



WILLMAR CITY COUNCIL MEETING
MONDAY, SEPTEMBER 30, 2024 @ 6:30 PM
Willmar Municipal Utilities
700 Litchfield Ave SW, Willmar, MN 56201

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Regular Business
 - A. Authorization to Solicit Proposals from Executive Recruiting Firms
 - B. 2025 Budget Discussions
6. "Community Pride" Announcements
7. Adjourn



City Council Action Request

Council Meeting Date:	September 30, 2024	Agenda Item Number:	5.A.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Kyle Box, City Operations Director
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Authorization to Solicit Proposals from Executive Recruiting Firms		

RECOMMENDED ACTION:

To Authorize City Staff to Solicit Proposals from Recruiting Firms for the Police Chief Position

OVERVIEW:

Police Chief Jim Felt has submitted his retirement resignation letter to the City. Chief Felt's last day of employment with the City of Willmar will be Friday, October 18, 2024.

As you are aware, the recruitment of a new Police Chief is a critical undertaking that requires a thorough and strategic approach. Given the importance of this role in ensuring the safety and security of our community, Staff are requesting the City Council's authorization to engage an outside hiring firm to help with this hiring process.

Justification

1. Expertise in Recruitment: An external firm specializes in identifying and recruiting qualified candidates for executive positions. They possess the experience and resources necessary to attract top talent in law enforcement.
2. Broader Reach: Utilizing a hiring firm will allow us to expand our search beyond local candidates, ensuring a diverse pool of applicants with varying backgrounds and experiences.
3. Objectivity and Confidentiality: An external firm can conduct the search impartially and maintain confidentiality throughout the recruitment process, fostering a more transparent and trustworthy environment for candidates.
4. Time Efficiency: The complexities of the recruitment process can be time-consuming. By engaging a firm, we can expedite the timeline, allowing us to fill the position more swiftly and effectively.

Scope of Services

Services requested in the solicitation will include, but are not limited to, the following criteria:

1. Candidate Sourcing: Methods for identifying and attracting a diverse pool of qualified candidates with law enforcement leadership experience.
2. Selection Process: Your proposed process for evaluating candidates, including assessments, interviews, and background checks.
3. Timeline: An estimated timeline for each phase of the recruitment process, from the initial outreach to the final selection.
4. Budget: A detailed cost proposal, including any fees and expenses associated with the recruitment process.

Continued Action

Proposals will be requested and evaluated, and a final recommendation will be presented to the City Council at a future regular City Council meeting.

BUDGETARY/FISCAL ISSUES:

NA

ALTERNATIVES TO CONSIDER:

None Recommended

ATTACHMENTS:

None



City Council Action Request

Council Meeting Date:	September 30, 2024	Agenda Item Number:	5.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	2025 Budget Discussions		

RECOMMENDED ACTION:

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2025 Tax Levy Comp.
2. General Fund Overview
3. General Fund Overview_Departments
4. Parks and Rec. Revenue Report
5. 2025 CIP

2025 Tax Levy Comparison



	2024	2025	Diff	% of Tax Levy Inc
General Fund Revenues	\$ 12,589,711.00	\$ 12,693,766.00	\$ 104,055.00	
General Fund Expenses	\$ (21,069,347.00)	\$ (21,581,288.00)	\$ (511,941.00)	
CIP Transfer	\$ (350,000.00)	\$ (450,000.00)	\$ (100,000.00)	
Tax Levy	\$ 8,829,636.00	\$ 9,337,522.00	\$ 507,886.00	
General Fund Tax Levy				
Tax Levy (<i>Operations & CIP</i>)	\$ 8,829,636.00	\$ 9,084,266.00	\$ 254,630.00	2.95
Equipment Cert.	\$ -	\$ 253,256.00	\$ 253,256.00	2.96
<i>Sub Total</i>	<i>\$ 8,829,636.00</i>	<i>\$ 9,337,522.00</i>	<i>\$ 507,886.00</i>	
Debt Service				
City Hall Levy	\$ 555,000.00	\$ 587,000.00	\$ 32,000.00	0.43
Street Levy	\$ 800,672.00	\$ 1,134,982.00	\$ 334,310.00	2.24
<i>Sub Total</i>	<i>\$ 1,355,672.00</i>	<i>\$ 1,721,982.00</i>	<i>\$ 366,310.00</i>	
Total Levy	\$ 10,185,308.00	\$ 11,059,504.00	\$ 874,196.00	8.58

2025 PROPOSED GENERAL FUND REVENUE SUMMARY



Revenue Types	2025 Proposed Budget	2025 Adjusted Budget	Increase -Decrease	% Change
Taxes - General Government	\$10,360,932	\$10,287,522	-\$73,410	-0.71%
Licenses and Permits - General Government	\$507,500	\$507,500	\$0	0%
Intergovernmental Revenue - General Government	\$6,507,179	\$6,507,179	\$0	0%
Intergovernmental Revenue - Public Safety	\$466,000	\$466,000	\$0	0%
Intergovernmental Revenue - Public Works	\$4,279	\$4,279	\$0	0%
Charges for Services - General Government	\$21,500	\$21,500	\$0	0%
Charges for Services - Public Safety	\$193,000	\$193,000	\$0	0%
Charges for Services - Public Works	\$75,000	\$75,000	\$0	0%
Charges for Services - Culture and Recreation	\$668,000	\$668,000	\$0	0%
Charges for Services	\$0	\$0	\$0	0%
Fines and Forfeits - Public Safety	\$100,000	\$100,000	\$0	0%
Miscellaneous	\$300,000	\$325,000	\$25,000	8%
Other Finance Sources	\$2,876,308	\$2,876,308	\$0	0%
Total	\$22,079,698	\$22,031,288	-\$48,410	-0.219%

2025 PROPOSED GENERAL FUND EXPENSE DEPARTMENT SUMMARY



General Fund Department		2025 Proposed Budget	2025 Adjusted Budget	Increase -Decrease	% Change
101801	City Administrator	\$868,905	\$868,905	\$0	0.00%
101802	Mayor & Council	\$414,150	\$414,150	\$0	0.00%
101803	City Hall Building	\$875,940	\$875,940	\$0	0.00%
101804	City Clerk	\$242,293	\$242,293	\$0	0.00%
101805	Elections	\$23,400	\$23,400	\$0	0.00%
101806	Finance	\$554,992	\$554,992	\$0	0.00%
101807	Planning & Development	\$1,063,684	\$1,063,684	\$0	0.00%
101808	Legal	\$0	\$0	\$0	0.00%
101809	Information Technology	\$813,658	\$813,658	\$0	0.00%
101810	Human Resources	\$265,119	\$265,119	\$0	0.00%
101811	Cultural Diversity	\$220,264	\$194,654	-\$25,610	-11.63%
101820	Police Department	\$6,988,408	\$6,988,408	\$0	0.00%
101821	Fire Department	\$1,297,384	\$1,293,884	-\$3,500	-0.27%
101830	Public Works	\$4,336,678	\$4,329,678	-\$7,000	-0.16%
101831	Engineering	\$404,000	\$404,000	\$0	0.00%
101832	Transit System	\$21,000	\$21,000	\$0	0.00%
101833	Storm Water	\$88,000	\$88,000	\$0	0.00%
101838	Airport	\$0	\$0	\$0	0.00%
101841	WRAC	\$151,280	\$148,980	-\$2,300	-1.52%
101842	Library	\$596,669	\$596,669	\$0	0.00%
101843	Auditorium	\$71,268	\$71,268	\$0	0.00%
101844	Parks & Rec	\$1,139,522	\$1,129,522	-\$10,000	-0.88%
101845	Civic Center	\$1,052,942	\$1,052,942	\$0	0.00%
101846	Event Center	\$10,000	\$10,000	\$0	0.00%
101847	Community Center	\$307,115	\$307,115	\$0	0.00%
101848	Aquatic Center	\$273,027	\$273,027	\$0	0.00%
Total		\$22,079,698	\$22,031,288	-\$48,410	-0.22%



Revenue Breakdown for City Facilities Jan 1st, 2024, to Sept 12th, 2024

- Please remember that more ice, facility rentals, and programming registration will be added as we enter the year's final quarter of the year.
- Included are comparisons for 2023 to 2024 Dorothy Olson Aquatic Center, programming at the Events/Rec Center and other recreation programming.

Civic Center Ice Rentals:	2024	DOAC:	Users	Cost	2023	Users	2024
Willmar Hockey Association	\$ 65,617.50	Daily admissions	13,265	\$3.00	\$ 39,795.00	10,522	\$ 31,566.00
Glacial Ridge Curling	\$ 15,320.00	Season passes			\$4,335.00		\$2,595.00
Willmar Public Schools	\$ 35,039.06	Concessions			\$35,820.15		\$29,068.23
Diamond Edge Figure Skating	\$ 15,006.10	Adaptive swim			\$160.00		\$180.00
Christian League Hockey	\$ 8,350.00	Groups @ \$2.50/ Person			\$2,350.00		\$3,753.00
One Way Athletics (Spring Ice)	\$ 15,000.00	Total			\$82,461.55		\$67,162.23
MBSE (Summer Ice)	\$ 26,000.00						
Willmar Warhawks (One month)	\$ 5,446.78	Events/Rec Center Programs:			2023		2024
Total	\$ 185,779.44	Adult and Youth Programs			\$37,794.00		\$14,007.00
		Total			\$37,795.00		\$14,007.00
Dry Floor Events- Cardinal Arena:							
Life Connections	\$ 900.00	Recreation Programs:			2023		2024
Carden Circus	\$ 600.00	Youth Programs			\$157,545.00		\$138,255.00
Rifle and Pistol Gun Show	\$ 1,500.00	Adult/Adaptive Programs			\$ 38,815.00		\$ 19,846.00
Concert-Hairball	\$ 1,200.00	Total			\$196,360.00		\$158,101.00
Total	\$ 4,200.00						
Dry Floor Events- Rec/Events Center:		Community Center:					2024
MN DOT Annual Meeting	\$ 800.00	Programs					\$ 25,519.00
Wedding Expo	\$ 800.00	Rentals					\$ 24,644.00
Sunrise Events Craft Show	\$ 900.00	Total					\$ 50,163.00
Private Rentals plus	\$ 2,500.00						
Total	\$ 5,000.00	Other Revenue:					
Dry Floor Events- Cardinal and Events/Rec Center:		Vending					\$ 5,679.26
Arnolds Show	\$ 6,320.00	Adverting Sales					\$ 4,930.00
Ridgewater Graduation	\$ 1,470.00	Civic Center Concessions					\$ 44,129.79
Spring Show	\$ 3,143.89	Donations					\$ 14,998.09
Total	\$ 10,933.89	Admissions					\$ 10,898.99
		Total					\$ 80,636.13
Baseball/Softball Field Rentals:							
2024	\$17,820		Budgeted		Received		+/-
Total	\$17,820	Admissions	\$ 72,000.00		\$ 42,464.99		\$ 29,535.01
		Facility Rent	\$313,148.00		\$292,845.94		\$ 20,302.06
Turf Fields Rentals:		Vending	\$ 10,000.00		\$ 5,679.26		\$ 4,320.74
2024 Rentals	\$ 8,200.00	Youth Programs	\$104,500.00		\$136,295.69		\$ (31,795.69)
Total	\$ 8,200.00	Concessions	\$ 85,000.00		\$ 73,198.02		\$ 11,801.98
		Advertising Sales	\$ 8,000.00		\$ 4,930.00		\$ 3,070.00
Shelter Rentals:		Adult Programs	\$ 44,000.00		\$ 37,041.99		\$ 6,958.01
2024 Rentals	\$ 34,120.00	Total	\$636,648.00		\$592,455.89		\$ 44,192.11
Total	\$ 34,120.00						
Grand Total for Civic Center/Shelters/Fields/Comm Center	\$ 290,697.33						

City of Willmar 2025
Proposed Capital Improvements Program

Item #	Project	Department	Cash	Bond	Sales Tax Cash\Bonds	WWTP Fund	Federal/State Aid	ARPA	Public Safety Funding	Outside Funding	Unfunded Projects
1	Hanger Access Road Construction	Airport	\$ 60,000				\$ 140,000				
2	Drainage work in Private hangar area	Airport	\$ 50,000								
3	Rwy 13/31 Edge Lighting Replacement Design&Const	Airport	\$ 45,400				\$ 862,600				
4	6 unit T-Hanger Design & Construction	Airport	\$ 48,750				\$ 926,250				
5	Electrical Remodel (Safety Concern)	Auditorium	\$ 60,000								
6	Bathroom Remodel	City Hall	\$ 40,000								
7	Elevator Upgrades	City Hall	\$ 70,000								
8	Cardinal Arena Door Replacement	Civic Center	\$ 80,000								
9	Civic Center East Wall Repair	Civic Center	\$ 80,000								
10	Outdoor Covered Ice Rink	Civic Center			\$ 1,590,780						
11	Storage Shed- 30 x 40 x 14,concrete floor & electrial	Civic Center	\$ 50,000								
12	Community Center LOST Project	Community Center			\$ 50,000						
13	Zero Depth Pool Slide Replacement (Frog Slide)	DOAC	\$ 50,000								
14	Traffic Signals Plan	Engineering	\$ 40,000								
15	Street Improvement Program	Engineering		\$ 5,000,000							
	Reconstruction										
	20th Street SE										
	2nd Avenue SE										
	4th Street SW										
	Overlay and Path Improvements										
	Transportation Drive										
	Arena Drive										
	Becker Avenue SE, 7th Avenue SE, 8th Avenue SE										
	17th Street SE, 18th Street SE, 19th Street SE										
	Technology Drive										
	Eagle Ridge Drive W, 32nd Avenue NE, 34th Avenue NE										
	Fairway Drive NE										
	7th Avenue NW, 8th Avenue NW, 29th Avenue NW										
	20th Avenue SW, 21st Avenue SW, 22nd Avenue SW										
	24th Street SW										
	Transportation Path										
	Lakeland Drive Path										
	County Projects										
	Overlay 7th Street SW (County Road 41)										
	Overlay 15th Avenue NW (County Rd 24)										
	Overlay and ADA Improvements										
	Business Highway 71										
	Crack Seal/Sealcoat Improvements										
	6th Str SW, 14th St SW, 16th Str SW, 17th Str SW										
	13th Ave SW, Carolina Ave SW, Kandiyohi Ave SW, Trott Ave SW										
14	Quiet Zone Improvements/ PED Bridge/ Corridor Study	Engineering	\$ 200,000								
15	IS-Civic Center(3 locations) Network Equipement	Information Sys	\$ 30,000								
16	IS-Security Cameras Civic Cente\Robbins Island	Information Sys	\$ 50,000								
17	Baseball Field - Blue Swansson Field Lights	Parks and Rec	\$ 100,000								
18	Baseball Field - Blue Swansson Field Fencing	Parks and Rec	\$ 50,000								
19	Kayak/ Paddleboard Rental Station	Parks and Rec	\$ 10,000							\$ 10,000	
20	Protective Netting Softball/Baseball Complex	Civic Center	\$ 155,000								
21	Downtown Waste Receptacles	Planning Dev	\$ 15,000								
22	Downtown - Round & Eliptical Planters	Planning Dev	\$ 7,500								
23	Secure Garage (not approved in 2023 & 2024 funding)	Police	\$ 80,000								
24	Generator	Public Works	\$ 75,000								
25	Western Interceptor Storm Phase 2 (Between Baker Field & Willmar	Stormwater			\$ 450,000						
26	Industrial BNR; Design, Construction and CRS	Wastewater				\$ 1,000,000					
27	Iverson Park LS; Design, Construction and CRS	Wastewater				\$ 1,200,000					

City of Willmar 2025
Proposed Capital Improvements Program

	Sub-Total	\$ 10,737,430	\$ 1,446,650	\$ 5,000,000	\$ 2,090,780	\$ 2,200,000	\$ 1,928,850	\$ -	\$ -	\$ 10,000	\$ -
	VEHICLES	Department	Cash	Bond	Sales Tax Bonds	WWTP Fund	Federal/State Aid	ARPA	Public Safety	Outside Funding	Unfunded Projects
28	To establish Truck Fund for future purchases	Fire	\$ 350,000								
29	Bobcat Tool Cat replacement	Parks and Rec	\$ 55,000								
30	Squad Car #1	Police	\$ 60,000								
31	Squad Car #2	Police	\$ 60,000								
32	Plow Truck	Public Works	\$ 290,000								
33	Kubota ZD 1211 zero turn mower-scheduled to be replaced 2023	Public Works	\$ 37,000								
34	Sno-Go-scheduled to be replaced 2017	Public Works	\$ 245,000								
35	Liquid Sludge Trailer	Wastewater				\$ 200,000					
	Sub-Total	\$ 1,297,000	\$ 1,097,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 12,034,430	\$ 2,543,650	\$ 5,000,000	\$ 2,090,780	\$ 2,400,000	\$ 1,928,850	\$ -	\$ -	\$ 10,000	\$ -