

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

Agenda Item Number: 5
Meeting Date: January 10, 2014
Attachments: X 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: City Administrator

Agenda Item: Hiring of a Public Works Director/City Engineer

Recommended Action: Approve the Hiring of Sean Christensen as PW Director/City Engineer.

Background/Summary: See attached memo.

Alternatives: Continue to advertise the position or hire an outside consulting firm as City Engineer.

Financial Considerations: The position was budgeted in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:



WILLMAR

CITY ADMINISTRATOR

City Office Building
Box 755
Willmar, Minnesota 56201
320-235-4913
FAX: 320-235-4917
www.ci.willmar.mn.us

MEMORANDUM

TO: Labor Relations
FROM: Charlene Stevens, City Administrator
DATE: January 10, 2014
RE: PUBLIC WORKS DIRECTOR/CITY ENGINEER

Five Candidates were interviewed for the position of Public Works Director/City Engineer for the City of Willmar. The interview panel included the City Administrator, Planning and Community Development Director, Wastewater Superintendent, Mel Odens (MNDOT) and Council Member Ahmann.

It is my recommendation to hire Sean Christensen as the next Public Works Director/City Engineer for the City of Willmar at an annual salary of \$91,924. It is also my recommendation to provide \$5,000 in relocation allowance for Mr. Christensen.

Mr. Christensen is currently the City Engineer for the City of Powell, Wyoming and has been for 13 years. He also has experience working in the private sector.

Mr. Christensen's start date would be March 13, 2014. His resume is attached.

Please contact me with any questions.



SEAN CHRISTENSEN, P.E.

Areas of Expertise:

- Experienced Municipal Engineer with ability to initiate/manage multiple departments/projects and budgets
 - Excellent personal communication skills both oral and written
 - Project management skills: Influencing, leading, negotiating and delegating abilities
 - Proven ability to build consensus with citizens, State and Federal agencies, elected officials and contractors
 - Computer software - Autodesk Civil 3D & Map 3D (GIS), WaterCAD, MS Office, Water Hydraulics
 - Decision making and problem solving skills, analytical thinking, determination and diplomacy skills
-

PROFESSIONAL EXPERIENCE

CITY ENGINEER

12/2000 – present

City of Powell, Powell WY

City Engineer: Prepared and controlled expenditures of the \$150,000 to \$200,000 annual engineering budget. Managed state and federally funded projects. Performed reconnaissance and feasibility reports and engineering and construction surveys for municipal public works projects. Designed streets, parking lots, treated water, sanitary sewer, storm drain and pedestrian pathways. Performed calculations, set lines and grades for infrastructure construction. Ensured construction project safety and compliance with MUTCD and ADA. Coordinated with multiple agencies before, during and after projects to ensure timely completion, closeout, and compliance with agency terms. Assisted the public, contractors and other city departments with engineering related matters. Prepared cost estimates, contract documents, specifications, bid tabulations and change orders. Estimated costs of future construction projects for planning and budget. Prepared RFPs, selected and managed consultants, reviewed plans and specifications. Directed and coordinated external consultants and contractors. Created and maintained GIS mapping for all municipal utilities. Directed and supervised Engineering Technicians on GPS, GIS, engineering design and construction management. Presented complex ideas & projects to city council often with strong opposition present. 13-15 years experience designing and approving flat-grade sewers and curb and gutters.

Airport Manager: Prepared and controlled expenditures of the \$500,000 to \$1,000,000 annual airport budget including all FAA and State grant and loan funds. Coordinated and/or performed routine maintenance of all Navigational Aids (NAVAIDS), fuel farms, municipal-owned hangars and terminal building. Attended technical workshops, grant meetings with the State Loan and Investment Board, committee and State Airport Operators Association board meetings. Wrote, acquired and tracked State and Federal grants and loans. Construction inspection as needed. Coordinated and external consultants, FAA and State Aeronautics as required to accomplish ongoing projects and improvements. Ensured all construction was FAA and State Aeronautics compliant. Supervised, directed and negotiated contracts for local Fixed Base Operator (FBO).

Selected Achievements

- design, layout and contract administration for 55,000 square foot parking lot constructed entirely with pervious concrete. Construction cost = \$345,000
- design, bid, coordinated and managed cured-in-place sanitary sewer lining project using American Recovery and Reinvestment Act (ARRA) funds - Construction cost = \$163,000
- design, layout and construction management of city-wide pedestrian pathway system
- designated owner's representative and direct responsibility for new General Aviation terminal and maintenance building. Construction cost = \$550,000
- designated owner's representative and direct responsibility for Partial Parallel Taxiway, Hangar Access Taxiway and Runway Turnaround project. Construction cost = \$600,000
- project liaison for multiple large-scale municipal projects including new aquatic center, State rest area reconstruction and solid waste transfer station
- direct responsibility for multiple large-scale general aviation airport projects including wildlife perimeter fencing, apron expansion and hangar construction

PROJECT ENGINEER

11/1997-12/2000

Holm, Blough and Company, Cody WY

Prepared drainage plans and reports including floodplain analysis and percolation tests. Designed various utility plans for land development projects. Designed water distribution systems and mainline extensions. Design of public and private septic systems. Worked directly with Department of Transportation to prepare earthwork and haul quantities for bridge replacements. Performed compaction testing and construction inspection for compliance with codes and specifications. Read and interpret access and utility easements.

Selected Achievements

- Designed 200 unit RV Park and Campground including on-site water and wastewater treatment
- Complete site design and construction inspection for multiple commercial sites
- Complete layout and design of numerous city and county residential subdivisions

DESIGN ENGINEER II

7/1996-11/1997

JR Engineering, Colorado Springs CO

Designed roadways, sanitary sewer, water and storm drain systems for major subdivisions. Planning and layout of residential and commercial developments including all easements and preparation of plats with surveyors. Prepared and reviewed drainage plans and reports for commercial and private developments. Supervised, directed and trained engineering technicians. Coordinated with city departments for final approval.

Selected Achievements

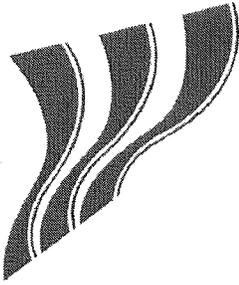
- Part of design team for multiple subdivisions including a 400+ lot residential subdivision
- Site design for multiple commercial sites including those for Boston Market restaurant chain
- Designed numerous two and multi-lane Arterial and Collector Streets for the city of Colorado Springs

EDUCATION / CERTIFICATIONS

- License: Wyoming Professional Engineer (P.E.), #9224
- License: Minnesota Professional Engineer (P.E.), Reciprocity (Comity) in progress
- B.S. in Civil Engineering, Montana State University, 1995
- Certificate: Local Public Agency (LPA), expires 2014
- Certificate: Managing Floodplain Development Through the NFIP, 2010
- Certificate: Pervious Concrete Technician, expires 2015
- Certificate: Park County Leadership Institute, 2002

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- Wyoming Airport Operators Association Board Member nominated and elected by peers (WAOA)
- Selected to State Airport Priority Rating Model Task force (competitive selection), 2013
- Selected to Statewide Airport Inventory and Implementation Committee, 2010



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 6
Meeting Date: January 10, 2014
Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Administration

Agenda Item: Public Works Secretary

Recommended Action: Authorize advertisement and hiring for a Public Works Secretary due to internal promotion.

Background/Summary: The Public Works Secretary was promoted to another position within the City leaving a vacancy. The position is critical position for Public Works providing support to Engineering, Wastewater Treatment, Streets and Parks, as well as the City Engineer. The position also provides additional clerical support and reception assistance for City Hall in general.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position is a Range 4 with a salary of \$30,597 to \$42,141, plus benefits. The position has been included in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:

City of WILLMAR

CLERK-SECRETARY

Position Title: Clerk-Secretary
Department: Public Works/Engineering
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 4 FLSA Status: Non-exempt

APPROVED:	April 5, 2000
REVISED:	January, 2014
REVISED:	
REVISED:	

Purpose

Performs office support for the Public Works, Wastewater Treatment and Engineering Departments. Processes various reports and related documents including construction/vehicle specifications, handling/directing phone calls, meeting agendas/minutes and tasks as assigned.

Organizational Relationships

Reports to: Public Works Director. Communicates with: *Internally* – City Administrator, Department Directors, Senior Technician, Public Works Superintendent, Wastewater Treatment Plant Superintendent, Administrative Assistant, City Attorney, Mayor and City Council and other City personnel; *Externally* – Municipal Utilities staff, “West Central Tribune,” consulting engineering firms and architects, contractors and suppliers, County offices, vendors, various offices of the Minnesota Department of Transportation, Minnesota Department of Revenue, Kandiyohi Area Transit and Rice Memorial Hospital.
Supervises: None

ESSENTIAL FUNCTIONS

Calculate sales and road tax and issue proper forms to State monthly. Assist in state audit.
Maintain fuel system: calculate fuel prices; encode and issue keys; validate employee use; keep records of identification numbers; keep/update records of vehicles and identification numbers; prepare monthly reports of fuel usage by vehicle, driver and account; and prepare billings for city departments and outside users to accounts receivable.
Assist Public Works Committee: prepare agendas, and minutes for supervisor’s approval.
Type/compile specifications for street/utility line construction, city equipment purchases, trees requirements, sanitation service, various quote requests and requests for proposals.
Type correspondence, memos, reports, documents, forms, resolutions, policies, etc. Ensure legal documents are recorded.
Develop timeline to follow and monitor project deadlines; follow legal procedures for bidding, and awarding, prepare contracts for projects, quotes, and other purchases or services and monitor for correct payment and deadlines.
Prepare bid tabulations and review contractor/suppliers calculations; prepare permit forms; design format and prepare contractor payments; prepare agreement; type budgets and follow expenditures through project close out, prepare necessary easements.
Collect expenses, employee time records, right-of-way costs and other financial data necessary for reimbursement of projects costs from State funds.

CLERK-SECRETARY

ESSENTIAL FUNCTIONS (Continued)

Coordinate the brush site attendants and workdays, tally site use, collect and calculate their pay on timesheets.

Update required staff members in drug testing program. Initiate testing upon notice from consortium, send results and keep official records.

Prepare news releases and snow emergencies to ensure the proper entities are notified. Post on the website, fax and electronically send to subscribers.

Assist with annual reports for bridge inventory, needs, and access to State reports of financial database.

Tabulate the work summaries of each employee of the Public Works Department and develop into monthly and annual spreadsheets according to task hours.

Code invoices to appropriate budget expenditure for departments/projects; prepare monthly billings; and other miscellaneous billings that arise to be invoiced.

Prepare forms for fixed assets additions/deletions and requisitions.

Receive complaints and when in violation locate property owner in County system, mail certified notice of violations according to ordinance, track correction and close violation. Submit billing upon correction by staff.

Assist with department timesheets: collect for signature and make copies as requested.

Input parcel numbers into County system to obtain list of property owners/legal descriptions for official assessment; check parcels for assessments; assist in calculations of footages to unit prices and street totals; and input parcel number to obtain labels from County for improvement notices.

Input dollar figures of assessment against parcel in computer; ensure that total balances with clerk's figures, mail assessment hearing and final assessment notices; and publish hearing notices.

Greet and answer questions of the public and assist with telephones. Assist with parking tickets receipting cash/checks for various payments, building permit applications and collection.

Arrange meetings/interviews, set up employee registrations and reservations. Mail-sort, open and prioritize.

Assist in preparation of correspondence, minutes, agendas, memos, etc. in absence of other staff.

Maintain inventory of Public Works and Wastewater Treatment equipment, signs and supplies/parts.

Coordinate parade participants and units for the Willmar Fests parade.

Record all city sump pump certificates, maintain map and process necessary requests for permits or violation letters.

Maintain department's files and petty cash.

Other Duties and Responsibilities

Performs other related duties as assigned by Supervisor or as apparent.

CLERK-SECRETARY

Required Knowledge, Skills and Abilities

Knowledge of secretarial and accounting practices, procedures and duties.
Knowledge of applicable federal and state statutes, state/federal drug policy, municipal code, City ordinances, departmental policies and procedures, and relevant reference materials.
Knowledge of the department's structure and operation and City's overall structure.
Skill in assembling data and preparing accurate records and reports.
Skill in operating a variety of office machines and computer programs.
Skill in organizing and managing work flow.
Skill to communicate verbally and in writing.
Ability to perform clerical/bookkeeping work of average difficulty.
Ability to understand and follow verbal and written instructions.
Ability to organize assignments and complete in a timely manner.

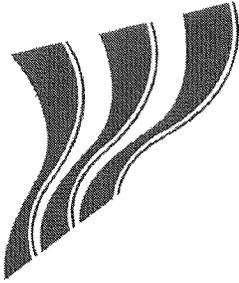
Machines, tools and equipment used: Computer, typewriter, two-way radio, calculator, postage scale, fuel key encoder, laminator, various copy machines, punching/binding machine, envelope sealer, fax and telephone.

MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

Working Conditions

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing, and handle departmental files and records. Uses near vision, hearing and sense of touch.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 7
Meeting Date: January 10, 2014
Attachments: X Yes No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Fire Department

Agenda Item: Clerk/Typist

Recommended Action: Authorize advertisement and hiring for a Clerk/Typist for the Fire Department due to resignation.

Background/Summary: The Clerk/Typist for the Fire Department resigned to take another position outside of the organization. The position provides critical support services for the Fire Department. The position is a .8 FTE.

Alternatives: Do not fill the vacancy.

Financial Considerations: The position is a Range 3 with a salary of \$27,955 to \$38,501, plus benefits. The position has been included in the 2014 budget.

Preparer: C. Stevens

Signature:

Comments:

CLERK-TYPIST

Position Title: Clerk-Typist
Department: Fire
Department Head: Fire Chief/Marshal
Immediate Supervisor: Fire Chief/Marshal
Pay Range: 4 FLSA Status: Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>December 20, 2004</u>
REVISED:	<u>August, 2007</u>
REVISED:	<u>January, 2014</u>

Purpose

To provide clerical and administrative support for Fire Chief/Marshal and other department personnel including the Building and Equipment Maintenance Worker. This position is responsible for accurate information through personal communications and working with reports and records.

Organizational Relationships

Reports to: Fire Chief/Marshal

Communicates with: Internally - Building and Equipment Maintenance Worker, Clerk-Treasurer, City Administrator's Administrative Assistant, Police Department personnel, and Fire Department personnel; *Externally* - Vendors, physicians and other medical staff, other fire departments, State Fire Marshal's office, Emergency Management staff, media, training schools and the general public.

Supervises: None

ESSENTIAL FUNCTIONS

Answer multi-line phone system, take messages and screen calls, welcome visitors, distribute pamphlets and give mini-tours; schedule meeting room activities with other City departments; and record and submit all fire calls to the State.

Type correspondence, take minutes and transcribes; perform related filing; and order and maintain office supplies.

Send out correspondence for quotes; meet with facility and staff; set up appointments for firefighter annual physicals and send out instruction and appointment time; and receive job suitability forms from physicians.

Place ad in newspaper for new hires, collect applications, notify applicants of interview process; submit recommendation of applicant to Fire Chief; and set up orientation for new applicants and assemble packet and necessary paper work.

Provide support for departmental training.

Receive and code all invoices, review line items on budget and process all department billings; and handle personnel expense sheets, assist with preparation of yearly budget and type/submit to Fire Chief.

Calculate all department payroll for firefighters; prepare all time sheets for payroll; and submit completed payroll along with spreadsheets and summaries.

Gather departmental statistics and compile into annual report.

Maintains City-wide records of federally-mandated National Incident Management Systems (NIMS) training.

Works with Emergency Management in compiling NIMS records and the organization and

CLERK-TYPIST

scheduling of NIMS training.

Serves as support staff and secondary contact for City of Willmar Emergency Management in the event of an influenza pandemic event, or a man-made or natural disaster.

Coordinates with community officials and with the Kandiyohi Department of Emergency Management as necessary to ensure the effective administration of the emergency management program.

Responsible for creating, maintaining and updating department website.

Prepares monthly Pre-Plans and works with Fire Officers on their presentations of new and existing businesses to firefighters.

Prepares and manages fire grants at direction of Fire Chief and City Council.

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent.

Type up monthly and year-end financial report; send out quarterly notices for meetings of former firefighters.

Required Knowledge, Skills, and Abilities

Knowledge of clerical work, math calculations and basic accounting.

Knowledge of NFPA-training, physicals, job descriptions and required operations.

Knowledge of state and federal reporting requirements for fire reports.

Knowledge of departmental SOP.

Knowledge of City policies, ordinances, safety and personnel procedures.

Ability to work independently, organize daily duties, run computer software and communications.

Ability of verbal and written, meet deadlines, map reading and manage an office confidentiality.

Ability to communicate and work with a wide variety of individuals and groups.

Machines, tools and equipment used: computer, printer, multi-line phone system, copier, fax, ten-key calculator, paging system-radio, operate pick-up truck and transcribing/dictaphone equipment.

Preferred Knowledge, Skills, and Abilities

Certified Emergency Manager

Knowledge of the National Incident Management System (NIMS)

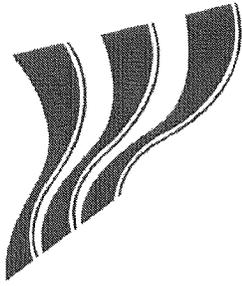
MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

CLERK-TYPIST

Working Conditions

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing and handle departmental files and records. Sits for extended periods of time. Uses near vision, hearing, and sense of touch. May use a vehicle for business errands.



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 8
Meeting Date: January 10, 2014
Attachments: Yes X No

CITY COUNCIL ACTION

Date:

- Approved Denied
 Amended Tabled
 Other

Originating Department: Council

Agenda Item: Discuss process for continuation of strategic planning for City Council.

Recommended Action: Determine a process for strategic planning that can be recommended to council for further discussion and action.

Background/Summary: Council Member Ahmann has proposed that the City continue its strategic planning process and he will describe the process he envisions.

Alternatives: Set aside the planning process.

Financial Considerations: Costs may vary depending on the need for outside facilitation, location, etc.

Preparer: C. Stevens

Signature: 

Comments:

1-15-14

Labor Relations Meeting
Strategic Planning Discussion Topics

THEY WHO FAIL TO PLAN --- PLAN TO FAIL

The following are some discussion points to help us consolidate and define the process, on how establish a strategic plan for our community.

1. IDENTIFY THE ISSUES

- Business needs
- Citizens needs
- Cultural needs
- Policy and Legislative needs
- 2040 plan needs

2. GAIN BROADBASED CONCENT

- Council
- Staff
- Constituents

3. DEFINE GOALS AND ISSUES

Long term goals

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.

Short term goals

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

4. ESTABLISH FINANCIL NEEDS

- a. Prioritize fiscal needs .
- b. Establish time table for financial commitment through the budget process.
- c.
- d.
- e.
- f.
- g.

5. ESTABLISH FUTURE FISCIAL PRIORITIES

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.
- k.
- l.

6. ASSIGN TASKS TO APPROPRIATE COMMITTEE AND STAFF

7. EVUALATE PROGRESS OF GOALS ON A REGULAR BASIS

- a quarterly
- b semi-annually
- c. annually

OTHER TOPICS TO CONSIDER DURING THE PLANNING PROCESS.

- a. Clearly define the public purpose
- b Why do we feel the topic is important to our community.
- c. Explain financial appropriations and impact to the public.
- d. Detail our financial sustainability to every project or issue.
- e. Categorize each objective through committee structure and staff process.

We, as the City Council, have not established any new goals in a couple of years. The establishment of short and long term goals is imperative for proper governance of the City. I would like to propose that we work on establishing goals through a series of City Council Workshops. We should establish a list of broad topics we need to consider and then devote a workshop, not longer than 1 ½ hours in length, to each topic. At the conclusion of the workshop we need to have established some short term and long term goals. After we have concluded all of our workshops, we will have a final session where all of the individual workshop goals will be discussed and a final set of goals will be established.

The following are my suggestions for topics we might want to consider:

1. Vision 2040
2. Downtown
3. Infrastructure
4. Community Education and Recreation and parks
5. Staffing and Service level expectations
6. Renewing community partnerships
7. Economic Development
8. Budget considerations

Other possible topics

Council relations

What have we learned from Brimeyer-Fursman, Carl Neu and others?

Other ideas

This will only work if we all agree to work toward the common good, are willing to compromise, are prepared for each session and get full participation