

## City Finance Department

City Office Building  
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### COUNCIL ACTION REQUEST

**DATE:** Wednesday, October 12, 2016

**SUBJECT:** Presentation of 2017 Capital Improvement and Vehicle Requests

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

Review and analysis for future action during the 2017 Budget Process.

**BACKGROUND:** The City Charter required the Capital Improvement Program be presented for review 3 months prior to the Mayor's Budget Presentation. The Council received the report for review and analysis so formal action can be taken during the budget process.

**FINANCIAL CONSIDERATION:** None at this time.

**LEGAL:** City Charter requirement.

**Department/Responsible Party:** Mayor/Council and Administrator Kruse

**Future Funding Needs Analysis**

	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
<b><u>Projected Capital Requirements</u></b>							
Vehicle/Equipment Replacement	\$1,268,715	\$725,007	\$923,135	\$1,175,000	\$970,525	\$773,900	\$724,746
5 Year Capital Improvements	\$7,198,000	\$7,029,000	\$5,715,200	\$11,198,450	\$7,921,000	\$5,225,755	\$5,995,000
<b>Subtotal</b>	<b>\$8,466,715</b>	<b>\$7,754,007</b>	<b>\$6,638,335</b>	<b>\$12,373,450</b>	<b>\$8,891,525</b>	<b>\$5,999,655</b>	<b>\$6,719,746</b>
Facility Requirements	\$0	\$0	\$0	\$4,164,650	\$3,191,793	\$6,208,999	\$324,669
<b>Total Projected Requirements</b>	<b>\$8,466,715</b>	<b>\$7,754,007</b>	<b>\$6,638,335</b>	<b>\$16,538,100</b>	<b>\$12,083,318</b>	<b>\$12,208,654</b>	<b>\$7,044,415</b>
<b><u>Available Funding Sources</u></b>							
General Fund Capital Transfers (ie. Excess prior yr. and Levy)	\$2,731,215	\$2,354,507	\$1,238,758 \$1,406,577	\$400,000	\$400,000	\$400,000	\$400,000
Pavement Management	\$4,218,000	\$3,250,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000
State and Federal Funding	\$365,000	\$606,500	\$1,163,000	\$1,384,500	\$1,645,500	\$750,000	\$1,054,500
Waste Treatment	\$1,152,500	\$1,543,000	\$730,000	\$590,450	\$950,000	\$468,755	\$1,000,000
<b>Total Projected Sources</b>	<b>\$8,466,715</b>	<b>\$7,754,007</b>	<b>\$6,638,335</b>	<b>\$4,474,950</b>	<b>\$5,095,500</b>	<b>\$3,718,755</b>	<b>\$4,554,500</b>
<b>Projected Funding Shortfall</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$12,063,150</b>	<b>-\$6,987,818</b>	<b>-\$8,489,899</b>	<b>-\$2,489,915</b>
<b><u>LOST Projects</u></b>				<b>\$3,232,000</b>	<b>\$1,424,000</b>	<b>\$856,000</b>	<b>\$1,050,000</b>

**\*\*\*Additional Capital Needs**

- Downtown Study
- Quiet Zone Study
- Watershed/Stormwater Study
- Trails and Pedestrian Plan
- Transportation Plan

**\*\*Note**

A 10% increase in the property Tax Levy would generate approximately \$450,000 annually.

Final 8/31/2016	Budgt Reconciliation Worksheet	Running Total	Group Listing
2015 Excess Carryover	\$1,329,289		
2014 Unused Capital	\$77,288		
Estimated 2017 Revenue	<u>\$15,176,336</u>		
Additional 8.5% Levy	\$378,337		
Total Available	\$16,961,250		
Department 2017 Requests	<u>-\$18,919,433</u>		
Overage (Shortfall)	-\$1,958,183		
Potential additional LGA	\$115,000	-\$1,843,183 ***	
WRAC Peg Fee	\$0	-\$1,843,183	
Gas Franchise	\$0	-\$1,843,183	
Subtotal	<u>\$115,000</u>		
<b>Reduce Additional Positions</b>			
Assitant Fire Chief	\$117,194	-\$1,725,989	
Public Works Operator	\$52,995	-\$1,672,994	
Police Officer (July 1st)	\$0	-\$1,672,994	
Subtotal	<u>\$170,189</u>		
<b>Reduced Capital Requests</b>			
Fire-Auto Extraction Equipment	\$35,000	-\$1,637,994	
Fire Garage Roof	\$50,000	-\$1,587,994 ***	
ADA Playground Equip.	\$100,000	-\$1,487,994 ***	
Civic Center Bleacher Replacement	\$375,000	-\$1,112,994 ***	
Auditorium Air Conditioning	\$300,000	-\$812,994 ***	
Auditorium Wi-Fi	\$18,000	-\$794,994 ***	
Bldgs.-Security/Deferred Replacement	\$500,000	-\$294,994	
Subtotal	<u>\$1,378,000</u>		
<b>Reduced Operating Requests</b>			
<u>City Administrator</u>	<u>\$9,000</u>		
Travel & Conferences	\$4,000	-\$290,994	
Professional Services	\$5,000	-\$285,994	
<u>Mayor &amp; Council</u>	<u>\$14,000</u>		
Travel & Conferences	\$4,000	-\$281,994	
Professional Services	\$10,000	-\$271,994	
<u>Planning &amp; Develop. Services</u>	<u>\$2,000</u>		
Professional Services	\$2,000	-\$269,994	
<u>City Hall</u>	<u>\$13,500</u>		
Mtce. Of Structure	\$5,000	-\$264,994	
Mtce. Of Structure	\$8,500	-\$256,494	
<u>Information Technology</u>	<u>\$29,100</u>		
Small Tools	\$0	-\$256,494	
Communications	\$12,000	-\$244,494	
Subscriptions & Memberships	\$17,100	-\$227,394	
<u>Non-Departmental</u>	<u>\$50,000</u>		
Insurance Deductible	\$50,000	-\$177,394	
<u>Police Department</u>	<u>\$25,800</u>		
Professional Services	\$25,800	-\$151,594	
<u>Fire Department</u>	<u>\$98,500</u>		
Temporary Salaries	\$93,500	-\$58,094	
Professional Services	\$5,000	-\$53,094	
<u>Engineering</u>	<u>\$25,000</u>		
Mtce. Of Equipment	\$25,000	-\$28,094	
<u>Public Works</u>	<u>\$18,000</u>		
Mtce. Of other Impr.	\$15,000	-\$13,094	
Cleaning and Waste Removal	\$3,000	-\$10,094	
<u>Non-Departmental</u>	<u>\$3,500</u>		
Willmar Fest	\$10,000	-\$94	\$35,000
Meals on Wheel			\$21,192
Food Shelf			\$5,000
Downtown Development			\$37,000
Flowers(Anderson)			\$20,000
Vision 20/40			\$5,000
Going Green	-\$6,500	-\$6,594 ***	
<u>Leisure Services</u>	<u>\$7,000</u>		
Professional Services	\$7,000	\$406	
Subtotal	<u>\$288,400</u>		

\*\*\* Footnotes:

LGA amount is based on Legislature passes a Tax Bill from last legislative sessions- retro to Jan. 1  
 Fire Department Garage roof repaired in 2016 not needed in 2017  
 Mayor Adjustments in Capital & Going Green

## CAPITAL ASSETS

### Purpose

The capital asset policy is to provide guidance to management for recording, depreciating and tracking the capital assets of the City.

### Provisions

A *capital asset* is defined as a financial resource that is tangible or intangible in nature, complete in and of itself, and is not a component of another. The asset has a useful life of not less than three (3) years, is not a repair part or supply item and has a value greater than the capitalization threshold of \$1,000 or is considered to be an asset for which control is desirable. ~~\$1,000~~ <sup>\$5,000</sup>

An *inexhaustible land improvement* is defined as an improvement that does not require maintenance or replacement, expenditures to bring land into a condition to commence assembly of structures (but not part of the structure), and expenditures for land improvements that do not deteriorate with use or passage of time. The additions are part of the cost of the land and are generally not exhaustible; thus, not depreciable.

A *capital lease* is a lease that may be capitalized as a City capital asset if any one of the following criteria applies:

- Ownership of the property transfers to the lessee by the end of the lease term,
- The lease contains a bargain purchase option,
- The lease term is equal to 75% of the estimated useful life of the asset, or
- The present value of the minimum lease payments exceeds 90% of the fair value of the asset at the beginning of the lease.

### Capital Assets to be inventoried

The following capital assets are considered inventory items and must be carried on the property records of the City:

- All land and land improvements (inexhaustible) regardless of value,
- Capitalized capital assets with a unit cost (including sales tax and ancillary costs) of \$1,000 or greater. These assets would include the following: ~~\$1,000~~ <sup>\$5,000</sup>
  - Land improvements (exhaustible):
    - Fencing and gates
    - Landscaping
    - Parking lots/driveways/parking barriers
    - Outside sprinkler systems
    - Recreation areas and athletic fields (including bleachers)
    - Disc golf course
    - Paths and trails
    - Stadiums
    - Swimming pools/tennis courts/basketball courts
    - Fountains
    - Retaining walls
  - Buildings and building improvements,
  - Infrastructure and infrastructure improvements,

- o Plant and lines,
- o Easements,
- o Sewer treatment and conveyance rights,
- o Furniture, vehicles, equipment, machinery,
- o Leasehold improvements, and
- o Construction in progress
  - The City recognizes that construction in progress is on-going and that when deemed complete by Administration and City Engineering staff, construction in progress will be listed as an acquired asset and normal depreciation procedures will be followed. <sup>\$1,000</sup> <sup>\$1,000</sup>
- Accountable assets and highly pilferable property with a unit cost (including sales tax and ancillary costs) less than \$1,000 but greater than \$350 identified as small and attractive will not be capitalized, but will remain inventoried. These assets are as follows:
  - o Communications equipment,
  - o Audio equipment,
  - o Video equipment,
  - o Cameras and photographic projection equipment,
  - o Microcomputer systems, laptops and notebook computers, pda's,
  - o Other IT accessorial equipment and components (i.e. scanners, data displays, etc.), and
  - o Radios, television sets, tape recorders, video cassette recorders, digital video devices, and video cameras.

**Value of the Capital Assets to be inventoried:**

The capital asset is valued at its historical value or the estimated historical value if the actual value is not known at the time of purchase. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition of use. Donated assets will be reported at their estimated fair value at the time of donation, plus ancillary charges if any. Ancillary costs to be *included* in the value of the capital asset include the following items:

- o Freight and handling charges (including shipping insurance),
- o Cost of construction,
- o Allocation of fringe benefits and overhead expenses,
- o Insurance premiums during construction,
- o Installation and inspection costs,
- o Appraisal and negotiation fees,
- o Title, legal, commission, closing and survey fees incurred in connection with the acquisition of land,
- o External architectural, engineering, and design costs,
- o Land preparation and demolition costs of existing buildings or other structures with the intent of using the cleared land, and
- o Other charges incurred to place the asset into use.

Costs to be *excluded* from the cost of a capital asset include the following items:

- o Other charges incurred to place the asset into use.
- o Demolition, removal and disposition of existing equipment in preparation for a new project, EXCEPT for the cost to remove and demolish a building or other structure existing at the time of acquisition of land,
- o Relocation and rearrangement of existing equipment,
- o Start-up, including the costs of correcting flaws,

- o Licensing and registration fees for vehicles and operational equipment,
- o Extraordinary costs incidental to the construction of capital assets, such as those due to lightning, flood, fire, or other causes,
- o For asset exchanges, monies paid or received as part of the exchange,
- o Costs to maintain and repair assets (including street seal-coating),
- o Costs of abandoned construction,
- o Administrative and executive salaries, even though a portion of the salary may be related to the acquisition of the capital asset, and
- o Interest related to the construction period.

### **Inventory Records Requirements**

The main control of asset inventory records will be the responsibility of Finance department. The Finance department will update inventory records when applicable or at the fiscal year end. Department heads will be responsible for tagging capital assets within their department, maintaining necessary control, and maintenance of the asset. Department heads will be responsible to notify the Finance department of changes to any assets acquired, such as but not limited to, additions, disposal of assets due to damage, there is no longer any usefulness of life, additions or repairs that may increase the usefulness of life.

The City shall use Banyon software to track capital assets and Laser fiche for bar coding assets.

### **Physical Inventory**

The City will conduct a physical inventory at least once every other fiscal year for all inventoriable capital assets.

Each Department head is responsible for all capital assets within their department. However, in order to ensure objective reporting of inventory items, physical inventories should be performed by personnel having no direct responsibility (custody and receipt/issue authority) for assets subject to the inventory count. If it is not feasible to use such personnel for any part of the inventory, then those portions are, at least, to be tested and verified by a person with neither direct responsibility for that portion of the inventory nor supervised by the person directly responsible. The Department head is responsible for scheduling the inventory count at the minimum annual basis.

The Finance department will also conduct periodic spot checks of the capital assets at least two times per year. The spot check will not be a full inventory count, but a random sampling selection of inventoriable assets. The Finance department is responsible for writing procedures for inventorying capital assets and what to do if changes to the records are required.

### **Depreciation Method**

The City will use the straight-line method with the full year convention to depreciate all of its exhaustible capital assets. Property placed in service at any time during a given month will be treated as if it had been placed in service on the first day of that year. If property is disposed of prior to the end of the estimated useful life, no depreciation is allowed for the year of disposition.

Land, inexhaustible land improvements, easements and construction in progress will not be depreciated.

### Useful Lives of Capital Assets

The following table is a guideline to use when determining the life of a capital asset. A capital asset should normally be within the range given; however, there are exceptions to the rule. To be considered a capital asset, the item must have a useful life of three or more years.

Land Improvements:	
Landscaping	5-15 years
Paving projects	15-20 years
Fencing, signs, and other	10-20 years
Buildings, Non-Park	40 years
Buildings, Park	30 years
Building Improvements	15 years
Infrastructure and Infrastructure Improvements:	
Street Construction/Reconstruction	15 years
Street Overlays	10 years
Curb & Gutter/Sidewalks	25 years
Residential Alleys	15 years
Non-Residential Alleys	15 years
Water Systems	40 - 50 years
Sanitary Sewer Systems	40 - 50 years
Storm Sewer Systems	40 - 50 years
St. Cloud Sewer Treatment Rights:	
Wastewater Treatment Facility	50 years
Wastewater Conveyance System	20 years
Furniture & Fixtures	5-10 years
Vehicles:	
Light general purpose	5 years
Heavy general purpose	5-7 years
Fire Trucks	20 years
Equipment:	
Computer and Peripherals (Hardware)	3-5 years
Computer (Software)	3 years
Office	3-7 years
Playground	5-7 years
Fire/Police	5-7 years
Street/Sewer/Water/Other	5-7 years
Machinery	5-7 years

### Reporting Requirements:

The Finance Director will provide a written report to the Administrator and City Council after each inventory is completed. Any significant deficiencies in capital asset tracking will be reported to the Administrator and City Council as soon as they are discovered with corrective action plan suggestions. The City's Auditors will present an annual overview of the City's financial position, including capital assets, to the City Council.

### Other Considerations

Specific procedures for maintaining the capital asset records will be provided and updated by the Finance department. The Finance department's capital asset tracking procedures are attached to this document, but are not approved by City Council as part of the Capital Asset Policy.

## CAPITAL ASSET TRACKING PROCEDURES

### Purpose

The capital asset procedures are a detailed account for maintaining records and are intended to be a guideline for staff and to give insight to the policy makers to the internal controls taken to maintain creditability of the assets held by the City.

### Capital Asset Tracking

The main inventory control of capital assets will be held within the Finance department of the City. The Finance Director and staff will maintain all records of acquired, disposed, or changes that may reduce the useful life or increase the useful life of an asset within the inventory of capital assets.

Assets will be inventoried and categorized following the Capital Asset Policy set forth by the City Council. The physical inventory record shall include but is not limited to the following data elements:

- Location and department of asset
- Purchase price including any ancillary costs
- Useful life
- Manufacturer
- Quantity
- Acquisition date
- Description of asset
- Local tag number
- Serial and/or model number
- Parcel number (Land use only)

### Physical Inventory

A full physical inventory will be conducted at least once every other fiscal year by City staff not directly responsible or supervised for the inventoried department assets. If it is not feasible to use such personnel for any part of the physical inventory, then at least portions will be tested and verified by staff not directly responsible or supervised for the department assets. A final bi-annual written report will be submitted by the Finance Director to the Administrator and City Council.

A physical inventory by department will be conducted annually to include all insurable and capital assets. The annual department inventory shall be conducted by each department and conclude with a statement of the completed inventory. The statement should read the inventory was completed on the exact number of items inventoried, who conducted the inventory, any findings and corrective action plans, and the department head's approving signature. The inventory results will be turned into the Finance Director. The Finance Director will report the inventory results to the Administrator and City Council.

A physical spot check inventory will be conducted at least two (2) times per year by the Finance department to test for existence and completeness. The Finance department will randomly select ten (10) inventoried items from the capital asset tracking system (Banyon) to the locations the asset is assigned to. The Finance department will randomly select ten (10) assets around the City to verify the assets are on the capital asset tracking system. Further, the assets' barcode information will be verified in Laser fiche.

### Inventoried Capital Assets Missing

- When capital assets from the master inventory control list are missing, it will be necessary to notify the department head that is responsible for the asset.
- The Department head will need to determine if the asset has been transferred to different department, placed in storage, scrapped or converted to another asset and complete the necessary **Capital Asset Acquisition/Disposal/Change Form** describing the events surrounding the loss of asset.
- If there are a significant number of assets missing or the value of the missing asset exceeds ~~\$5,000~~ \$1,000 the department head must determine why there is a problem and submit a plan of action to correct the situation to the Administrator, and copy the Finance department.

### Capital Assets Located but not Inventoried

- When capital assets have been located but are not on the master inventory control list, a search of the complete inventory list should be completed.
- The **Capital Asset Acquisition/Disposal/Change Form** will need to be completed by the department head and the Finance department.
- If there are a significant number of assets located, the department head must determine why there is a problem and submit a plan of action to correct the situation to the Administrator, and copy the Finance department.

Upon completion of the physical inventory personnel will sign certifying all findings and actions that have been taken to correct the inventory. These reports will then be given to the Finance Director for review and for final approval by the Administrator and City Council for the corrective action to the master inventory control list.

### Additions to Capital Assets

The department head is ultimately responsible for ensuring *Capital Asset Acquisition/ Disposal/ Change Forms* are provided to the Finance department. The Finance department will monitor City invoices for possible capital asset additions. If the Finance department receives an invoice for an item that should be added to the capital asset tracking system, the Finance department will contact the department head to complete the proper forms.

Specific procedures for capital asset additions are as follows:

- Upon receipt and acceptance of an inventoried capital asset the department head is responsible for supervising the addition of the asset to the inventory system.
- *Capital Asset Acquisition/Disposal/Change Forms* shall be initiated by the gaining department recognizing that an inventory item has been delivered and property ownership has been transferred to the City. To be complete the information on this form will have to be completed between the Finance department and the department head.
- If an appraisal is completed to value the asset, the appraisal report must be submitted to the Finance department to properly value the capital asset.
- The Finance department will issue the local tag number to the department head, based on the department and the sequential number of the inventory system. The department heads are responsible for making sure the capital asset receives a bar coded tag.

Besides the procedures listed here, the department head must follow Minnesota Statutes and the City's Purchasing Policy relating to acquiring of capital assets.

## Disposal of Capital Assets

The department head is responsible for notifying the Finance department for capital assets that are disposed. The Finance department will review cash receipts for assets sold also.

Specific procedures for capital asset disposals are as follows:

- Department heads will first notify the Finance Director of the potential disposal of a capital asset.
- The Finance Director will determine the proper procedure to dispose of the asset. If the item has no value or is cost prohibitive to sell, the department head will be notified to make the asset available to other cities, schools, counties, or the State of Minnesota before making it available to the general public.
- The Finance Director will notify the Administrator of the asset to be disposed and the matter will be placed on the next City Council agenda for the Council to declare the property surplus. Once the Council has declared the property surplus the appropriate disposal method will be followed.
- Department heads are responsible to complete the *Capital Asset Acquisition/ Disposal/ Change Form* indicating if the asset was sold or junked. Sold assets will be accompanied with any appraisal information, bill of sale, receipt showing value of sale, and who acquired the asset.
- After completing the *Capital Asset Acquisition/Disposal/Change Form*, the form will be returned to the Finance department for recording of disposed asset to the capital asset tracking system.
- The Finance department will enter any receipts for the sale of a capital asset through Banyon's Point of Sale software. The receipt will be coded to the proper fund and recorded as an "other finance source" for the sale of a capital asset.
- The department head is responsible for removing the local tag number and any other identifying marks that would indicate the asset belonged to the City. The tag should be turned into the Finance department with the disposal form if salvageable.

In addition the guidelines listed above, all disposals must follow Minnesota Statutes relating to disposal of equipment (assets).

## Changes to Capital Assets

There are various times that a capital asset may require a change. A few examples are:

- The asset transferred to another department,
- The asset is damaged causing the book value to be in excess of the actual,
- The asset's life is extended or decreased from the original estimated life, or
- An appraisal had been completed and found that the fair market value of the asset should be changed.
  - Whenever there is a question as to change in value, the department head and Finance Director should determine if a change in value should occur and the *Capital Asset Acquisition/Disposal/Change Form* completed and signed by the department head.

# Capital Planning Process

- Process used since 2013 Budget
- Criteria for consideration
  - Legal Mandates
  - Maintenance of Existing Assets
  - Sustainability
  - Reduce or Offset Costs
  - Critical Public Safety Needs or Concern
  - Meeting City Council Priorities
- Goal of establishing a five (5) year planning horizon

**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 members of the Council?

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

6/28/2016  
3:13 PM

Score	Project	Budget	Cash	Bond	Utility Fund	WWTP Fund	Storm Water	State Aid/Federal
42	Security/Deferred Replacement	City Hall/Bldgs.	\$ 500,000					
40	Pavement Management (Street, parking lots, and trails)	Engineering	\$ 400,000	\$ 2,000,000	\$ 50,000	\$ 50,000		\$ 750,000
37	Neighborhood Parks: playground replacement/ADA adjustments	Park Dev.	\$ 100,000					
36	East Taxi lane Reclamation Construction	Airport	\$ 177,000					\$ 413,000
33	Police Forensic Software	IT	\$ 25,200					
32	Use of Force Simulator	Police Dept.	\$ 21,000					
32	Western Interceptor Storm Sewer Design/Easement	Storm water					\$ 150,000	
32	Truck Lift - Mech. Shop	Public Works	\$ 130,000					
30	New Backup Storage Array	IT	\$ 20,000					
29	Auto Extraction Equipment	Fire Dept.	\$ 35,000					
29	Phase II Fairgrounds LS; construction and CRS	Waste Water				\$ 600,000		
29	Phase I Armory LS; design	Waste Water				\$ 80,000		
28	Domestic Water Heater	DOAC	\$ 20,000					
27	Bleacher Replacement	Civic Center	\$ 375,000					
27	North Swanson Build Concession/Restroom Bldg.	Park Dev.	\$ 365,000					
27	Air Conditioning	Auditorium	\$ 300,000					
26	Miller Park: remove tennis courts, playground & construct 4 tennis courts	Park Dev.	\$ 220,000					
26	Bathroom Fixture Retrofit	Civic Center	\$ 100,000					
26	Tuck pointing	Auditorium	\$ 100,000					
25	Civic Center Fiber	IT	\$ 30,000					
24	Garage Roof Replacement	Fire Dept.	\$ 50,000					
18	Auditorium Wi-Fi	IT	\$ 18,000					
12	Cablecast Flex Lite SD/HD/SDI Video Server	WRAC	\$ 14,000					
			\$ 3,000,200	\$ 2,000,000	\$ 50,000	\$ 730,000	\$ 150,000	\$ 1,163,000

City of Willmar 2018  
Proposed Capital Improvements Program

6/29/2016  
2:01 PM

Score	Project	Budget	Cash	Bond	Utility Fund	WWTP Fund	Storm Water	State Aid/Federal
42	Security/Deferred Replacement	City Hall/Bldgs.	\$ 500,000					
40	Pavement Management (Street, parking lots, and trails)	Engineering	\$ 400,000	\$ 2,000,000	\$ 50,000	\$ 50,000		\$ 750,000
37	Refrigeration Replacement	Civic Center	\$ 2,450,000					
37	Neighborhood Parks - Playground Replacement/ADA Adjustments	Park Dev.	\$ 100,000					
35	Fuel System Tanks	Public Works	\$ 185,000					
32	Western Interceptor Storm Sewer (Phase 2)	Stormwater					\$ 800,000	
32	BIN (desktop) computers - every 4 years	WWTF				\$ 10,450		
29	Phase II Armory LS; construction and CRS	WWTF				\$ 400,000		
29	Phase I Gorton Ave LS	WWTF				\$ 60,000		
28	ADA requirements: elevator bathrooms	Auditorium	\$ 500,000					
28	Area West of Menards (Phase 1)	Stormwater					\$ 100,000	
27	Swansson Field: Utility/Storage Bldg./New Lighting	Park Dev.	\$ 782,000					
25	Main Apron Expansion Design	Airport	\$ 7,500					\$ 67,500
25	Main Apron Expansion Construction	Airport	\$ 63,000					\$ 567,000
25	Double Sided Concession Stand	DOAC	\$ 300,000					
25	Fencing	DOAC	\$ 50,000					
24	Search Robot	Police Dept.	\$ 18,000					
23	Outdoor Warning Sirens	Fire Dept.	\$ 25,000					
20	Infrared Breaker Testing	WWTF				\$ 30,000		
18	Bulk Oil Storage Mech.	Public Works	\$ 15,000					
14	Overlay old site driveway	WWTF				\$ 40,000		
			\$ 4,895,500	\$ 2,000,000	\$ 50,000	\$ 590,450	\$ 900,000	\$ 1,384,500

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City of Willmar 2019  
Proposed Capital Improvements Program

6/29/2016  
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Score	Project	Budget	Cash	Bond	Utility Fund	WWTP Fund	Storm Water	State Aid/Federal
42	Security/Deferred Replacement	City Hall/Bldgs.	\$ 500,000					
40	Pavement Management (Street, parking lots, and trails)	Engineering	\$ 400,000	\$ 2,000,000	\$ 50,000	\$ 50,000		\$ 750,000
36	Runway 13/31 & Taxiway A pavement maintenance design	Airport	\$ 7,500					\$ 67,500
36	Runway 13/31 & Taxiway A pavement maintenance construction	Airport	\$ 85,000					\$ 765,000
33	PW garage air exchange mech. Shop/paint area	Public Works	\$ 75,000					
30	Bio-Solids piping pump&design	WWTF				\$ 600,000		
29	Phase II Gorton Ave LS; construction and CRS	WWTF				\$ 300,000		
28	Area West of Menards (Phase 2)	Stormwater					\$ 300,000	
28	Thermal Imaging Cameras	Fire Dept.	\$ 20,000					
27	Swansson Field/New Lighting/Reorient Blue Field/Playground Equ./2 season shelter	Park Dev.	\$ 1,094,000					
26	Entry Doors	Civic Center	\$ 30,000					
26	Locker Rooms/Storage	Civic Center	\$ 300,000					
25	HVAC Replacement (Office Area)	Fire Dept.	\$ 9,000					
25	HVAC Replacement (Training Room)	Fire Dept.	\$ 8,000					
23	Outdoor Warning Sirens	Fire Dept.	\$ 25,000					
20	Airfield Electrical back-up generator	Airport	\$ 27,000					\$ 63,000
20	Traffic Signals 24th Ave/1st ST	Engineering		\$ 260,000				
20	Locker Room Remodel	Auditorium	\$ 200,000					
20	Public Works Storage	Public Works	\$ 185,000					
19	Signals - Interconnect 1st ST signals	Engineering		\$ 150,000				
13	BB Complex	DOAC	\$ 100,000					
			\$ 2,565,500	\$ 2,410,000	\$ 50,000	\$ 950,000	\$ 300,000	\$ 1,645,500

City of Willmar 2020  
Proposed Capital Improvement Program

6/28/2016  
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Score	Project	Budget	Cash	Bond	Utility Fund	WWTP Fund	Storm Water	State Aid/Federal
42	Security/Deferred Replacement	City Hall/Bldgs.	\$ 500,000					
40	Pavement Management (Street, parking lots, and trails)	Engineering	\$ 400,000	\$ 2,000,000	\$ 50,000	\$ 50,000		\$ 750,000
37	Neighborhood Parks - playground replacement/ADA adjustments	Park Dev.	\$ 100,000					
33	PW garage air exchange equipment area	Public Works	\$ 115,000					
30	Bio Solids Mixing Pump & Design	WWTF				\$ 360,000		
30	MgOH recirculation pump	WWTF				\$ 8,755		
29	Robbins Island: Remove all shelters except Guri/Build 4 season shelter	Park Dev.	\$ 506,000					
26	Windows	Auditorium	\$ 100,000					
25	Lab Equipment & Lab Dishwasher	WWTF				\$ 50,000		
24	Garage Heat System Replacement	Fire Dept.	\$ 46,000					
23	Outdoor Warning Sirens	Fire Dept.	\$ 25,000					
21	Blue Line Shell Insulation	Civic Center	\$ 350,000					
20	Outdoor Hockey Boards Replacement (2)	Public Works	\$ 15,000					
16	Training Burn Facility	Fire Dept.	\$ 300,000					
			\$ 1,957,000	\$ 2,000,000	\$ 50,000	\$ 468,755	\$ -	\$ 750,000

City of Willmar 2021  
Proposed Capital Improvements Program

6/28/2016  
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Score	Project	Budget	Cash	Bond	Utility Fund	WWTP Fund	Storm Water	State Aid/Federal
42	Security/Deferred Replacement	City Hall/Bldgs.	\$ 500,000					
40	Pavement Management (Street, parking lots, and trails)	Engineering	\$ 400,000	\$ 2,000,000	\$ 50,000	\$ 50,000		\$ 750,000
37	Neighborhood Parks: playground replacement/ADA adjustments	Park Dev.	\$ 100,000					
30	Bio Solids Mixing Pump & Design	WWTF				\$ 250,000		
29	Highway 12 Lift Station Elimination	WWTF				\$ 700,000		
29	Robbins Island: 4 season shelter/open shelter/restrooms	Park Dev.	\$ 1,050,000					
25	Design Report - Sanitary sewer alternatives	Airport	\$ 15,000					\$ 35,000
25	Extend sanitary sewer line to airport	Airport	\$ 115,500					\$ 269,500
24	Insulate and side PW shop	Public Works	\$ 200,000					
18	LEC Gun Range Repair (placeholder)	Police Dept.	\$ 10,000					
			\$ 1,890,500	\$ 2,000,000	\$ 50,000	\$ 1,000,000	\$ -	\$ 1,054,500

# CITY OF WILLMAR

## VEHICLE/EQUIPMENT REPLACEMENT POLICY

### Scope

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This policy applies to all vehicles and equipment attached to a vehicle which is 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 replacing, transferring to another department, deleting or requesting additional equipment or altering the replacement schedule is to submit a written justification to the Vehicle/Equipment Committee prior to the annual budgeting process. This request shall include specifications, estimated vehicle costs, funding source and completion of the *Vehicle/Equipment Change Request Form*.

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

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

~~Any vehicle not assigned a critical function and/or in use shall be made available for general usage and identified as a "general purpose vehicle". After use, a general purpose vehicle must be fueled to ¾ tank minimum and cleaned appropriately. Scheduling of all general usage vehicles shall be done thru Outlook Calendar established and maintained by IT.~~

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

### Review

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

## **Financing**

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

## General Allocation Schedules

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<u>Vehicle Type</u>	<u>Recommended Useful Life (Years)</u>
Air Compressors	20
Cars	
<i>Squad Cars</i>	34
<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>	<u>158</u>
<i>SWAT Bus</i>	<u>2019</u>
SUV/Suburbans/Vans	10
Tractors	20
Trucks (1 Ton)	12
<i>Dump Truck</i>	10

## **Vehicle Replacement/Additions/Deletions/Transfer Request Procedure**

For purposes of this policy the following terms when used have the assigned meaning:

- Chairperson – means the person the City Administrator has identified as the Chair for the Vehicle Replacement Committee.
- Vehicle – refers to a motor vehicle, tractor, or trailer capable of being pulled by a vehicle. Only trailers in which the initial purchase price of the trailer was more than \$5000.00 should be counted as a vehicle.
- Vehicle/Equipment – refers to equipment that is attached to the vehicle for the life of the vehicle or is repeatedly mounted and then removed from a vehicle as an accessory attachment which allows then allows the vehicle to be used for its intended functions (ie. buckets, mower decks, snow plows, etc.).
- Vehicle Addition (Added) – means a vehicle was-will be added to increase the overall number of vehicles in a department's fleet and is not replacing an existing vehicle.
- Vehicle Deletion (Deleted) – means a vehicle which is being removed from the overall number of vehicles listed in the department's fleet with no intention to have the vehicle replaced.
- Vehicle Replacement (Replaced) – means a vehicle that has reached its useful life and will be sold, traded, or transferred with the planned purchase of another vehicle to take its place.
- Vehicle Transfer (Transferred) – means a vehicle that has reached the maximum useful life in one city department but may serve a purpose for another department which was scheduled to replace a similar vehicle. (Mowers might be an example of this).

1. During the first week of February of each year, the current Chairperson of the Vehicle/Equipment Committee shall (by email) distribute the following to each Department Head within the City:
  - a. A working list of vehicles managed and maintained within the various departments in an excel spreadsheet format.
  - b. The most current copy of the Vehicle/Equipment Replacement Policy. (This document.)
  - c. The most current copy of the Vehicle/Equipment Change Request form. (Also found within this document).
2. After receiving the spreadsheet each Department Head (or his/her designee) will review the vehicle(s) listed for their department. They will compare the list against the actual inventory being kept and maintained within their department and within two (2) weeks notify the Chairperson

receiving the spreadsheet of all differences between the listed vehicles and actual inventory so the spreadsheet can be properly updated by the Chairperson.

3. The Chairperson will make corrections as notified no later than the end of February and then resend the updated spreadsheet back to all Department Heads by email and indicate in that email the date as to when Department Heads need to submit Vehicle/Equipment Change Requests back to the Chairperson.
4. Each Department Head (or his/her designee) will then review the updated list for accuracy as it relates to their own department(s). They will determine which fleet vehicle(s) need replacement or need to have the replacement schedule adjusted. They will also consider their needs for any deletions, additions or re-assignments to their fleet. They will consider vehicles being replaced by other Departments and make the necessary contact with the Department head to determine if a vehicle being replaced within that Department may or may not fit their own replacement needs.
5. If the Department Head (or his/her designee) wishes to make any fleet additions, deletions, transfers or replacements they will then fully complete a Vehicle/Equipment Change Request form (with a photo attached) for each vehicle addition, deletion, replacement, re-assignment or replacement they wish to enact to the acting Chairperson by the date indicated in the email.
6. The Chairperson will consolidate the information received from Department Heads, update the spreadsheet and convene a meeting with other Vehicle Replacement committee members. The Committee is responsible for:
  - Discussing the changes received from each Department Head and approves or denies those requests as agreed upon.
  - Reviewing the current policy and forms for effectiveness and modify as necessary to meet current practices and needs.
7. The Chairperson is responsible for:
  - Setting up committee meetings as needed.
  - Maintaining the digital history either through Microsoft Word or Excel of each vehicle change and action being requested by the various city departments heads. This will enable future committees to:
    - i. Better track department requests and changes.
    - ii. Track overall fleet inventory numbers being maintained within the various city departments along with additions or deletions in a fleet.
    - iii. Track the overall use and the actual service life of different vehicle types being maintained within the city.

- Developing committee agendas for the replacement committee to follow and track the outcome of the committee's decisions on those agenda items.
  - Keeping the City Administrator informed of the action being taken by the committee.
8. In the event where a vehicle request is denied the Chairperson will schedule a future meeting date with committee members present and the affected Department Head (and/or staff member) to discuss the committee's denial. The affected Department spokesperson can at that time present any additional information regarding the denied request for further committee consideration.
9. After all change requests have been approved or denials have been fully vetted by the Committee, the Chairperson will forward the Committee findings to the City Administrator for the final approval or denial.
10. If the City Administrator approves a submitted request the Administrator will:
- Indicate the approval or denial on the request form along with signing and dating the form.
  - Give the original request form back to the Chairperson.
11. Within five (5) days of the approval or denial, the Chairperson will:
- Give the original copy of approved requests to the City Clerk.
  - Provide a copy of all approvals or denials to both the affected Department Head and Finance Director to assist future fleet planning and purchasing purposes.
  - Reconvene the committee if necessary to discuss any additional budgetary considerations made known by the City Administrator regarding the denied requests.
12. If a vehicle cannot be purchased under State Contract or through other approved purchasing consortiums and the purchase cost will be in excess of \$100,000.00 then the City Clerk will notify the Department Director to obtain quotes and start the bidding process. The City Clerk and/or Department Director will accept the bids along with obtaining the City Administrator's approval for purchase. Approved bids require agreements signed by Mayor and City Administrator. For all vehicles that do not need to be purchased through the bidding process the approval to purchase in the budgeted year is granted by the City Administrator's signature on the vehicle request form.
13. The Department Director (or his/her designee) will order, receive, and accept the vehicle.
14. After receiving the vehicle the Department Director submits the following paperwork to the City Clerk:
- Original completed fixed asset sheet for the vehicle.
  - Original Sales receipt/invoice.
  - Certificate of Origin for a Vehicle. (MSO)
  - Copy of the Application to Title/Register a motor vehicle.
  - A copy of the check issued if one was required upon delivery of the vehicle.

- Color photo copy of front, side, odometer reading and VIN # of the vehicle.

15. The City Clerk is responsible to license and insure the vehicle. He/she will then forward the original completed fixed asset sheet to the Finance Director along with a request for payment if a check was not already previously issued.



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

This spreadsheet was last updated on: July 1, 2016

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	Will not Replace (See notes)	2016	2017	2018	2019	2020	2021	Next Projected Replacement
Civic Center	3020.0002	901147	1990	Cushman	Light Equipment	-	Garbage hauling	-	-	-	-	-	-	-	-	N/A
Civic Center	3007.00023	044451	2004	Advanced Riding Floor Scrubber	Specialty Equipment	-	-	11	-	-	-	-	-	-	-	2026
Civic Center	3007.00032	126458	2012	Kubota	Light Equipment	Mower	-	7	-	-	-	\$25,000	-	-	-	2026
Civic Center	3018.00073	120152	2012	Ford - F-250, 4x4	Pickups (up to ½ Ton)	-	Site use	10	-	-	-	-	-	-	-	2022
Civic Center	3020.00004	944983	1994	Ice Resurfacer	Specialty Equipment	-	Blue Line Center	20	-	-	-	-	-	-	-	2035
Civic Center	3020.00015	078310	2007	Zamboni Ice Resurfacer	Specialty Equipment	-	Civic Center Arena	20	-	-	-	-	-	-	-	2027
Civic Center	3020.00022	000359	2000	Toro, Workman Model 3200	Skid Sprayer	UTV	Making Ice	20	-	-	-	-	-	\$30,000	-	2040
Civic Center	0.00000	0	0	Bobcat - Toolcat	Specialty Equipment	0	Multi Purpose	10	-	-	-	-	-	-	-	2025
									\$0	\$0	\$0	\$25,000	\$30,000	\$0	\$0	
Community Center	3007.00003	036430	2003	John Deere GT-235	Light Equipment	Mower	Mowing weeds around garden at Sr. Citizen Center	-	-	-	-	-	-	-	-	Never
									\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Community Developm	3018.00083	142845	2014	Ford F-150	Pickup	Pickup - Under 1 ton	Inspections - Randy	10	-	-	-	-	-	-	-	2024
Community Developm	3016.00017	099551	2009	Ford Escape	SUV	SUV	Tolls / Inspections / General Use	10	-	-	-	\$28,000	-	-	-	2029
									\$0	\$0	\$0	\$28,000	\$0	\$0	\$0	
Engineering	3018.00064	117343	2011	Dodge Ram 2500	Pickup	Pickup - Under 1 ton	Ryan - Surveying	10	-	-	-	-	-	-	\$47,673	2031
Engineering	3016.00019	119487	2011	Ford Explorer XLT	SUV	SUV	General Use	10	-	-	-	-	-	-	\$47,673	2031
Engineering	3018.00038	169535	2016	Ford F-150	Pickup	Pickup - Under 1 ton	Daryl Inspections	10	\$37,353	-	-	-	-	-	0	2026
Engineering	3018.00028	169534	2016	Ford F-150	Pickup	Pickup - Under 1 ton	Curly Inspections	10	\$37,353	-	-	-	-	-	0	2026
									\$74,705	\$0	\$0	\$0	\$0	\$0	\$95,346	
Fire	3006.00019	317270	1991	American La France	Fire Apparatus	Fire - Pumper	Parade / Public Education	N/A	-	-	-	-	-	-	-	N/A
Fire	2102.00001	973222	1997	Southwest Gulfstream Hazmat Trailer	Trailer	-	TRT - Technical Rescue Team	20	-	\$0	-	\$30,000	-	-	-	2039
Fire	2102.00011	100419	2010	CargoMata Trailer	Trailer	-	HEAT Team	20	-	-	-	-	-	-	-	2030
Fire	3006.00010	062633	2005	Spartan Pumper/Tanker	Fire Apparatus	Fire - Tanker	Fire Suppression	25	-	-	-	-	-	-	-	2028
Fire	3006.00014	140522	2014	Rosenbauer 78' Viper	Fire Apparatus	Fire-Quint	Fire Suppression	25	-	-	-	-	-	-	-	2038
Fire	3006.00023	885700	1988	LuVerne Commander II	Fire Apparatus	Fire - Pumper	Fire Suppression	25	\$400,000	\$200,000	-	-	-	-	-	2041
Fire	3006.00026	991481	1999	Pierce Ladder	Fire Apparatus	Fire - Aerial Truck	Fire Suppression	25	-	-	-	-	\$300,000	-	-	2024
Fire	3006.00033	022446	2002	Spartan Chassis	Fire Apparatus	Fire - Pumper	Fire Suppression	25	-	-	-	-	-	-	-	2027
Fire	3015.00077	972764	1997	Chevrolet (4-Door)	Truck	-	Fire Suppression - Grass Rig	15	-	\$60,000	-	-	-	-	-	2032
Fire	3018.00045	070455	2007	Ford F-150	Pickup	Pickup - Under 1 ton	Fire Suppression	10	\$0	\$0	-	\$42,500	-	-	-	2029
Fire	3018.00096	115439	2011	Dodge Ram 1500	Pickup	Pickup - Under 1 ton	Gary - Dept. Head Assignment	10	-	-	-	-	-	-	-	2031
Fire	3020.00018	112949	2011	Polaris Ranger 500	UTV	UTV - Utility Task Vehicle	Regional Response	12	-	-	-	-	-	-	-	2023
									\$400,000	\$260,000	\$0	\$72,500	\$300,000	\$0	\$0	
Police	2083.00007	047266	2004	MPH Trailer	Specialty Equipment	-	Community	15	-	-	-	-	-	-	-	2022
Police	0.00000	141318	2014	Radax Trailer "Slaker Sam"	Specialty Equipment	-	Community	15	-	-	-	-	-	-	-	2022
Police	3002.00001	892747	1999	Ford Eldorado Bus	Specialty Equipment	-	S.W.A.T.	20	-	-	\$225,000	-	-	-	-	2033
Police	3004.00030	067051	2006	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	\$41,483	-	-	-	-	\$46,300	-	2024
Police	3004.00039	092072	2008	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	\$0	-	\$42,000	-	-	-	-	2023
Police	3004.00042	087437	2008	Chevrolet Impala	Car	Police - Specialty Squad	School and Travel (Old GET)	5	\$0	-	-	-	-	-	-	2022
Police	3004.00043	099277	2009	Ford Crown Victoria	Car	Police - Specialty Squad	Canine	5	\$0	\$41,483	-	-	-	-	\$48,600	2025
Police	3004.00049	090639	2009	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	\$42,000	-	-	-	-	2023
Police	3004.00054	103762	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Community Outreach Sgt.	8	-	-	-	\$44,100	-	-	-	2025
Police	3004.00056	104928	2010	Chevrolet Impala	Car	Police - Unmarked Squad	Detective	8	-	-	\$42,000	-	-	-	-	2024
Police	3004.00059	128961	2012	Chevrolet Impala	Car	Police - Marked Squad	School Resource Officer	8	-	-	-	-	\$46,300	-	-	2024
Police	3004.00060	129440	2012	Chevrolet Impala	Car	Police - Specialty Squad	School Resource Officer	8	-	-	-	-	\$46,300	\$0	-	2024
Police	3004.00061	2	2016	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	\$44,100	-	-	-	-	2023
Police	3004.00062	121380	2012	Chevrolet Impala	Car	Police - Marked Squad	Patrol - Spare	3	\$0	\$41,483	-	-	-	\$48,600	-	2025
Police	3004.00063	4	2016	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	-	\$44,100	-	-	-	2023
Police	3004.00064	7	2016	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	-	-	-	\$44,100	-	-	-	2023
Police	3004.00103	131244	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	\$39,508	-	\$42,000	-	-	-	-	2022
Police	3004.00104	131852	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	\$39,508	\$41,483	-	-	-	\$48,600	-	2025
Police	3004.00105	132141	2013	Chevrolet Impala	Car	Police - Marked Squad	Patrol	3	\$39,508	-	-	\$44,100	-	-	-	2023
Police	3016.00019	114924	2011	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	\$0	\$41,483	-	-	-	\$48,600	-	2025
Police	3018.00024	130712	2013	Ford Police Interceptor	SUV	Police - Unmarked Squad	Captain	8	-	-	-	\$44,100	-	-	-	2027
Police	3016.00030	128728	2012	Dodge Caravan	Van	Police - CSO Vehicle	Community Service Officer	5	-	-	-	\$44,100	-	-	-	2023
Police	3016.00031	149279	2014	Ford Police Interceptor	SUV	Police - Unmarked Squad	Gang Enforcement	5	-	-	\$42,000	-	-	-	-	2022

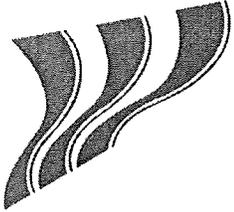
Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2016	2017	2018	2019	2020	2021	Next Projected Replacement
Police	3018.00062	57537	2005	Dodge Ram	Pickup	Pickup - Under 1 ton	Forfeiture	8	\$0	\$41,483	-	-	-	-	2023
									\$160,007	\$207,415	\$435,000	\$308,700	\$138,900	\$194,400	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2016	2017	2018	2019	2020	2021	Next Projected Replacement
Public Works	2092.00046	06C394	2006	Air Compressor	Air Compressor	Other	-	20	-	-	-	-	-	-	2026
Public Works	2094.00001	073659	2007	SNOW-GO Blower	Snow Removal	Snow Blower	-	15	-	-	-	-	-	-	2022
Public Works	3005.00007	052445	2005	International - 7400	Truck	Dump Truck	-	10	-	\$180,000	-	-	-	-	2027
Public Works	3005.00058	163717	2016	International - 7400	Truck	Dump Truck	Scott C.	10	-	-	-	-	-	-	2026
Public Works	3005.00005	052444	2005	International - 7400	Truck	Dump Truck	Lynn	10	-	\$180,000	-	-	-	-	2027
Public Works	3005.00041	088959	2008	International - 7400	Truck	Dump Truck	Todd	10	-	-	\$0	\$200,000	-	-	2029
Public Works	3005.00042	088960	2008	International - 7400	Truck	Dump Truck	Dan H.	10	-	-	\$200,000	-	-	-	2028
Public Works	3005.00050	118392	2011	International - 7400	Truck	Dump Truck	Steve K.	10	-	-	-	-	-	-	2031
Public Works	3005.00059	132486	2013	International	Truck	Dump Truck	Mike	10	-	-	-	-	-	\$210,000	2023
Public Works	3005.00059	132487	2013	International	Truck	Dump Truck	Ralph	10	-	-	-	-	-	-	2023
Public Works	3007.00004	970130	1997	TORO - Rake-O-Vac - Sweeper	Light Equipment	Sweeper	Grass	15	-	-	-	\$45,000	-	-	2034
Public Works	3007.00007	892991	1989	John Deere Tractor w/ Infield Rake	Light Equipment	Specialty	-	N/A	-	-	-	-	-	-	2025
Public Works	3007.00037	151660	2015	2015 Jacobson Groom Master	Light Equipment	Other	-	10	-	-	-	-	-	-	2025
Public Works	3007.00027	100666	2010	Sand Pro	Light Equipment	Other	-	10	-	-	-	-	\$30,000	-	2030
Public Works	3007.00038	152201	2015	Kubota	Light Equipment	Mower	-	4	-	-	-	\$37,000	-	-	2023
Public Works	3007.00041	151344	2015	Kubota - F3680 - mower, broom, blade	Light Equipment	Mower	-	4	-	-	-	\$37,000	-	-	2023
Public Works	3007.00044	150302	2015	Kubota - F3680 - Deck, cab, snowblower	Light Equipment	0	-	4	-	-	-	\$37,000	-	-	2023
Public Works	3007.00048	150297	2015	Kubota	Light Equipment	Mower	-	4	-	-	-	\$37,000	-	-	2023
Public Works	3008.00001	088703	2008	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Ken	15	-	-	-	-	-	-	2023
Public Works	3008.00005	059958	2005	John Deere - 624J - Wheel Loader	Heavy Equipment	Loader	Gary - Misc. Brushsite	15	-	-	-	-	\$250,000	-	2035
Public Works	3008.00043	152243	2015	John Deere - 624H - Wheel Loader	Heavy Equipment	Loader	Justin	15	-	-	-	-	-	-	2030
Public Works	3008.00026	080492	2008	Skid Loader - S 205	Light Equipment	Skid Loader	-	10	-	-	\$95,000	-	-	-	2028
Public Works	3008.00030	114532	2011	John Deere - 524K - Loader	Heavy Equipment	Loader	Darin	15	-	-	-	-	-	-	2026
Public Works	3008.00034	126466	2012	John Deere Wheel Loader 624K	Heavy Equipment	Loader	Curt	15	-	-	-	-	-	-	2027
Public Works	3008.00035	133257	2013	John Deere - 624K - Front End Loader	Heavy Equipment	Loader	Steve	15	-	-	-	-	-	-	2041
Public Works	3009.00003	010410	2001	John Deere - 772CH - Grader	Heavy Equipment	Grader	-	20	-	-	-	-	-	\$225,000	2024
Public Works	3011.00003	092117	2009	Case - SV208 - Roller	Heavy Equipment	Roller	-	15	-	-	-	-	-	-	2024
Public Works	3013.00001	982355	1998	Sewer Rodder	Specialty Equipment	Rodder Tar-Diat	-	N/A	-	-	-	-	-	-	Never
Public Works	3014.00004	623121	1982	International Tractor	Tractors	Utility Tractor	-	N/A	-	-	-	-	-	-	Never
Public Works	3014.00007	058039	2005	John Deere - 6420 - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	2025
Public Works	3014.00020	151914	2015	MT - MTST - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	-	-	-	-	-	2023
Public Works	3014.00015	101203	2010	MT - MTG - Trackless w/ Attachments	Light Equipment	MT Trackless	-	8	-	-	\$160,000	-	-	-	2026
Public Works	3014.00016	112619	2011	John Deere - 6430 - Tractor	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	2031
Public Works	3014.00018	125025	2012	John Deere - 5085 - Tractor Loader	Tractors	Utility Tractor	-	20	-	-	-	-	-	-	2032
Public Works	3015.00001	040582	2004	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	0	12	\$0	\$0	\$49,000	-	-	-	2030
Public Works	3015.00004	042332	2004	Ford - F-350	Pickup	Pickup - 1 ton or greater	0	12	\$49,000	-	-	-	-	-	2028
Public Works	3015.00006	067795	2006	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Ralph	12	-	-	\$51,000	-	-	-	2030
Public Works	3015.00007	068220	2006	G.M.C. Sierra - 3500	Pickup	Pickup - 1 ton or greater	Cal	12	-	-	\$51,000	-	-	-	2030
Public Works	3015.00010	073219	2007	Ford - F-450, (Bucket)	Specialty Equipment	Bucket Truck	-	15	-	-	-	-	-	-	2022
Public Works	3015.00014	107170	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Kenny - Ball Fields	12	-	-	-	-	-	-	2022
Public Works	3015.00015	107169	2010	Ford - F-350	Pickup	Pickup - 1 ton or greater	Misc. Arrows	12	-	-	-	-	-	-	2022
Public Works	3015.00021	125794	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	2024
Public Works	3015.00022	125795	2012	Ford - One ton chassis	Pickup	Pickup - 1 ton or greater	-	12	-	-	-	-	-	-	2024
Public Works	3015.00031	135285	2013	Ford - F-450, 4x2	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	-	-	2025
Public Works	3015.00052	169051	2016	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	-	-	-	-	2027
Public Works	3017.00006	045T04	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00012	044004	2004	Falls - TD110AT - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00015	045T04	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00016	045T04	2004	Falls - PR1243ST - Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00020	059005	2005	Wing and Reversible Snow Plow	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00023	699112	1989	Falls-Grader	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3017.00029	77501H	1977	Falls-Grader	Snow Removal	Snow Plow	-	N/A	-	-	-	-	-	-	Never
Public Works	3018.00009	009449	2010	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Misc.	10	-	-	-	-	-	-	2028
Public Works	3018.00019	160774	2016	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	Justin - Pool	10	\$37,500	-	-	-	-	-	2026
Public Works	3018.00020	068412	2006	Ford - F-150, 4X4	Pickup	Pickup - Under 1 ton	-	10	\$0	\$0	\$35,000	-	-	-	2028
Public Works	3018.00042	087863	2006	Ford - F-350	Pickup	Pickup - 1 ton or greater	Miscellaneous	12	-	-	\$51,000	-	-	-	2030
Public Works	3018.00052	088184	2008	Ford - F-150	Pickup	Pickup - Under 1 ton	-	10	-	-	\$48,000	-	-	-	2028
Public Works	3018.00070	125303	2012	Ford - F-150 4x4 extended cab	Pickup	Pickup - Under 1 ton	-	10	-	-	-	-	-	-	2022
Public Works	3018.00080	133877	2013	Ford - F-150, 4x2	Pickup	Pickup - Under 1 ton	Ball Diamonds	10	-	-	-	-	-	-	2023
Public Works	3020.00003	007712	2000	Vermeer - Brush Chipper	Light Equipment	Other	-	15	-	\$95,720	-	-	-	-	2032
Public Works	3020.00020	130813	2013	John Deere - Gator	Light Equipment	UTV-Utility Task Vehicle	-	7	-	-	-	-	\$25,000	-	2027
Public Works	3040.00002	98TCCW	1998	Pro-patch Pothole Trailer	Specialty Equipment	Other	-	15	-	-	-	\$143,325	-	-	2034
Public Works	3040.00003	014025	2001	Wenger Showmobile	Specialty Equipment	Other	-	20	-	-	-	-	-	-	2035
Public Works	3040.00006	130012	2013	Elin Sweeper	Heavy Equipment	Other	-	8	-	-	-	-	-	-	2028
Public Works	3048.00000	163316	2016	Bobcat - Toolcat	Specialty Equipment	Other	-	10	\$80,000	-	-	-	-	-	2026
									\$146,500	\$455,720	\$740,000	\$536,325	\$305,000	\$435,000	

Location	Fixed Asset Number	Vehicle Number	Year	Make/Model	Vehicle Type	Sub-type	Assigned for...	Replacement Cycle (Years)	2016	2017	2018	2019	2020	2021	Next Projected Replacement
									Year	2016	2017	2018	2019	2020	2021
<b>Total For All City Departments (Excluding Waste Water as they use different funding source):</b>									<b>\$781,212</b>	<b>\$923,135</b>	<b>\$1,175,000</b>	<b>\$970,525</b>	<b>\$773,900</b>	<b>\$724,746</b>	

Waste - Collector	2053.00009	75468	2007	Olympian Generator	Portable Trailer	Generator	Lift Station Standby	15	\$0.00	0	\$0.00	\$0	-	-	2022
Waste - Collector	2102.00001	077092	2007	Air Conveyance	Trailer	0	Clean Sewers	10	-	\$185,000.00	-	-	-	-	2027
Waste - Treatment	3007.00034	147637	2014	Kubota - F3680 F - Mower	Light Equipment	Mower	Both Sites	7	-	-	-	-	-	\$29,335	2028
Waste - Biosolids	3014.00010	069956	2006	International - 7600 - Semi/Tractor	Specialty Equipment	Semi Tractor	Pulls Tanker	12	-	-	\$175,049.00	-	-	-	2028
Waste - Biosolids	3014.00014	036730	2009	John Deere - 8300	Tractor	0	Hauling Solids	10	-	-	-	\$230,000	-	-	2039
Waste - Collector	3015.00011	103516	2010	Dodge - Ram 5500, 4x4	Trucks (1 Ton)	0	Lift Station	10	-	-	-	-	\$78,000	-	2030
Waste - Collector	3013.00007	119287	2011	International Sewer Cleaner Truck	Specialty Equipment	Flusher Truck	Used by Public Works	10	-	-	-	-	-	\$195,000	2031
Waste - Treatment	3017.00021	054478	2005	Hinker Plow Blade	Specialty Equipment	0	On Jason's Truck	10	-	-	-	-	-	-	2025
Waste - Treatment	3018.00038	056648	2005	Ford - F-250 - Electrical	Pickup	Pickup - Under 1 ton	Jim	14	-	-	-	\$56,227	-	-	2031
Waste - Treatment	3018.00088	182835	2016	Ford - F-250 - Biosolids	Pickup	Pickup - Under 1 ton	Jason	10	-	-	-	-	-	-	2026
Waste - Treatment	3018.00044	066337	2006	Ford - F-350 - Maintenance	Pickup	Pickup - 1 ton or greater	Paul	12	-	-	\$47,741.00	-	-	-	2028
Waste - Treatment	3018.00051	104959	2010	Ford - F-150, 4x4 - Plant	Pickup	Pickup - Under 1 ton	On Site Use	12	-	-	-	-	-	-	2024
Waste - Biosolids	3020.00005	011581	2001	Honeywagon - 5300 gallons	Light Equipment	Tanker	Tanker in Field	10	-	-	-	-	-	-	2025
Waste - Biosolids	3020.00014	055904	2006	John Deere - 4x4 Gator	UTV	0	On-site Maintenance	10	\$16,500.00	-	-	-	-	-	2026
Waste - Biosolids	3020.00016	108390	2010	5500 Gallon Tanker	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	\$96,500	-	2030
Waste - Treatment	3020.00023	041684	1984	EZ Go golf cart - J1684	Light Equipment	0	Site use	9	-	-	-	-	-	-	2028
Waste - Treatment	unknown	1445681	2014	Kubota RTV 500	Light Equipment	Utility Cart	Site use	7	\$0.00	\$0.00	\$0.00	\$0	-	\$11,046	2028
Waste - Treatment	3020.00024	100164	2010	Kubota Utility Tractor	Light Equipment	0	New Site	10	-	-	-	-	\$80,229	-	2030
Waste - Treatment	3020.00029	104944	2010	Kubota RTV	Light Equipment	0	New Site	10	-	-	-	-	\$16,513	-	2030
Waste - Biosolids	3040.00004	967043	1995	5000 Gallon Tanker - E5000 SL	Heavy Equipment	Tanker	Hauling Solids	10	-	-	-	-	\$98,500	-	2030
									<b>\$18,500</b>	<b>\$185,000.00</b>	<b>\$222,790.00</b>	<b>\$286,227</b>	<b>\$351,742</b>	<b>\$235,381</b>	

									Year	2016	2017	2018	2019	2020	2021
<b>Total For All City Departments (Including Waste Water Needs):</b>									<b>\$799,712</b>	<b>\$1,108,135</b>	<b>\$1,397,790</b>	<b>\$1,256,752</b>	<b>\$1,125,642</b>	<b>\$960,127</b>	



WILLMAR

City Finance Department

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

**COUNCIL ACTION REQUEST**

**DATE:** Wednesday, October 12, 2016,

**SUBJECT:** Investment Authorization Letters

**RECOMMENDATION:** Pass resolutions changing authorized City representatives to Mike McGuire, City Administrator, and Steven B. Okins, Finance Director.

**BACKGROUND:** Due to the changes in personnel, the City needs to grant authorization to and designate Michael McGuire, City Administrator, and Steven B. Okins, City Finance Director, as the official representatives of the City of Willmar for investment purposes. The following investment broker/dealers each need notification of such action:

1. Wells Fargo Securities, LLC
2. Wells Fargo Advisors
3. Morgan Stanley Smith Barney
4. Multi Bank Securities
5. UBS Corporation
6. Heritage Bank

**FINANCIAL CONSIDERATION:** Unknown

**LEGAL:** Investment/Banking rules and regulations

**Department/Responsible Party:** Finance Department/Finance Director Okins



**CITY OF WILLMAR**

**Planning and Development Services  
City Office Building  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
320-235-8311**

**COUNCIL ACTION REQUEST**

**DATE:** October 10, 2016

**SUBJECT:** Roof and Restroom Repairs at the Willmar Public Library

**RECOMMENDATION:** Approve the repairs, with payment from the Library Reserve.

**BACKGROUND:** The Library roof has a major crack that needs repair, and stall dividers need replacing in the women's restroom. Quotes have been provided by the County maintenance staff. Funds exist in the Library Reserve to cover the costs.

**FINANCIAL CONSIDERATION:** The estimated cost for the repairs is \$7,542.15.

**LEGAL:** N/A

**DEPARTMENT/RESPONSIBLE PARTY:** Bruce D. Peterson, AICP – Director of Planning and Development Services



# West Central Roofing

P.O. Box 1292 - 4030 Hwy 71 NE  
Willmar, MN 56201

Lic. #: 20627812 • www.westcentralroofing.net

(320) 235-8748

(800) 675-8748

Fax (320) 214-7334

License# RR627812

CONTRACT# 3635

PROPOSAL SUBMITTED TO: Kandiyohi County 2200 23rd St NE Suite 2020 Willmar, MN 56201		CONTACT: Andy Thorson	DATE: 10/3/2016
		JOB NAME: Willmar library split high roof	
		JOB LOCATION: 2200 23rd St NE Suite 2020, Willmar, MN	
HOME PHONE:	WORK PHONE:	ESTIMATOR: Todd Asche	FAX:

We hereby submit specifications and estimates for:

- (1) - 47' long split
- (2) - Spud back 3'X49', approximately
- (3) - Glue down 2'X49', approximately
- (4) - Seal edges with 9" bar tape
- (5) - Plastic cement and mesh
- (6) - Spread out rock
- (7) - Clean up

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:  
**Four Thousand Six Hundred Fifty Dollars And No Cents** dollars ( **\$4,650.00**).

Payment to be made as follows: Down Payment of 1/3 is required before work will begin, balance due upon completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Replacement of damaged decking or insulation to be completed on a labor and materials basis. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 30 days.

### Acceptance of Proposal:

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. A 1 1/2% (18% APR) late fee will be charged on all unpaid balances over 30 days. In event of default by buyer, buyer agrees to pay all costs of collection including reasonable attorneys fees in addition to other damages incurred by seller.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Signature \_\_\_\_\_



Washroom Equipment Job Summary



BUILDING VALUE SINCE 1906

Quote No: 1891145
Quote Date: 9/30/2016
Customer:
PO No:
Last Revised: 9/30/2016

Contact:
Job Name: Wilmar Library
Building Type: Government/Public
Prepared By: J J Shearer
Last Revised By: J J Shearer

Table with 7 columns: Item, Description, Qty, Weight, Cube, Quote (\$), Quote Ext (\$). Rows include items 1082, 1002510, 1002491 and summary rows for Total No. of Stalls, Merch. Total, Partitions Freight Estimate, and Grand Total.

Comments: