



CITY OF WILLMAR, MINNESOTA  
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 2

Meeting Date:

Attachments: Yes x No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

\_\_\_\_\_  
\_\_\_\_\_

Originating Department: Fire

**Agenda Item:** Discussion regarding the addition of one part-time person to assist with Emergency Management Planning for the City of Willmar.

**Recommended Action:** Approve the addition of a part-time person; allowing the Fire Department to hire an individual to its roster to assist in Emergency Management Planning for the city. This would raise the department's part-time personnel to 41; dedicating 40 part-time positions as firefighters and 1 dedicated to emergency management.

**Background/Summary:** Emergency Management is an essential planning function of the city. Emergency management protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters which may impact the community. Furthermore Emergency Management is also responsible for the development of table-top and full-scale exercises which simulate a response to an event; which ultimately identifies gaps in our plan and better prepares the community to respond when faced with a disaster.

**Alternatives:**

1. Not approve an additional part-time slot and use one of the six current openings the fire department currently has.
2. Not allow adding anyone.

**Financial Considerations:** None; will account for the additional person within my current budget. This individual will not be eligible for any benefits and will work no more than 7 hours per week

Preparer: Gary Hendrickson

Signature:

Comments:

## **Emergency Management Coordinator Job Description**

The Emergency Management Coordinator administers the day-to-day operations of the Emergency Management program. Responsibilities include coordinating mitigation, preparedness, response, and recovery plans for the City of Willmar, MN. Additionally the coordinator will aid in the development, implementation, and coordination of city and regional emergency management plans and programs, management of the City Emergency Operations Center (EOC), and city emergency management training and exercises program.

### **Essential Job Functions:**

- Develops and maintains comprehensive emergency management plans for the City of Willmar.
- Coordinates all homeland security related initiatives and also coordinates with Kandiyohi County Emergency Management.
- Develops recovery and mitigation plans.
- Maintains the resource inventory (vendor & resources) list.
- Coordinate emergency notification and briefings.
- Researches, applies for and administers grant funding for emergency management / homeland security programs.
- Speaks at public engagements and educational events.
- Works with schools, health care facilities, businesses, utilities and other critical facilities and infrastructures in emergency planning and preparedness initiatives.
- Plans and coordinates special events.
- Oversees installation, maintenance, and testing of Emergency Alert System (EAS) equipment.
- Designs, manages, and implements a yearly tabletop exercise.
- Assists in development and recommendation of emergency preparedness goals and objectives
- Interact regularly with jurisdictions, committees, councils, and volunteers in the ongoing planning and participation of emergency preparedness events and activities.
- Prepares grant applications, staff reports, and project reports.
- Represents the City at meetings as requested; serves on various committees and provides information and assistance to other departments, outside agencies, and the public on emergency management functions.

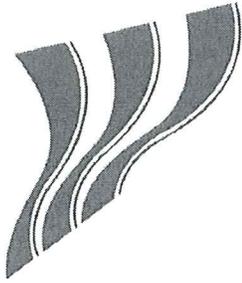
### **Minimum Job Qualifications:**

Experience and Education: Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and ability required to successfully perform the job will be considered.

At least one year of emergency preparedness experience in law enforcement, Fire, or Emergency Medical Services.

Possess a Minnesota State Certified Emergency Management Certificate or the ability to obtain certification within 18 months of appointment.

**Hourly Wage:** \$14.30



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

**Agenda Item Number:** 3

**Meeting Date:** September 10, 2014

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:** September 15, 2014

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** City Clerk-Treasurer

**Agenda Item:** Request to fill the position of City Assessor.

**Recommended Action:** Motion to direct staff to advertise the City Assessor position

**Background/Summary:**

Pursuant to the retirement notice of the current City Assessor and a Senior Accredited Minnesota Assessor (SAMA) license holder, the City needs to determine how to replace the position and fulfill the duties. The City has benefited from the knowledge of a Senior Accredited license holder, however only an Accredited Minnesota Assessor (AMA) is required at this time by the State of Minnesota. Proposed future legislation appears to require the City of Willmar to employ staff with a SAMA license but this new hire should be able to attain that training level within the required time frame.

The City previously explored a merger of City and County Assessing and chose not to proceed.

If the City is to continue its current level of service, then a Senior Accredited Minnesota Assessor must be hired. A job description for the current position is attached.

**Alternatives:** Explore a contractual relationship with Kandiyohi County or others to provide the services.

**Financial Considerations:** The position is currently a range 9 position, with salary of \$53,391 - \$69,423.

**Preparer:** City Clerk-Treasurer

**Signature:**

**Comments:**

## ASSESSOR

**Position Title:** Assessor  
**Department:** Clerk-Treasurer's Office  
**Department Head:** Clerk-Treasurer  
**Immediate Supervisor:** Clerk-Treasurer  
**Pay Range:** 9 **FLSA Status:** Non-exempt

APPROVED: April 5, 2000
REVISED:
REVISED:
REVISED:

### Purpose

Performs supervisory administrative and technical work to manage the Office of Assessing for determining and coordinating the valuation and classification of all real and personal property in the City of Willmar.

### Organizational Relationships

Communicates with: *Internally* - City Administrator, City Attorney, City Clerk, Engineer's Office, Planning and Development Services Office; *Externally* County Assessor's Office, County Recorder's Office, MN Dept. of Revenue, various county assessors, independent appraisers, legal representatives of property owners, property owners - business and individual, MAAO and IAAO-State and National Assessing Associations.

Supervises: Appraiser and Appraiser II.

### ESSENTIAL FUNCTIONS

Analyze sales, cost, and income and expense information for land, residential, commercial, industrial and apartment properties in the City of Willmar.

Review various manuals, state statutes and new legislation in order to comply with and meet all deadlines.

Develop various spreadsheets that layout the various land and building values throughout the City of Willmar for every type of property; use various statistical reports to develop the individual breakdowns.

Direct staff in the use of spreadsheets and manuals developed for the annual re-valuation of real and personal property.

Personally inspects ~~25%~~ 20% of the all agricultural/commercial/industrial/apartment building properties and ~~25%~~ 20%

of assigned residential properties on an annual basis, review blue permits for new construction of the above types of properties and calculate values for the above based on various schedules previously determined.

Spot check various property values to verify that valuation schedules were correctly applied; review worksheets to see that appraisers' accomplished percentage changes.

Answer questions regarding Send valuation/classification after notices are sent to all property owners notifying them of the Board of Review Appeal and Equalization meeting; explain new valuations to board members, answer questions, and explain new valuations to attending property owners; and answer questions and make a recommendation to the Board regarding appeals.

# ASSESSOR

## **ESSENTIAL FUNCTIONS (Continued)**

Negotiate with property owners or legal representative regarding values if a negotiated value cannot be reached after reviewing the property's value based on sales or income information; prepare a written appraisal and/or give oral testimony at trial. Confer with County Assessor if an independent appraisal should also be obtained for use as evidence in the trial.

Review all sales and determine when sales should be used in Department of Revenue sales study and if necessary, contact property owners for details on questionable sales; review with DOR representatives any sales that are questioned by DOR.

Provide direction to staff on questionable homesteads, difficult land splits, new plat types, and difficult property classifications; and assist staff when they have problems dealing with difficult property owners.

Attend DOR law seminars and computer programmer seminars when new legislation is passed regarding property taxation; coordinate between staff and County Assessor's office to ensure new laws are uniformly applied.

Determine annual departmental budget by considering past budget, new needs with regard to staff (workload), equipment and materials.

Set up new and better methods of valuing properties.

Miscellaneous duties include the final approval of the annual report, reviewing proposed new plats and commercial/industrial building permits estimating real estate taxes for proposed new construction, overview of the payment and collection of special assessments, signing time sheets of appraisers and reviewing subordinates' performance.

## **Other Duties and Responsibilities**

Monitors data processing needs and solicits assistance on data equipment to ensure optimum computerization of records. Recommend new appraisal software to department director.

Performs other related duties as assigned by supervisor or as apparent

## **Required Knowledge, Skills, and Abilities**

Knowledge of property appraisal principles and state laws regarding property taxation, various math skills.

Knowledge of various mathematical and accounting principles including some knowledge of statistics.

Knowledge of relevant state statutes, Minnesota Property Tax Administrator's Manual and Minnesota Homestead Classification Manual.

Knowledge of various appraisal text books by the state and national appraisal associations and MN Legal Register, which is a summary of court cases on property values and classifications.

Ability to plan, organize and coordinate the valuation process.

Skill in communicating with property owners and explaining valuation process and various laws.

Skill in using various math/statistical applications along with appraisal/accounting principles.

Skill to read and use various types of maps.

# ASSESSOR

## **MINIMUM QUALIFICATIONS**

Accredited Minnesota Assessor and valid Minnesota Assessor's License and five years of progressively responsible experience in the appraisal field including three years of administrative and/or management experience with appraisal and assessing work.

*Machines, tools and equipment used:* calculator-regular and financial, personal computer, CRT terminal, telephone, camera, tape measure, engineer scale and City vehicle.

## **Preferred Qualifications**

Senior Accredited Minnesota Assessor, four-year degree in business **or** two-year degree with five years of administrative/management experience.

## **Working Conditions**

Work is spent indoors in a typical office setting and outdoors in and around residential and business areas including homes/buildings/new construction. Sits, stands, and walks to perform office and field work. Performs some physical and repetitive movements including lifting/carrying objects such as field books. Short term exposure to irritants/fumes, temperature extremes, and noise. Uses all types of vision, hearing, sense of touch to view properties and perform office work.

# Minnesota

## State Board of Assessors

December 9, 2013

TO: All County Assessors

RE: Revised Jurisdictional License Level List

Per Minnesota Rules 1950.1020, Subpart 3, the Minnesota State Board of Assessors has recently reviewed the assessor license level required for each jurisdiction in the state. Attached is the result of that review – the revised Jurisdictional License Level List and the Jurisdictional License Policy documents.

The board had been reviewing the list and working on various proposals for the past couple of years and was close to a resolution when the 2013 Legislature passed the new provision in Minnesota Statutes 270C.9901. The new law requires that every individual who appraises or physically inspects real property to determine its valuation or classification for property tax purposes be licensed as an AMA (Accredited Minnesota Assessor) by July 1, 2019, or within four years of that person having become licensed as a CMA (Certified Minnesota Assessor). In light of the new language, the board made the decision that all districts in the state will require at least a CMAS by July 1, 2016 and at least an AMA by July 1, 2019. In addition and in accordance with the aforementioned rule, the board completed their review of property within each jurisdiction. The board determined that all districts will retain the currently required level of licensure at a minimum. Additionally, all districts meeting any one of the following criteria will require a SAMA by July 1, 2019:

- Ten percent (10%) or more of the structures on income-producing properties within the jurisdiction are valued at \$2 million or greater and the population of the jurisdiction is greater than 5000, or
- Twenty-five percent (25%) or more of the total estimated market value in the jurisdiction consists of structures on income-producing property and the population of the jurisdiction is greater than 5000, or
- Six (6) or more income-producing properties located in the jurisdiction are valued at more than \$2 million.

Please review the attached revised Jurisdictional License Level list for your county, as well as the Jurisdictional License Policy document. The policy document addresses how the Jurisdictional License Level List applies to jurisdictions in your county – depending on whether you have a true county system, are totally county assessed, or have local assessors.

County assessors may appeal the required license level for jurisdictions within their county. Appeals must be made on the attached appeal form. Submit the completed form to the board by January 10, 2014. The board will review appeals and notify county assessors of the board's final determination.

Sincerely,

Deb Volkert  
Executive Secretary/Treasurer

Attachments

Mail Station 3340  
St. Paul, MN 55146-3340

Phone: (651) 556-6086  
Fax: (651) 556-3128  
TTY: Call 711 for Minnesota Relay



# *Minnesota*

## *State Board of Assessors*

### **Licensing Policy Guidelines**

**Disclaimer:** This document is intended to provide basic guidance related to jurisdictional and some individual licensing. It is not intended to cover every nuance. If this policy document unintentionally conflicts with any law or rule, the law takes precedence, followed by rule and then policy.

#### **Licensing Principles for Jurisdictions:**

- 1) An individual appointed/contracted to provide services as the county assessor may be hired at an AMA license level and within two years of employment must obtain their SAMA license. (Consistent with Minnesota Statutes)
- 2) An individual appointed/contracted to provide services as the city or township assessor may be hired at one license level below what is required for the district and within one year of employment must obtain the required license level for the district. Exception: If the Board requires a CMA license for a jurisdiction, the individual must hold the CMA license at the time of employment. (Consistent with Minnesota Statutes)
- 3) For counties that have elected a true county assessor system, only the county assessor requirement of SAMA is required. The license levels indicated by the Board for cities and townships in the electing county are advisory only.
- 4) For all other counties, the county assessor SAMA is required and the license level indicated by the Board is required for appointed city and township assessors. (Consistent with Minnesota Statutes)
- 5) In counties where cities or townships choose to contract with the county for assessing services, it is assumed that the county assessor (SAMA) is the responsible license holder for the contracting jurisdiction.
- 6) In counties where cities or townships choose to contract with individuals for assessing services, the individual must hold the required license (or meet the requirements of items 1 and 2 above).
- 7) In counties where cities or townships choose to contract with a consulting or appraisal firm for assessing services, the individual who will be managing the project must hold the required license. (This does not apply to the practice of assessors occasionally hiring appraisers to advise on unique properties and appeals).
- 8) In cities and townships that require a CMA or CMAS license, the jurisdiction (appointed or contracted assessor) must have an income qualified assessor perform income-producing property appraisals. The assessor may be hired or contracted by the city or township or by the county. Income-producing property is defined in Minnesota Statute 273.11 Subd. 13. (Consistent with Minnesota Statutes).

#### **Licensing Enforcement and Compliance of Jurisdictions**

- The county is responsible for hiring a county assessor that holds the appropriate license level. The Commissioner of Revenue is responsible for approving county assessor appointments.
- County assessors should ensure that local assessors (city and township) in their county are appropriately licensed. Issues should be discussed with the local district and reported to the Minnesota State Board of Assessors.
- The Department of Revenue's Property Tax Division will periodically audit licensure of assessors and staff.

### **Licensing Principles for Individuals (Allowable Activities for Licensed Assessors):**

- 1) Unlicensed individuals may work for up to three years without a license under the supervision of a licensed assessor. They may appraise/value non-income producing property under the supervision of a licensed assessor. They may not appraise/value income producing property; this means they may not determine condition or make any other subjective decisions regarding income producing property. (Consistent with Minnesota Statute)
- 2) Certified Minnesota Assessors (CMA) may perform any classification activity and appraise residential, non-commercial seasonal recreational residential, agricultural, non-commercial vacant land and mobile homes. They may provide limited assistance to income qualified assessors in the appraisal of income producing properties (gathering and reporting facts such as measuring, photos, physical characteristics and size calculations). They shall not determine condition or make any other subjective decisions for income producing properties.
- 3) Certified Minnesota Assessors – Income Qualified (CMA – Income Qualified) may perform any of the duties of a CMA (as listed in 2 above) and the appraisal of income producing properties as described in Minnesota Statute 273.11 Subd. 13.
- 4) Certified Minnesota Assessor Specialist (CMAS) may perform any of the duties of a CMA (as listed in 2 above).
- 5) Certified Minnesota Assessor Specialist – Income Qualified (CMAS – Income Qualified) may perform any of the duties of a CMA (as listed in 2 above) and the appraisal of income producing properties as described in Minnesota Statute 273.11 Subd. 13.
- 6) Accredited Minnesota Assessor (AMA) may perform all duties required in the classification and appraisal of real and personal property.
- 7) Senior Accredited Minnesota Assessor (SAMA) may perform all duties required in the classification and appraisal of real and personal property.

### **Licensing Enforcement and Compliance of Individuals**

- Individuals may only accept positions for which they are qualified in compliance with Minnesota Statutes and Minnesota State Board of Assessor rules and policies.
- Licensed assessors that are not income qualified may contract with a jurisdiction(s) to assess the non-income producing property within the jurisdiction(s). The jurisdiction must arrange for an income qualified assessor to assess any income-producing property within the jurisdiction. The income qualified assessor must hold a license at or above the level required for the jurisdiction. Written documentation of the arrangement must be available for audit purposes.
- Licensed assessors are responsible for adhering to the statutes, rules and policies that govern licensed assessors, including Minnesota Statutes 270.41, Subd 5 – Prohibited Activity. State Board of Assessor rules and policies, as well as some applicable statute references are found at:  
[http://www.revenue.state.mn.us/local\\_gov/prop\\_tax\\_admin/Pages/mnboa.aspx](http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/mnboa.aspx)
- The Department of Revenue's Property Tax Division will periodically audit licensure of assessors and staff.
- The Minnesota State Board of Assessors reviews and takes appropriate action regarding licensing issues concerning individuals.