

★ WILLMAR

**Public Works Director**

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

**COUNCIL ACTION REQUEST**

**DATE:** March 10, 2016

**SUBJECT:** Westwood Court Lift Station PFA Funding

**RECOMMENDATION:** It is respectfully requested the City Council consider the following recommendation:

Authorize the City to apply for the Minnesota Public Facilities Authority loan from the Clean Water Revolving Fund in the amount of \$1,140,000.00

**BACKGROUND:** The City of Willmar entered into an agreement with Bolton & Menk for the engineering and construction related services for the Westwood Court Lift Station project. Bids were opened on March 10<sup>th</sup> and will be brought forth to the Public Works/Safety Committee Meeting on March 15<sup>th</sup> for award. Staff is seeking authority to apply for PFA funding for the project.

**FINANCIAL CONSIDERATION:** The loan amount is estimated to be \$1,140,000.00 or the as-bid cost of the project.

**LEGAL:** N/A

**Department/Responsible Party:** Sean E. Christensen, Public Works Director

**Reviewed By:** Larry Kruse, City Administrator

RESOLUTION NO. \_\_\_\_\_  
RESOLUTION OF APPLICATION FOR PFA FINANCING

BE IT RESOLVED that the City of Willmar is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for improvements to its municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Willmar estimates the loan amount to be \$ 1,140,000.00 or the as-bid cost of the project for the Westwood Court Lift Station.

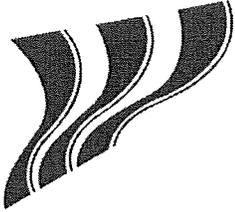
BE IT FURTHER RESOLVED that the City of Willmar has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

I CERTIFY THAT the above resolution was adopted by the Willmar City Council on March 21<sup>th</sup>, 2016.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
CITY CLERK



WILLMAR

**Finance Director**

**City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
Main Number 320-235-4913  
Fax Number 320-235-4917**

**COUNCIL ACTION REQUEST**

**DATE:** March 14, 2016

**SUBJECT:** Consideration of Donation Policy & Procedure

**RECOMMENDATION:** Review sample policy and recommend changes to accomplish City Council objectives

**BACKGROUND:** There has been discussion and concerns that the City does not have a clear and concise Policy for Accepting Donations and Procedures from the general public, and that they be able to receive documentation in order for the individual or company to meet the IRS Rules and Regulations to take a tax deductible donation when they file their income taxes. Included is a Sample Policy for Committee to review and comment on.

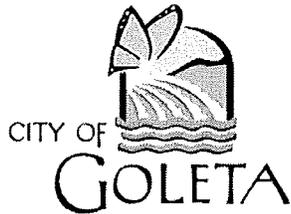
Dog Park Donations are the only example where a party wanted to donate funds but did not trust the City to receive the money. They wanted to give the money to the Dog Park Committee which is not an entity, thus would not be able to deduct contributions due to IRS Rules and Regulations. The donor could have given the donation directly to the City to do so.

A check made payable to the *City of Willmar* is normally acceptable to a Donor's accountant. The City also would have an individual receipt which could be mailed back to the proper address. If any Donor's accountant insisted on a further letter of clarity the City Clerk Treasurer would prepare said document on City letterhead and mail it to the proper address.

**FINANCIAL CONSIDERATION:** N/A

**LEGAL:** The Council has the authority to set policy and direct staff to develop procedures in order to comply with IRS Rules and Regulations.

**Department/Responsible Party:** Steven B. Okins, Finance Director  
Larry Kruse, City Administrator



## **CITY OF GOLETA DONATION AND GIFT POLICY**

### **Section 1. Purpose**

The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts during the performance of City business.

### **Section 2. Types of Donations**

Donations may be offered in the form of cash, real or personal property. Designated donations means those donations that the donor specifies for a particular City department, location, or purpose. Undesignated donations means those donations that are given to the City for an unspecified use.

### **Section 3. Consistency with City Interests**

Designated donations may only be accepted when they have a purpose consistent with the City's goals and objectives and are in the best interest of Goleta. The City must always consider the public trust and comply with all applicable laws when accepting donations.

### **Section 4. Acceptance of Undesignated Donations of Cash or Tangible Items**

All donations to the City, including offers to employees related to the City, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.

- A. Offers of donations of cash or items valued at \$5,000 or below may be accepted by a Department Director.
- B. Offers of donations of cash or items valued more than \$5,000 and up to \$10,000 may be accepted by the City Manager.

- C. Offers of donations of cash or items valued more than \$10,000 must be accepted by the City Council. Donations valued at more than \$10,000 shall be accepted through a written agreement consistent with these guidelines and approved by the City Council.
- D. Offers of donations for gratuitous purposes (e.g. holiday gift baskets, etc.) to any employee, department or the City shall be made available to benefit all employees.

#### **Section 5. Acceptance of Designated Donations of Cash or Tangible Items**

Based on the value of the donation offer as outlined in Section 3 above, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:

- A. Consideration of an immediate or initial expenditure is required in order to accept the donation;
- B. The potential and extent of the City's obligation to maintain, match, or supplement the donation;

#### **Section 6. Acknowledgement of Donations**

- A. A Donation Acceptance Form is required to be completed by the receiving Department Director or the City Manager's Office for all donations provided to the City (form attached).
- B. Acknowledgement of the donation should be in writing and be the responsibility of the Department Director who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the City Manager. A copy of the acknowledgement agreement should be forwarded to donors.
- C. The Donor Acceptance Form including the donor names and donation amounts are public information subject to disclosure pursuant to the California Public Records Act.

#### **Section 7. Declined Donations**

- A. The City of Goleta reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to be not in the best interests of the City.

### **Section 8. Distribution of Donation**

- A. Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Director or City Manager, disposed of in an appropriate manner according to this policy.
- B. Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated City department.
- C. Donations of cash for undesignated donations under \$5000 will be deposited into the City's General Fund donation account. Undesignated donations in the amount of \$5,000-\$10,000 will be designated to the Community Projects Grant Program. Undesignated donations in an amount over \$10,000 will be distributed at the direction of City Council.

### **Section 9. Dissemination of Information**

- A. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Manager's Office.
- B. A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- C. Each original Donation Acceptance Form shall be maintained by the City Clerk's Office.

### **Section 10. Acceptance of Gifts to Employees and/or Elected Officials of the City**

- A. Employees and or elected officials of the City shall follow the provisions listed in City of Goleta Ordinance No. 04-03, Code of Ethics and City of Goleta Resolution No. 04-56, Conflict of Interest Code as they relate to the receipt of gifts.
- B. Employees and officials of the City are required to be objective and fair in dealing with the public and persons or firms doing business with the City. Employees shall not solicit or accept gifts or gratuities for the performance of their City job responsibilities.
- C. No City official or employee shall directly or indirectly solicit, accept, or attempt to accept any money, fee, credit, gift, gratuity, object of value, or compensation of any kind which the official or employee knows, or has reason to know is being offered:
  - 1. For the purpose of improperly obtaining or rewarding favorable treatment;
  - 2. With interest to influence the official or employee in the discharge of official duties or;

3. In consideration of having exercised official powers or performed official duties.
- D. Anonymous gifts shall be delivered to the City Manager for appropriate disposition.
  - E. This policy does not prohibit a City official from accepting anything of value by way of a gift when such a gift is made to and accepted on behalf of, the City of Goleta. All such gifts to the City shall be forwarded to the City Manager for compliance with this policy whenever possible; the City Manager will ensure that all such gifts are shared by all City staff. An example of such gifts would be those received during holiday periods.
  - F. Under the Political Reform Act, public officials and employees are required to disclose certain personal financial holdings as outlined in California Government Code sections 81000-91014. The Fair Political Practices Commission requires all public officials and employees to file a 'conflict-of-interest statement,' known as Form 700. In Schedule D of Form 700, details requirements in reporting gifts of a dollar value and shall be used.

**CITY OF GOLETA  
DONATION ACCEPTANCE FORM**

Name of Donor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of donation: \_\_\_\_\_  
\_\_\_\_\_

Donor estimate of current value: \_\_\_\_\_

Potential immediate or initial acquisition or installation cost, any on-going maintenance or replacement cost: \_\_\_\_\_  
\_\_\_\_\_

Intended use: \_\_\_\_\_  
\_\_\_\_\_

Conditions of acceptance or donor designation: \_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

City Department receiving donation: \_\_\_\_\_

**APPROVED / DISAPPROVED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date Submitted to Council

\_\_\_\_\_  
Date Approved by Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Signature

NOTE: The City of Goleta cannot guarantee future funding for repair, maintenance, use or replacement of donated items.

cc: City Council, Finance Department, City Clerk

**CITY OF GOLETA, CALIFORNIA**

**DONATION AND GIFT POLICY ACKNOWLEDGEMENT**

I have received and read the City of Goleta Donation and Gift Policy and understand its provisions. I further understand that when I sign this acknowledgement form it will be placed in my personnel file.

\_\_\_\_\_  
**Employee (PRINT NAME)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**COUNCIL ACTION REQUEST**

**DATE:** February 22, 2016

**SUBJECT:** Revised Draft of City Purchasing Policy

**RECOMMENDATION:** It is respectfully requested the City Council consider the Finance Committee's recommendation to:

Adopt the March 2016 City of Willmar Purchasing Policy

**BACKGROUND:** Staff was requested by Administrator Kruse to update the Purchasing Policy, setting levels of authority. In 2004, the City adopted a purchasing policy setting the amount the City Administrator could approve at \$20,000. In 2013, the City Council amended that policy to request the Council approve all Vehicle and Capital Improvement expenditures above \$10,000. This means that for every capital purchase that is in the budget, staff must bring them to Committee and justify the purchase for a second or third time and then the Council must again approve the purchase.

City Administrator Kruse has requested the amount the City Administrator can approve for both budgeted and unbudgeted items be set at \$25,000. Records indicate all items approved through the Capital Improvement Process for the last 25 years have never been rejected after formally adopted by the City Council. A few recent examples show why this is relevant for the Council to do.

1) In the past month, the ice plant at the Civic Center went down. The cost to repair and get the operation back on line was \$15,000. City Administrator Kruse responded to a request from Community Education and Recreation Director Brisendine to continue to complete the repairs. Technically, based on the current policy, this amount is over \$10,000 and should have had an emergency City Council meeting to authorize.

2) At the last City Council meeting, two pickups and some GIS equipment was submitted to Public Works Committee and Council for approval. The proposed purchases had already gone through an extensive review by the Capital Improvement Committee comprised of mechanics, operator, Directors, City Administration and ultimately the City Council. Funds were identified and appropriated. This results in the repetitive approvals of items which, when reviewed, have always been purchased. The exception is when the Department Director decides to delay the purchase for good reason.

3) In today's Finance Committee packet, the Public Works Director submitted a request to purchase and install lighting in the Public Works Building. This amount was \$ 24,261. Staff was prepared to bring this one and only item to the Public Works Committee, but that being the only item it did not make sense to have a meeting just for that. Staff redirected the lighting purchase to the Finance Committee. The work was evaluated and included in the CIP budget at \$35,000, and it seems unnecessary due to the actual amount being less than the approved level of funding, to bring it back to another Committee and the Council.

In 2004, \$ 20,000 was the amount the City Administrator could approve. In today's dollars, at 3% inflation, that amount would be over **\$ 28,000**. So it seems reasonable to entrust the City Administrator with up to \$25,000 with the direction that the Administrator keep the Council informed, especially about unbudgeted items like the ice plant.

At the February 8<sup>th</sup> Finance Committee meeting they recommended some changes which staff has included. Further, they requested some additional time to think about the various policy amounts.

**FINANCIAL CONSIDERATION:** None

**LEGAL:** The Council has the authority to set policy and spending limits on staff.

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

**Reviewed By:** Larry Kruse, City Administrator

**CITY OF ~~ARDEN HILLS~~WILLMAR**  
**PURCHASING POLICY**  
**(Revised 4/28/2014/1/2016)**

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**GENERAL PHILOSOPHY**

The City of ~~Arden Hills~~Willmar is committed to be responsible, prudent, and wise in spending the taxpayer's funds.

The purchasing policy was developed by the City to be followed and enforced. It is difficult to identify every possible scenario in this document that might be considered prudent or imprudent. In addition, the city is cognizant of the value not only of the following spending policies, but also the public perception of prudence. The City employees should make every attempt to adhere to the policies and exercise good business judgment in spending. It is recognized that even the best policies will need to be revised periodically and modified as needed.

**PURCHASING**

**POLICY:**

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

**SCOPE:**

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, ~~and~~ purchase orders, ~~and~~ coding.

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**COMPETITIVE BIDDING**

- ~~1. Purchases between \$7,500 and \$50,000. Purchases of goods and services must be competitively bid. At least, two written bids must be obtained from the vendors.~~
- ~~2. Purchases over \$50,000 must be advertised as sealed bids.~~
- ~~3. Purchases at and over \$2,500, but under \$7,500. Obtain a minimum of two verbal or faxed bids from vendors.~~
- ~~4. No bids required for purchases under \$2,500~~

~~The City follows the rules pursuant to Minnesota State Statute 471.345.~~

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1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.
2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.
4. Other provisions of the statute as listed in the statute.

**Note: The current statute should always be referenced or referred to for the most recent revisions to the law.**

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

**Spending Not Requiring Council Action**

**AUTHORIZATION LIMITS**

Individual	\$ Limit - Budgeted	\$ Limit - Unbudgeted
City Administrator	up to <del>\$ 7,500</del> <del>\$ 5,000</del> <u>\$ 7,500</u> <u>\$ 25,000</u>	up to \$

Purchasing Policy 2  
M. Siddiqui, 7/21/04 Revised 4/28/14

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<del>Finance Director/Treasurer</del> <u>Department Directors</u>	up to \$
<del>5,000</del> <u>5,000</u>	up to \$ <del>2,500</del> <u>2,500</u> <del>5,000</del>
<del>Public Works Director</del>	up to \$ <del>2,500</del> <u>2,500</u> up to \$
<del>1,000</del> <u>1,000</u>	
<del>Community Development Director</del>	up to \$ <del>2,500</del> <u>2,500</u> up to \$
<del>1,000</del> <u>1,000</u>	

Note: All payments for capital purchases in excess of \$~~7,500~~25,000 must be preapproved ~~approved~~ by the City Council, unless the project, in aggregate, was previously approved by the City Council. Monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator. The department director, along with the concurrence of the ~~Finance Director~~Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

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*Items not requiring Council authorization prior to payment, but is part of the approved budget and over the authorization limits as described above:*

- Payroll and payroll related payments
- Employee Expense reimbursements
- Insurance Premiums
- Routine Operations (utilities, supplies, cleaning services, etc.)
- Items that were previously approved by the Council.
- Emergency payments or other payments to avoid late fees or interest charges.

1. Finance will process payments on a bi-weekly basis. Payments that do not require Council authorization will be issued ~~on Fridays~~the same time as Council authorized ones.
2. Payments that require Council action will be issued after the approval.
3. A complete list of all paid and unpaid claims will be presented at the regular Council meeting under the consent agenda items.

### PURCHASE ORDERS & CODING INVOICES

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It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under \$~~1~~4,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator ~~or their designee or the Finance Director~~Director may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head

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will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

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### NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

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**CITY OF ARDEN HILLS WILLMAR**  
**PURCHASING POLICY**

(Revised 4/28/2014/1/2016)

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**GENERAL PHILOSOPHY**

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**PURCHASING**

**POLICY:**

The City's policy is to purchase goods and services at the most cost effective and competitive rates, yielding the desired service, turnaround and value for the dollar. This practice must ensure the best utilization of funds, vendor selection, and adherence to ethical business practices including integrity, honesty, and avoidance of conflict of interest.

**SCOPE:**

This policy applies to purchase of goods or services that includes: competitive bidding, vendor selection, signature authority, ~~and~~ purchase orders, and coding.

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**COMPETITIVE BIDDING**

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1. If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.
2. Purchases between \$25,000 and \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.
3. Purchases under \$25,000 may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt.
4. Other provisions of the statute as listed in the statute.

**Note: The current statute should always be referenced or referred to for the most recent revisions to the law.**

It is not the policy of the City to accept the lowest bidding vendor. The acceptance of the bid may be based on a number of factors, including: Cost, demonstrated working experience in the specific area, past experience with the City, overall quality of work, and in emergency situations.

Exception to this policy may be made in order to maintain continuity of services, their in-depth knowledge of the City's operations or systems, the uniqueness of the services offered, and in emergency situations. Examples include, but not limited to: Auditing Services, Financial Services, Engineering Services, Legal Services, Maintenance Contracts, Building Maintenance, Architectural Services, and other similar services. Exception can also be made if the project requires unique skills or if bids cannot be obtained due to lack of interest from the vendors. It is the responsibility of the department head to document the rationale for the vendor selection, particularly when the lowest bid is not accepted and/or if a bid was only received or obtained from one vendor.

Spending Not Requiring Council Action

**AUTHORIZATION LIMITS**

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City Administrator	up to <del>\$ 7,500</del> <u>\$ 7,500 25,000</u>	up to \$
	<del>5,000</del> <u>5,000 10,000</u>	

Purchasing Policy  
M. Siddiqui, 7/21/04 Revised 4/28/14

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<del>5,000</del> <u>5,000</u>	up to \$ <del>2,500</del> <u>2,500</u> <del>5,000</del>
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<del>1,000</del> <u>1,000</u>	
<del>Community Development Director</del>	up to \$ <del>2,500</del> <u>2,500</u> up to \$
<del>1,000</del> <u>1,000</u>	

Note: All payments **for capital purchases** in excess of ~~\$7,500~~ \$25,000 must be **preapproved** ~~approved~~ by the City Council, unless the project, in aggregate, was previously approved by the City Council. **Monthly reports for all approved unbudgeted expenditures shall be provided to the City Council by the City Administrator.** The department director, along with the concurrence of the ~~Finance Director~~ Finance Director, may delegate signature authority to another individual in their department for a set dollar amount, which should be significantly lower than their own signing authority. This authority must be in writing and be kept in the Finance Department.

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**PURCHASE ORDERS & CODING INVOICES**

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It is a prudent business practice to issue purchase orders prior to the purchase of goods and services. As a practical matter, no purchase orders are required for purchases under ~~\$5~~ \$1,000. Purchase orders can only be signed by the authorized individuals as outlined above with their respective signing authority. The City Administrator ~~or the Finance Director~~ Director or their designee may co-sign a purchaser order if the order exceeds the director's authorization level.

Purchase orders are issued by the individual departments and retained by them until the goods and services are received. Upon the receipt of the invoice, the department head

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will approve the invoice for payment and forward the invoice, along with the purchase order to the Finance Department for processing.

All invoices are required to be coded and signed by the department head, or authorized delegate, before forwarding them to the Finance Department for processing.

### NEW VENDORS

Selecting new vendors is at the discretion of the department head. When selecting a new vendor the department head or authorized delegate is required to also obtain an IRS Form W-9 from the vendor. The City requires the IRS Form W-9 before payment can be processed for the vendor.

CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>CODE</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>	<u>2016 Council PROPOSED</u>
<b>VEHICLE REPLACEMENT</b>				
<b>Fire</b>				
Fire Pumper	53	400,000	650,000	400,000
<b>Total Fire</b>		<u>400,000</u>	<u>650,000</u>	<u>400,000</u>
<b>Police Department</b>				
2006 Chevrolet Impala Patrol Car	53	41,483	41,483	41,483
2013 Chevrolet Impala Patrol Car	53	39,508	39,508	39,508
2013 Chevrolet Impala Patrol Car	53	39,508	39,508	39,508
2013 Chevrolet Impala Patrol Car	53	39,508	39,508	39,508
<b>Total Police Department</b>		<u>160,007</u>	<u>160,007</u>	<u>160,007</u>
<b>Public Works Department</b>				
New-Bobcat Toolcat	53	60,000	60,000	60,000
2006 Ford - F350 1/2-Ton Pickup	53	37,500	37,500	37,500
2004 Ford - F350 1-Ton Pickup	53	49,000	49,000	49,000
<b>Total Public Works Department</b>		<u>146,500</u>	<u>146,500</u>	<u>146,500</u>
<b>Waste Water Treatment Plant</b>				
2006 Gator	53	18,500	18,500	18,500
<b>Total Waste Water Treatment Plant</b>		<u>18,500</u>	<u>18,500</u>	<u>18,500</u>
<b>TOTAL VEHICLE REPLACEMENT</b>		<u><u>725,007</u></u>	<u><u>975,007</u></u>	<u><u>725,007</u></u>

# CITY OF WILLMAR

## VEHICLE/EQUIPMENT POLICY

### Scope

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This Equipment Vehicle Replacement Policy applies to all equipment owned by the City of Willmar.

### Objective

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

### Procedure

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The procedure of requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee during the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle Replacement Comments Form*.

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

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

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

All new vehicles with radio requirements must include 800 mhz capabilities.

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

### Review

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

### Financing

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

## Allocations

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

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

### **Replacement/Additions/Alterations Procedure**

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1. *Vehicle Replacement Comments Form* to be assembled along with necessary attachments
2. *Vehicle Replacement Comments Form* distributed to appropriate Department Director (copies sent to Vehicle/Equipment Committee)
3. Department Director obtains information & comments from staff
4. Department Director submits completed forms to the Vehicle/Equipment Committee
5. If City Administrator approves the request (If denied, originals to be returned to Vehicle/Equipment Committee):
  - Original form goes to the City Clerk
  - Copies to Finance Director
6. City Clerk notifies Department Director to obtain quotes (if over \$100,000 processes for bid advertising) or check the State contract
7. City Clerk and/or Department Director accepts bids and requests City Administrator's approval for purchase
8. Agreements signed by Mayor and City Administrator
9. Department Director receives and accepts vehicle
10. Department Director submit proper paperwork for payment (fixed asset sheet, invoice(s), pictures, manufacturer's statement of origin)
11. City Clerk licenses and insures vehicle

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

This spreadsheet was last updated on: March 6, 2015

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement	
Civic Center	3020.0002	901147	1990	Cushman	Light Equipment	-	Garbage hauling	Will not Replace (See notes)	-	-	-	-	-	-	-	N/A	
Civic Center	3007.00023	044451	2004	Advanced Riding Floor Scrubber	Specialty Equipment	-	-	11	-	\$16,500	-	-	-	-	-	2026	
Civic Center	3007.00032	128458	2012	Kubota	Light Equipment	Mower	-	7	-	-	-	-	-	\$25,000	-	2026	
Civic Center	3018.00073	120152	2012	Ford - F-250, 4x4	Pickups (up to 1/2 Ton)	-	Site use	10	-	-	-	-	-	-	-	2022	
Civic Center	3020.00004	944983	1994	Ice Resurfacer	Specialty Equipment	-	Blue Line Center	20	-	\$125,000	-	-	-	-	-	2035	
Civic Center	3020.00015	078510	2007	Zamboni Ice Resurfacer	Specialty Equipment	-	Civic Center Arena	20	-	-	-	-	-	-	-	2027	
Civic Center	3020.00022	000359	2000	Toro, Workman Model J200	Specialty Equipment	UTV	Making Ice	20	-	-	-	-	-	-	30000	2040	
Civic Center	0.00000	0	0	Bobcat - Toolcat	Specialty Equipment	0	Mult Purpose	10	-	\$20,000	-	-	-	-	-	2025	
									\$0	\$203,500	\$0	\$0	\$0	\$25,000	\$30,000		
Community Center	3007.00003	036430	2003	John Deere GT-235	Light Equipment	Mower	Mowing weeds around garden at Sr. Citizen Center	Will not Replace (See notes)	-	-	-	-	-	-	-	Never	
									\$0	\$0	\$0	\$0	\$0	\$0	\$0		
Community Developm	-	-	2014	-	Pickup	Pickup - Under 1 ton	Inspections - Randy	10	\$27,000	-	-	-	-	-	-	2024	
Community Developm	3016.00017	095551	2009	Ford Escape	SUV	SUV	Tons / Inspections / General Use	10	-	-	-	-	-	\$28,000	-	2029	
									\$27,000	\$0	\$0	\$0	\$0	\$28,000	\$0		
Engineering	3018.00064	117343	2011	Dodge Ram 2500	Pickup	Pickup - Under 1 ton	Ryan - Surveying	10	-	-	-	-	-	-	-	2021	
Engineering	3016.00019	119487	2011	Ford Explorer XLT	SUV	SUV	General Use	10	-	-	-	-	-	-	-	2021	
Engineering	3018.00008	018011	2001	Chevrolet 1/2 Ton	Pickup	Pickup - Under 1 ton	Daryl Inspections	10	\$0	\$37,353	-	-	-	-	-	2025	
Engineering	3018.00028	992939	1999	Ford F-150	Pickup	Pickup - Under 1 ton	Curly Inspections	10	\$0	\$37,353	-	-	-	-	-	2025	
									\$0	\$74,706	\$0	\$0	\$0	\$0	\$0		
Fire	3006.00019	817270	1031	American La France	Fire Apparatus	Fire - Pumper	Parade / Public Education	N/A	-	-	-	-	-	-	-	N/A	
Fire	2902.00001	873222	1987	Southwest Cullman Hazmat Trailer	Trailer	-	TRT - Technical Rescue Team	20	-	-	\$0	\$0	\$30,000	-	-	2039	
Fire	2102.00011	103419	2010	Garage/Mobile Trailer	Trailer	-	HEAT Team	20	-	-	-	-	-	-	-	2030	
Fire	3006.00010	00353	2009	Scamm Pump/Tanker	Fire Apparatus	Fire - Tanker	Fire Suppression	25	-	-	-	-	-	-	-	2038	
Fire	3006.00014	140572	2014	Recherbaker 78' Viper	Fire Apparatus	Fire - Quat	Fire Suppression	25	-	-	-	-	-	-	-	2038	
Fire	3006.00023	068790	1988	LuVents Commander II	Fire Apparatus	Fire - Pumper	Fire Suppression	35	-	\$650,000	-	-	-	-	-	2041	
Fire	3006.00028	091481	1999	Pierce Ladder	Fire Apparatus	Fire - Aerial Truck	Fire Suppression	25	-	-	-	-	-	\$300,000	-	2034	
Fire	3006.00033	022448	2002	Spartan Chassis	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	-	-	-	-	-	2038	
Fire	3015.00077	812764	1997	Chevrolet (4-Door)	Truck	-	Fire Suppression - Grass Rig	15	-	-	\$90,000	-	-	-	-	2032	
Fire	3016.00045	070455	2007	Ford F-150	Pickup	Pickup - Under 1 ton	Fire Suppression	11	\$0	\$0	\$0	\$0	-	\$42,500	-	2028	
Fire	3016.00096	115436	2011	Dodge Ram 1500	Pickup	Pickup - Under 1 Ton	Daryl - Dept. Need Assignment	10	-	-	-	-	\$0	-	-	2021	
Fire	3020.00018	112049	2011	Polaris Ranger 500	UTV	UTV - Utility Task Vehicle	Regional Response	10	-	-	-	-	-	-	-	2021	
									\$0	\$0	\$650,000	\$60,000	\$0	\$72,500	\$300,000		
Police	3003.00057	047266	2004	MPH Trailer	Specialty Equipment	-	Community	15	\$0	-	-	-	-	-	\$42,000	\$0	2034
Police	0.00000	141318	2014	Radco Trailer "Blaker Sam"	Specialty Equipment	-	Community	15	\$16,000	-	-	-	-	-	-	\$0	2029
Police	3002.00001	893747	1999	Ford Eldorado Bus	Specialty Equipment	-	S.W.A.T.	20	-	-	-	-	-	-	-	2039	
Police	3004.00030	067051	2006	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	\$0	\$0	\$41,483	-	-	-	\$0	2024	
Police	3004.00039	062072	2008	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	6	-	-	\$0	\$39,508	-	-	\$0	2025	
Police	3004.00042	067437	2008	Chevrolet Impala	Car	Police - Specialty Squad	School and Travel (Old GET)	5	\$0	\$0	\$0	\$39,508	-	-	\$0	2022	
Police	3004.00043	092777	2009	Ford Crown Victoria	Car	Police - Specialty Squad	Genine	5	\$0	\$0	\$0	\$40,000	-	-	\$0	2022	
Police	3004.00049	090639	2009	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	\$41,483	-	-	\$0	2025	
Police	3004.00054	103762	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Community Outreach Sgt.	8	-	-	-	-	\$42,000	-	\$0	2028	
Police	3004.00056	101923	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	-	-	\$42,000	-	\$0	2028	
Police	3004.00058	129061	2012	Chevrolet Impala	Car	Police - Marked Squad	School Resource Officer	8	-	-	-	-	\$42,000	-	\$0	2026	
Police	3004.00060	129440	2012	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	-	-	-	-	-	-	\$0	2020	
Police	3004.00061	121323	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-	\$0	2021	
Police	3004.00062	121360	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol - Spare	3	-	\$0	\$0	\$41,483	-	-	\$41,483	2023	
Police	3004.00063	121406	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-	\$0	2021	
Police	3004.00064	129481	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	\$37,627	-	-	\$42,000	-	\$0	2021	
Police	3004.00103	121243	2010	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000	\$0	2022	
Police	3004.00104	131852	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000	\$0	2022	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Police	3004.00105	132141	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$39,508	-	-	\$42,000	50	2022
Police	3016.00018	114924	2011	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	\$0	\$39,508	-	-	-	50	2022
Police	3016.00024	120712	2013	Ford Police Interceptor	SUV	Police - Unmarked Squad	Captain	8	-	-	-	-	-	-	50	2021
Police	3016.00030	128728	2012	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	-	\$41,483	-	-	50	2022
Police	3016.00031	148279	2014	Ford Police Interceptor	SUV	Police - Unmarked Squad	Gang Enforcement	5	-	-	-	-	\$42,000	-	50	2023
Police	3018.00062	57537	2005	Dodge Ram	Pickup	Pickup - Under 1 ton	Furniture	6	-	-	\$0	\$40,000	-	-	50	2025
									\$16,000	\$112,851	\$160,007	\$322,973	\$284,000	\$168,000	\$41,483	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	2002.00046	081294	2005	Air Compressor	Air Compressor	Other	-	20	-	-	-	-	-	-	50	2075
Public Works	2004.00001	072639	2007	SNOW-GO Blower	Snow Removal	Snow Blower	-	10	-	-	-	-	-	-	50	2022
Public Works	3005.00007	052445	2005	International - 7400	Truck	Dump Truck	Dave	10	-	-	-	\$170,000	-	-	50	2025
Public Works	3005.00006	052443	2005	International - 7400	Truck	Dump Truck	Scott C.	10	-	-	-	\$170,000	-	-	50	2027
Public Works	3005.00005	052444	2005	International - 7400	Truck	Dump Truck	Lynn	10	-	\$176,906	-	-	-	-	50	2027
Public Works	3005.00041	092053	2008	International - 7400	Truck	Dump Truck	Todd	10	-	-	-	\$0	\$200,000	-	50	2024
Public Works	3005.00042	092950	2008	International - 7400	Truck	Dump Truck	Don H.	10	-	-	-	-	\$200,000	-	50	2026
Public Works	3005.00050	118982	2011	International - 7400	Truck	Dump Truck	Steve K.	10	-	-	-	-	-	-	50	2021
Public Works	3006.00054	132495	2013	International	Truck	Dump Truck	Mike	10	-	-	-	-	-	-	50	2023
Public Works	3005.00059	132487	2013	International	Truck	Dump Truck	Ralph	10	-	-	-	-	-	-	50	2023
Public Works	3007.00004	070130	1997	TORC - Rake-D-Vec - Sweeper	Light Equipment	Sweeper	-	15	-	-	-	-	-	\$45,000	50	2054
Public Works	3007.00007	805291	1989	John Deere Tractor w/ Midfield Rake	Light Equipment	Specialty	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3007.00008	805292	1989	TORC - S20 - Sand Pro	Light Equipment	Other	-	10	-	\$30,000	-	-	-	-	50	2022
Public Works	3007.00027	190390	2010	Sand Pro	Light Equipment	Other	-	10	-	-	-	-	-	-	\$30,000	2030
Public Works	3007.00028	118980	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	50	2023
Public Works	3007.00029	118465	2011	Kubota - F3680 - mower, broom, blade	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	50	2023
Public Works	3007.00030	115045	2011	Kubota - F3650 - Deck, cab, snowblower	Light Equipment	D	-	4	-	\$31,907	-	-	-	\$37,000	50	2023
Public Works	3007.00031	115469	2011	Kubota	Light Equipment	Mower	-	4	-	\$31,907	-	-	-	\$37,000	50	2023
Public Works	3008.00001	080709	2006	John Deere - E24J - Wheel Loader	Heavy Equipment	Loader	Ken	15	-	-	-	-	-	-	50	2023
Public Works	3008.00002	080926	2006	John Deere - E24J - Wheel Loader	Heavy Equipment	Loader	Gary - Misc. Brushc	15	-	-	-	-	-	-	\$234,000	2024
Public Works	3008.00021	090490	2000	John Deere - E24H - Wheel Loader	Heavy Equipment	Loader	Jason	15	-	\$222,000	-	-	-	-	50	2030
Public Works	3008.00026	003462	2008	Skid Loader - S 205	Light Equipment	Skid Loader	-	10	-	-	-	-	\$98,000	-	50	2025
Public Works	3008.00020	116532	2011	John Deere - S24K - Loader	Heavy Equipment	Loader	Darin	15	-	-	-	-	-	-	50	2028
Public Works	3008.00034	126496	2012	John Deere Wheel Loader G24K	Heavy Equipment	Loader	Curt	15	-	-	-	-	-	-	50	2027
Public Works	3008.00035	133267	2013	John Deere - R24K - Front End Loader	Heavy Equipment	Loader	Steve	15	-	-	-	-	-	-	50	2028
Public Works	3009.00003	010410	2001	John Deere - 722CH - Grader	Heavy Equipment	Grader	-	20	-	-	-	-	-	-	50	2021
Public Works	3011.00003	092117	2009	Case - S520B - Roller	Heavy Equipment	Roller	-	15	-	-	-	-	-	-	50	2024
Public Works	3013.00001	062355	1999	Sewer Rodder	Specialty Equipment	Rodder Van-Clie	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3014.00004	823154	1982	International Tractor	Tractor	Utility Tractor	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3014.00007	060399	2005	John Deere - 6420 - Tractor	Tractor	Utility Tractor	-	20	-	-	-	-	-	-	50	2025
Public Works	3014.00013	072501	2007	MT - MTST - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	\$140,000	-	-	-	-	50	2023
Public Works	3014.00015	101203	2010	MT - MTE - Trackless w/ Attachments	Light Equipment	MT Trackless	-	6	-	-	-	\$160,000	-	-	50	2026
Public Works	3014.00016	112619	2011	John Deere - 6450 - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	50	2031
Public Works	3014.00018	125025	2012	John Deere - 505S - Tractor Loader	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	50	2032
Public Works	3015.00001	040361	2004	Ford - F450, 4x2	Pickup	Pickup - 1 ton or greater	B	12	-	\$0	\$0	\$48,000	-	-	50	2020
Public Works	3015.00004	052332	2004	Ford - F350	Pickup	Pickup - 1 ton or greater	B	12	-	\$48,000	-	-	-	-	50	2028
Public Works	3015.00006	063796	2006	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Ralph	12	-	-	-	\$61,000	-	-	50	2030
Public Works	3015.00007	068290	2006	G.M.C. Sierra - 2500	Pickup	Pickup - 1 ton or greater	Cal	12	-	-	-	-	\$51,000	-	50	2030
Public Works	3015.00010	073219	2007	Ford - F450, (Busset)	Specialty Equipment	Bucket Truck	-	15	-	-	-	-	-	-	50	2022
Public Works	3015.00014	107170	2010	Ford - F350	Pickup	Pickup - 1 ton or greater	Kenny - Ball Pwks	12	-	-	-	-	-	-	50	2022
Public Works	3015.00015	107399	2010	Ford - F350	Pickup	Pickup - 1 ton or greater	Marc Arrows	12	-	-	-	-	-	-	50	2022
Public Works	3015.00021	125794	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	50	2024
Public Works	3015.00022	125794	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	50	2024
Public Works	3015.00031	133285	2013	Ford - F450, 4x2	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	-	-	50	2025
Public Works	3015.00043	050074	2003	Ford - F350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	\$47,000	-	-	-	-	50	2027
Public Works	3017.00006	045704	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3017.00012	044004	2004	Falls - TD110ATE - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3017.00015	048104	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3017.00018	045704	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3017.00030	050008	2005	Wing and Reversible Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3018.00003	090132	1987	Falls-Grader	Snow Removal	Snow Blower	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3018.00029	175211	1971	Falls-Grader	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	50	Never
Public Works	3018.00099	050444	2000	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Mike	N/A	-	-	-	-	-	-	50	Never
Public Works	3018.00019	085413	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Justin - Pool	10	-	-	\$37,650	-	-	-	50	2026
Public Works	3018.00020	060412	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	-	10	-	\$0	\$0	\$35,000	-	-	50	2023
Public Works	3018.00042	067693	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	\$61,000	-	-	50	2030
Public Works	3018.00052	085184	2009	Ford - F-150	Pickup	Pickup - Under 1 ton	-	10	-	-	\$48,000	-	-	-	50	2024
Public Works	3018.00070	128500	2013	Ford - F150 4x4 extended cab	Pickup	Pickup - Under 1 ton	-	10	-	-	-	-	-	-	50	2022
Public Works	3018.00080	135671	2013	Ford - F-150, 4x2	Pickup	Pickup - Under 1 ton	Ball Diamonds	10	-	-	-	-	-	-	50	2023
Public Works	3020.00003	067712	2000	Vermont - Brush Chopper	Light Equipment	Other	-	15	-	-	\$99,720	-	-	-	50	2022
Public Works	3020.00020	130913	2013	John Deere - Gator	Light Equipment	UTV-Utility Task Vehicle	-	7	-	-	-	-	-	-	\$25,000	2027

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2014	2015	2016	2017	2018	2019	2020	Next Projected Replacement
Public Works	3040 00002	89TCGW	1998	Pro-patch Potable Trailer	Specialty Equipment	Other		15						\$143,325	\$0	2034
Public Works	3040 00003	014025	2001	Wenger Snowmobile	Specialty Equipment	Other		20							\$0	2021
Public Works	3040 00006	130012	2013	Edgen Sweeper	Heavy Equipment			8							\$0	2021
Public Works	2016 Fleet Addition Request		2016	Scout - Tactical	Specialty Equipment	Other		16			\$80,000				\$0	2026
									\$0	\$736,628	\$146,500	\$435,720	\$740,000	\$536,375	\$305,000	

Year      2014      2015      2016      2017      2018      2019      2020

Total For All City Departments (Excluding Waste Water as they use different funding sources):      \$43,000      \$1,127,715      \$956,507      \$818,693      \$1,034,000      \$829,825      \$676,483

Waste - Collector	2053 00009	75469	2007	Olympian Generator	Portable Trailer	Generator	Lift Station Standby	15	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0		
Waste - Collector	2002 00001	077092	2007	AP Conveyance	Trailer	D	Clean Sewers	10				\$188,000.00				
Waste - Treatment	0 00000	147337	2014	Kubota - F3600 F - Mower	Light Equipment	Mower	Boo's Office	7	\$20,840.00							
Waste - Biosolids	3014 00010	069958	2006	International - 7600 - Snow/Tractor	Specialty Equipment	Snow Tractor	PUSA Tower	12					\$175,049.00			
Waste - Biosolids	2014 00014	095730	2009	John Deere - E330	Tractor	D	Hauling Solids	10						\$230,000		
Waste - Collector	3015 00011	103516	2010	Dodge - Ram 5500, 4x4	Trucks (1 Ton)	D	Lift Station	10							\$75,000	
Waste - Collector	3015 00020	119207	2011	International Sewer Cleaner Truck	Specialty Equipment	Flusher Truck	Used by Public Works	10								
Waste - Treatment	3017 00021	054475	2005	Hinkler Plow Blade	Specialty Equipment	D	On Jason's Truck	10		\$6,000.00						
Waste - Treatment	3018 00036	068648	2005	Ford - F250 - Electrical	Pickup	Pickup - Under 1 ton	Jim	14						\$56,227		
Waste - Treatment	3018 00039	055849	2005	Ford - F250 - Biosolids	Pickup	Pickup - Under 1 ton	Jason	10		\$45,000.00						
Waste - Treatment	3018 00044	066337	2008	Ford - F-350 - Maintenance	Pickup	Pickup - 1 ton or greater	Paul	12					\$47,741.00			
Waste - Treatment	3018 00061	104969	2010	Ford - F-150, 4x4 - Plant	Pickup	Pickup - Under 1 ton	On Site Use	12								
Waste - Biosolids	3020 00005	D11581	2001	Honeywagon - 5200 gallons	Light Equipment	Tanker	Tanker in Field	10		\$100,000.00						
Waste - Biosolids	3020 00014	065904	2008	John Deere - 4x4 Gator	LTV	D	On-site Maintenance	10			\$18,500.00					
Waste - Biosolids	3020 00016	106390	2010	3500 Gallon Tanker	Heavy Equipment	Tanker	Hauling Solids	10							\$95,500	
Waste - Treatment	3020 00023	847684	1994	EZ Go golf cart - J1694	Light Equipment	D	Site use	0								
Waste - Treatment	Unknown	445601	2014	Kubota RTV 500	Light Equipment	Utility Cart	Site use	7	\$6,656.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2		
Waste - Treatment	3020 00024	100184	2010	Kubota Utility Tractor	Light Equipment	D	New Site	10							\$60,229	
Waste - Treatment	3020 00029	104344	2010	Kubota RTV	Light Equipment	D	New Site	10							\$16,513	
Waste - Biosolids	3040 00004	967043	1896	5000 Gallon Tanker - E5000 SL	Heavy Equipment	Tanker	Hauling Solids	10							\$99,500	
									\$29,503	\$141,800	\$18,500	\$186,000.00	\$222,790.00	\$286,227	\$351,742	

Year      2014      2015      2016      2017      2018      2019      2020

Total For All City Departments (Including Waste Water Needs):      \$72,503      \$1,268,715      \$975,007      \$1,003,693      \$1,256,790      \$1,116,052      \$1,028,225

CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>Code</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>	<u>2016 Council PROPOSED</u>
<b>CAPITAL ALLOCATIONS</b>				
<b>Information Technology</b>				
WTP Switches	52	Pending ***	25,000	25,000
Server Room Generator	52	Pending ***	20,000	20,000
Server Switches	52	Pending ***	31,000	31,000
New City Website	52	Pending ***	25,000	25,000
Video Server	52	Pending ***	10,000	10,000
Taunton Stadium Wi-Fi	51	Pending ***	20,000	0
Community Center Wi-Fi	51	Pending ***	10,000	0
<b>Total Information Technology</b>		<u>0</u>	<u>141,000</u>	<u>111,000</u>
<b>Fire Department</b>				
50 SCBA Packs	52	Pending ***	275,000	275,000
50 SCBA Bottles	52	65,000	65,000	65,000
SCBA Compressor	52	Pending ***	40,000	40,000
Extraction Equipment	52	Pending ***	35,000	0
Roof Replacement	51	Pending ***	48,500	48,500
<b>Total Fire Department</b>		<u>65,000</u>	<u>463,500</u>	<u>428,500</u>
<b>Engineering</b>				
Update Survey Equipment	52	Pending ***	50,000	50,000
Pavement Management	54	3,000,000	3,000,000	3,000,000
Storm Sewer Design	54	200,000	200,000	200,000
<b>Total Engineering</b>		<u>3,200,000</u>	<u>3,250,000</u>	<u>3,250,000</u>
<b>Public Works Department</b>				
Paint Striping Machine	52	Pending ***	12,000	12,000
Public Works Garage Lighting	51	Pending ***	35,000	35,000
Roof Repair	51	Pending ***	40,000	40,000
Pressure Washer	52	Pending ***	<u>9,000</u>	<u>9,000</u>
<b>Total Public Works</b>		<u>0</u>	<u>96,000</u>	<u>96,000</u>
<b>Airport</b>				
Airport Master Plan	54	250,000	250,000	250,000
Overlay Taxi Lanes (East Hanger)	54	250,000	250,000	250,000
Fencing Plans & Specs	54	120,000	120,000	0
Credit Card Jet Fuel	51	20,000	20,000	20,000
NavAid Access Roads	54	55,000	55,000	55,000
Back-Up Generator	52	75,000	75,000	0
Environmental Assessment 13/31	52	180,000	180,000	0
Land Acquisition Road 116	50	500,000	500,000	0
Tiling & Drainage	54	Pending ***	31,500	31,500
<b>Total Airport</b>		<u>1,450,000</u>	<u>1,481,500</u>	<u>606,500</u>
<b>Leisure Services</b>				
Park Development - Rice Park	51	710,000	706,000	706,000
<b>Total Leisure Services</b>		<u>710,000</u>	<u>706,000</u>	<u>706,000</u>

CITY OF WILLMAR, MINNESOTA  
CAPITAL IMPROVEMENT PROGRAM

	<u>Code</u>	<u>2016 MAYOR'S PROPOSED</u>	<u>2016 STAFF PROPOSED</u>	<u>2016 Council PROPOSED</u>
<b>CAPITAL ALLOCATIONS (Con't)</b>				
<b>Civic Center</b>				
Cedar Shake Replacement	51	Pending ***	95,000	95,000
RO Water System		Pending ***	23,000	23,000
<b>Total Civic Center</b>		<u>0</u>	<u>118,000</u>	<u>118,000</u>
<b>Aquatic Center</b>				
Pool Heater	51	Pending ***	40,000	40,000
<b>Total Aquatic Center</b>		<u>0</u>	<u>40,000</u>	<u>40,000</u>
<b>Auditorium</b>				
Lighting		Pending ***	20,000	20,000
Ceiling		Pending ***	110,000	110,000
<b>Auditorium</b>		<u>0</u>	<u>130,000</u>	<u>130,000</u>
<b>TOTAL CAPITAL ALLOCATIONS</b>		<u><u>5,425,000</u></u>	<u><u>6,426,000</u></u>	<u><u>5,486,000</u></u>
<b>WASTE TREATMENT PROGRAM</b>				
<b>Authorized and Funded</b>				
Computer Software Upgrades	52	146,000	146,000	146,000
Computer Hardware	52	87,000	87,000	87,000
Phase II WWC/Liftstation	51	950,000	950,000	950,000
4 RWW Muni Pumps	52	100,000	100,000	100,000
Streets Sewer Replacement	54	50,000	50,000	50,000
Phase I Fairgrounds Lift Station	51	120,000	120,000	120,000
Overlay Biosolid Driveway	54	40,000	40,000	40,000
Industrial Stormwater Permit	54	20,000	20,000	20,000
HVAC Admin. Bldg.	51	30,000	30,000	30,000
<b>Total Authorized and Funded</b>		<u>1,543,000</u>	<u>1,543,000</u>	<u>1,543,000</u>
<b>TOTAL WASTE TREATMENT PROGRAM</b>		<u>1,543,000</u>	<u>1,543,000</u>	<u>1,543,000</u>
<b>GRAND TOTAL CAPITAL IMPROVEMENT PROGRAM</b>		<u>7,693,007</u>	<u>8,944,007</u>	<u>7,754,007</u>

## CITY OF WILLMAR CAPITAL IMPROVEMENTS PLANNING REVIEW AND RATING CRITERIA

1. **Legal Mandates:** Will the proposed project bring the City into compliance with an existing or new legal mandate?
  - ✓ Is the mandate local, state or federal?
  - ✓ What is the risk of non-compliance?
  - ✓ Is there a mandated timeframe and/or deadline for compliance?
  
2. **Maintenance of Existing Assets:** Does the project enhance or maintain a current asset of the City?
  - ✓ Does it extend the useful life cycle of an existing asset?
  - ✓ Is it a replacement for a deteriorated asset?
  - ✓ Is it an investment that is part of a larger City asset?
  - ✓ Will the project result in a change to operating costs, either positive or negative?
  
3. **Sustainability:** Is the project based not only on what makes the most sense now, but what makes the most sense for the future?
  - ✓ Does it enhance organizational efforts to indefinitely maintain a healthy and habitable environment?
  - ✓ Does it promote, initiate, support, and/or facilitate the creation of wealth and employment opportunities?
  - ✓ Does it do what is fair to all, not just a few?
  - ✓ Does the project represent a fiscally responsible decision considering the present and future impact to our organization?
  
4. **Reduce or Offset Costs:** Does the project provide for reduced cost (current or future) to the City, offset costs through additional revenue or partnerships, improve services at the same cost, or deliver service at less cost per unit of service as is being provided currently?
  - ✓ Does it offer the prospect of reduced or beneficial operations and maintenance cost (cost/sq ft) for new or renovated facilities?
  - ✓ Does it provide a favorable return on investment for revenue generating facilities (what is payback period)?
  - ✓ Does the project allow a % reduction in cost to the City through partnerships and or "other fund sources"?
  - ✓ Does it provide economic efficiency – reduced cost per unit of service delivered?
  
5. **Critical Public Safety Needs or Concerns:** Does the proposal address an existing or potential threat to lives or property?
  - ✓ Would the project reduce the risk of death and injuries due to transportation incidents?
  - ✓ Would it reduce the risk of damage to or loss of public or private property?
  - ✓ Would it facilitate response of emergency services?
  - ✓ Would the project improve the safety of people using public facilities?
  
6. **Meet Council Priorities:** Does the proposed project address an issue or concern that has been identified as a Council priority?
  - ✓ Is the project part of a comprehensive or strategic plan?
  - ✓ Has the project been deemed important by multiple member of the Council?

City of Willmar 2016

7/31/2015

Proposed Capital Improvement Program

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
50	Airport Master Plan Update	Airport	\$ 25,000.00				\$ 225,000.00
40	Pavement Mgmt. - streets, parking lots, trails *	Eng./PM		\$ 3,000,000.00			
37	Paint Striping Machine (2)	Public Works	\$ 12,000.00				
37	Rice Park - Renovations	Park Dev.	\$ 706,000.00				
37	50 SCBA Packs	Fire	\$ 275,000.00				
37	50 SCBA Bottles	Fire	\$ 65,000.00				
37	SCBA Compressor	Fire	\$ 40,000.00				
37	WTP Switches	IT	\$ 25,000.00				
37	Lighting	Auditorium	\$ 20,000.00				
35	Overlay Taxi lanes in East Hangar Area	Airport	\$ 75,000.00				\$ 175,000.00
35	Server Room Generator	IT	\$ 20,000.00				
35	Server Switches	IT	\$ 31,000.00				
34	Ceiling	Auditorium	\$ 110,000.00				
33	Fencing Plans and Specs	Airport	\$ 36,000.00				\$ 84,000.00
32	Western Interceptor Storm Sewer Design	Stormwater				\$ 200,000.00	
32	PCN HMI Computer Software Upgrades & Virtualization Software	WWT			\$ 146,000.00		
32	PCN/HMI Computer Hardware	WWT			\$ 87,000.00		
31	Phase II WWC/Station/Radio piping construction	WWT			\$ 950,000.00		
30	4 RWW Muni Pumps	WWT			\$ 100,000.00		
30	Update Survey Equipment	Eng.	\$ 50,000.00				
30	Pool Heater	DOAC	\$ 40,000.00				
29	Sewer Replacement on streets being constructed	WWT			\$ 50,000.00		
29	Public Works Garage Shop Lighting	PW	\$ 35,000.00				
27	Phase I Fairgrounds Lift Station; design	WWT			\$ 120,000.00		
27	Credit Card Fuel Machine Jet Fuel	Airport	\$ 6,000.00				\$ 14,000.00
26	New City Website	IT	\$ 25,000.00				
25	Overlay new site-biosolid driveway	WWT			\$ 40,000.00		
25	Roof Repair PW Garage	PW	\$ 40,000.00				
25	NavAid Access Roads	Airport	\$ 16,500.00				\$ 38,500.00
25	Cedar Shake Replacement	Civic Center	\$ 95,000.00				
24	Pressure Washer	PW	\$ 9,000.00				
24	Extraction Equipment	Fire	\$ 35,000.00				
24	Roof Replacement	Fire	\$ 48,500.00				

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

Score	Project	Department	Cash	Bond	WWTP Fund	Storm Water	State Aid/Federal
23	Industrial Stormwater Permit	WWT			\$ 20,000.00		
23	Video Server	IT	\$ 10,000.00				
20	Airfield Electrical Back-up Generator	Airport	\$ 22,500.00				\$ 52,500.00
20	Taunton Stadium Wi-Fi	IT	\$ 20,000.00				
19	Environmental Assessment 13/31 Ext.	Airport	\$ 18,000.00				\$ 162,000.00
19	Land Acquisition - County Road 116	Airport	\$ 50,000.00				\$ 450,000.00
19	Tiling & Drainage Design/Implementation	Airport	\$ 31,500.00				
17	HVAC Admin Bldg. Modifications	WWT			\$ 30,000.00		
17	RO Water System	Civic Center	\$ 23,000.00				
16	Sr. Center Wi-Fi	IT	\$ 10,000.00				
			\$ 2,025,000.00	\$ 3,000,000.00	\$ 1,543,000.00	\$ 200,000.00	\$ 1,201,000.00

**City of Willmar 2017  
Proposed Capital Improvement Program**

2/16/2016

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

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

**City of Willmar 2018  
Proposed Capital Improvement Program**

2/16/2016

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

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

City of Willmar 2019  
Proposed Capital Improvement Program

2/16/2016

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

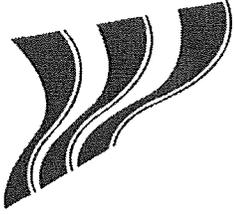
\*Once the project is determined other sources will also be used, i.e. Cash, State Aid, Utility Fee, MUC, etc.

*City of Willmar 2020  
Proposed Capital Improvement Program*

2/16/2016

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

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



WILLMAR

City Clerk-Treasurer

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

**COUNCIL ACTION REQUEST**

**DATE:** March 14, 2016

**SUBJECT:** Statutory Municipal Liability Coverage Limits—City Options

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

Approve a Resolution adopting the municipal tort limits set at \$500,000 per claimant, \$1,500,000 per occurrence.

**BACKGROUND:**

The statutory municipal tort liability limits for 2016 are set at \$500,000 per claimant, \$1,500,000 per occurrence.

The city will have \$1,500,000 of coverage limits available for most claims. But on those claims to which the statutory limits apply, the city, and LMCIT will be able to use the statutory tort liability limit to limit an individual claimant's recovery to no more than \$500,000.

The statutory liability limit only comes into play if somebody has been injured by the city's negligence, and has proved to the court that his/her actual injuries exceed \$500,000. The statutory liability limit means, very literally, that the city and LMCIT won't fully compensate that individual for his/her injuries, which the city caused. Because of this, some cities may decide that as a matter of public policy you want to have more than \$500,000 available to compensate a citizen who has been injured by the city's negligence.

Since it increases the exposure, there is an additional premium charge of 3.5% if the city decides to waive the statutory per-person limit. Options for the Council to consider are:

- If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- If the city waives the statutory tort limits and does not purchase excess liability coverage*; a single claimant could potentially recover up to \$2,000,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$2,000,000, regardless of the number of claimants.
- If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased (example \$10 Million). The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

**FINANCIAL CONSIDERATION:** No Financial impact unless a new option is selected.

**LEGAL:**

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



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## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

\_\_\_\_\_  
LMCIT Member Name

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_