Stotko

Administrator Search
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Dana Graham

Administrator Search, Engineer Search, Organizational Planning
Mayor, City of Northfield
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Email: dana.graham@ci.northfield.mn.us

FEEES

The fee for the search process is \$14,000. This all inclusive fee covers professional services and all expenses including travel, advertising, personality index, background checks on all finalists, etc.

This proposal represents a full service administrator search option. Other less comprehensive options are available should the Council decide some search components are not needed or can be performed by City employees.

ASSURANCE

If during the first 24 months of employment the newly hired Administrator leaves the organization, DDA will complete another search without cost to the City of Willmar.