



WILLMAR CITY COUNCIL MEETING

MONDAY, NOVEMBER 4, 2024 @ 6:30 PM

BOARD ROOM HEALTH AND HUMAN SERVICES BUILDING

2200 – 23rd STREET NE, WILLMAR MINNESOTA

AGENDA

1. Call Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Proposed Additions or Deletions to Agenda
5. Consent Items

Approve:

- A. City Council Minutes of October 21, 2024
- B. Charter Commission Minutes of October 30, 2024 DRAFT
- C. Willmar Police Commission Meeting Minutes of October 11, 2024
- D. Willmar Police Commission Meeting Minutes of October 18, 2024
- E. Willmar Municipal Utilities Commission Meeting Minutes of October 28, 2024
- F. Parks and Recreation Board Meeting Minutes of August 21, 2024
- G. Planning Commission Meeting Minutes of October 23, 2024_DRAFT
- H. Dovre Township Fire Agreement
- I. Diamond Edge Figure Skating Club Lawful Gambling Application
- J. Diamond Edge Figure Skating Club Lawful Gambling Application
- K. Consideration of Charter Commission Members
- L. Accounts Payable Report, 10/17/24 - 10/30/24

Information:

- M. Monthly Building Permit Report_ October 2024

6. Approve Consent Agenda Items
7. Items Removed from Consent Agenda
8. Open Forum (Individuals Limited to Three (3) Minutes)
9. Public Hearing:
 - A. Ordinance Amending Electric Rates 2025 through 2027
 - B. 2025 Improvement Hearing

10. Regular Business

- A. Certification of Unpaid Utility Charges as a Lien
- B. CR 5 and Trott Ave/Willmar Ave Signal Warrants
- C. Police Chief Executive Recruiter Selection

11. "Community Pride" Announcements

12. Closed Session

- A. Closed session pursuant to MN Stat. 13D.05, subd. 3 (c) to consider offers or counteroffers for the City's purchase or sale of Real Property

13. Adjourn

WILLMAR CITY COUNCIL PROCEEDINGS
BOARD ROOM HEALTH AND HUMAN SERVICES
BUILDING 2200 – 23rd STREET NE, WILLMAR
MINNESOTA

October 21, 2024
6:30 PM

The regular meeting of the Willmar City Council was called to order by Mayor Douglas Reese. Members present on a roll call were Mayor Douglas Reese, Council Members Justin Ask, Audrey Nelsen, Vicki Davis, Carl Shuldes, Thomas Butterfield, Julie Asmus, and Rick Fagerlie. Excused, Mike O'Brien, Present 8, Absent 1.

Also present were City Administrator Leslie Valiant, Interim Police Chief Mike Holme, Captain Mike Anderson, Fire Chief Frank Hanson, Finance Director Tom Odens, Planning and Development Director Christopher Corbett, Public Works Director Justin DeLeeuw, Human Resources Director LuAnn Sietsema, City Engineer Jared Voge, Airport Manager Eric Rudningen, Environmental Specialist Sarah Sietsema, City Clerk Vernae Larsen, and City Attorney Robert Scott.

Council Member Ask moved to **Approve the Agenda** as presented. Council Member Shuldes moved to **add Line Item 10.I.** Information regarding turf replacement in road construction areas. Council Member Fagerlie seconded the motion which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes	None

City Clerk Vernae Larsen reviewed the consent agenda.

Approve:

- A. City Council Minutes of October 7, 2024
- B. Municipal Utilities Commission Meeting Minutes of October 14, 2024
- C. Police Civil Service Commission Minutes for September 4th, 2024
- D. Police Civil Service Commission Minutes for September 25th, 2024
- E. Approve **Resolution No. 2024-127** Blue Line Arena second scoreboard
- F. Consideration of a State 1 Day to 4 Day Temporary On-Sale Liquor License Permit— Willmar Fraternal Order of Eagles
- G. Pheasants Forever MN Habitat Fund Lawful Gambling Application
- H. Accounts Payable Report, 10/3/24 - 10/16/24

Information:

WMU Financial Report for August 2024
Directors Reports

A motion was made by Council Member Ask to **Approve Consent Agenda Items**. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

Public Hearing

A. Special Assessment Hearing for Unpaid Weed/Grass Mowing Removal Charges

City Clerk Vernae Larsen presented a list of Unpaid Weed/Grass Mowing Removal Charges to be sent to the County Auditor for Collection in 2025. Mayor Reese opened the public hearing at 6:13 p.m. There being no one present to speak for or against the proposed resolution, Mayor Reese closed the public hearing at 6:13 p.m. Council Member Shuldes moved to approve **Resolution No. 2024-128 Certifying as Special Assessment the Amount for Unpaid Weed/Grass Mowing Removal charges** to the County Auditor for collection in 2025. Council Member Asmus seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

B. Special Assessment Hearing for Unpaid Fire Alarm System Charges

City Clerk Vernae Larsen presented a list of Unpaid Fire Alarm System Charges to be sent to the County Auditor for Collection in 2025. Mayor Reese opened the public hearing at 6:37 p.m. There being no one present to speak for or against the proposed resolution, Mayor Reese closed the public hearing at 6:37 p.m. Council Member Fagerlie moved to approve **Resolution No. 2024-129 Certifying as Special Assessment the Amount for Unpaid Fire Alarm System charges** to the County Auditor for collection in 2025. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

C. Special Assessment Hearing for Unpaid Infectious Tree Removal Charges

City Clerk Vernae Larsen presented a list of Unpaid Infectious Tree Removal Charges to be sent to the County Auditor for Collection in 2025. Mayor Reese opened the public hearing at 6:40 p.m. There being no one present to speak for or against the proposed resolution, Mayor Reese closed the public hearing at 6:40 p.m. Council Member Fagerlie moved to approve **Resolution No. 2024-130 Certifying as Special Assessment the Amount for Unpaid Infectious Tree Removal charges** to the County Auditor for collection in 2025. Council Member Davis seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

Regular Business

A. Completion of Clear Zone Acquisition Plan

Airport Manager Eric Rudningen presented information regarding the proposed Bolton & Menk Professional services agreement for the Runway 13/31 and 3/21 Clear Zone Acquisition Plan (CZAP) for the Willmar Municipal Airport. Council Member Davis moved to **adopt Resolution No. 2024-131 approving the Bolton & Menk Professional services agreement for the Completion of Clear Zone Acquisition Plan**. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield

Noes None

B. Approve Increasing the Firefighter PERA Retirement

Fire Chief Frank Hanson requested that the Council adopt a resolution approving to increase the benefit level for Willmar firefighters, who are vested in the Statewide Volunteer Firefighter (SVF) Retirement Plan. The increase would be from the current amount of \$6,000 per year of good service to \$7,500 per year of good service beginning January 1, 2025. Council Member Fagerlie made a motion to **Approve Resolution No. 2024-132 Increasing the Firefighter PERA Retirement to \$7,500 per year of good service**. Council Member Shuldes seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield

Noes None

C. Assigning interim Police Chief duties

City Administrator Leslie Valiant requested that the Council Authorize assigning Interim Police Chief's duties and responsibilities temporarily to Sergeant Michael Holme effective October 18, 2024. Council Member Asmus motioned to **Assign interim Police Chief duties to Sergeant Michael Holme**. Council Member Ask seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield

Noes None

D. Approve 2025 Health Insurance Rates and Employer Contribution

Human Resources Director LuAnn Sietsema presented the 2025 Health Insurance Rates and proposed Employer Contribution for employees on the Base Pay Scale by December 8, 2024.

A motion to **Approve 2025 Health Insurance Rates and Employer Contribution for all employees on the base pay scale by December 31, 2024** was introduced by Council Member Ask. Council Member Butterfield seconded the motion, which failed on a roll call vote of Ayes 1, Noes 6.

Ayes Council Member Ask
Noes Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield

Council Member Asmus moved to Approve the 2025 Health Insurance Rates and Employer Contributions as presented. Council Member Davis seconded the motion.

Council Member Shuldes moved to amend the motion to add all bargaining units to be included in the Employer Contribution. Motion failed to be seconded.

Council Member Ask moved to table the motion until after labor issues can be discussed in closed session. Council Member Nelsen seconded the motion which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

E. Agricultural Land Exemption of Special Assessments

City Clerk Vernae Larsen asked the Council to adopt a resolution approving the listed Agricultural Land be temporarily exempt from Special Assessments. Council Member Asmus made a motion to **Adopt Resolution No. 2024-134 Approving Agricultural Land Exemption of Special Assessments**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

F. Ordinance Amending Electric Rates

City Clerk Vernae Larsen asked the Council to Reschedule the Public Hearing to amend Electric Rates for November 4, 2024, at 6:30 p.m., to meet publishing requirements. Council Member Asmus moved to **Reschedule the Public Hearing for November 4, 2024 at 6:30 p.m.** Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

G. Planning and Development Update

WITH WILLMAR, Comprehensive Plan City Update

Planning and Development Director Christopher Corbett provided an Informational Presentation and Update of the Comprehensive Plan for the City.

Suite Liv'n Update

City Administrator Leslie Valiant provided an update on Suite Liv'n as follows:

- This is an update on the issue that came to council a few times over the last year or so involving the rental housing licenses for multifamily units owned by Suite Liv'n. This update is not for the

entire Suite Liv'n portfolio and is no way a generalization of open inspections, complaints, and or inquiries.

- City staff has worked diligently to administer its rental housing licensing ordinance and has been in regular communication with Suite Liv'n's representatives throughout this process
- She went on to report that now:
 - Suite Liv'n completed the relicensing process for all units for which it sought licenses and the City has reissued all of its licenses.
 - Based the most recent relicensing inspections of the Suite Liv'n properties, to city staff's knowledge there are no outstanding building or fire code violations in any of these properties
 - Suite Liv'n has been responsive to the city's notices and requirements and has made considerable improvements to its properties.
- This is an important issue for the City because Suite Liv'n properties comprise a significant percentage of the affordable rental housing units in the city and is therefore a significant resource for the city's employers and its workforce
- The relicensing process was challenging and not what either party would have expected or preferred, but the process has been completed and the City and Suite Liv'n have used the experience to make improvements on both sides, including:
 - The City's use of computer software which makes the licensing process more efficient.
 - Suite Liv'n's improvements in management and ability to promptly respond to the City's concerns.
- The City and Suite Liv'n have each worked to establish a productive working relationship.

H. Finance Update

Finance Director Tom Oden presented a YTD Budget update through September 30, 2024 and Investment update through September 30, 2024. He also asked for additional input on the 2025 budget and tax levy. The adjusted budget will be brought to the December 2, 2024 Truth in Taxation hearing.

I. Information regarding turf replacement in road construction areas

Council Member Shuldes asked for staff to address the question of who is responsible for reseeding and establishing new turf in road construction areas. City Engineer Jared Voge provided information to the council that it is ultimately the contactors responsibility.

Closed Session

A. Closed session pursuant to MN Stat. 13D.03, subd. 1 (b), Labor Negotiations Adjourn to Closed Session pursuant to MN Stat. 13D.03, subd. 1 (b), for Labor Negotiations

At 8:26 p.m. Council Member Asmus made a motion to enter into **Closed session pursuant to MN Stat. 13D.03, subd. 1 (b), Labor Negotiations**. Council Member Fagerlie seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes	Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes	None

Council entered back into open session at 9:12 p.m.

Mayor Reese called for a vote on the tabled motion to **Approve the 2025 Health Insurance Rates and Employer Contributions** as presented. The motion passed on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

Council Member Fagerlie moved to **Adjourn** at 9:18 p.m. Council Member Butterfield seconded the motion, which carried on a roll call vote of Ayes 7, Noes 0.

Ayes Council Member Ask, Council Member Nelsen, Council Member Davis, Council Member Shuldes, Council Member Fagerlie, Council Member Asmus, Council Member Butterfield
Noes None

MAYOR

Attest:

CITY CLERK

RESOLUTION NO. 2024-127

A RESOLUTION APPROVING THE PURCHASE OF BLUE LINE ARENA SOUTH SCOREBOARD AND DONATIONS FROM HOCKEY ASSOCIATION AND GLACIAL LAKES CURLING CLUB

Motion By: Ask Second By: Davis

WHEREAS the Willmar Hockey Association, Willmar Hockey Boosters and the Glacial Lakes Curling Club have agreed to financial support the purchase of a second scoreboard for the Blue Line Arena for the purchase price \$5,533.00;

WHEREAS, the Willmar Hockey Association and Willmar Hockey Boosters will contribute \$1,776.00 and the Glacial Lakes Curling Club will contribute \$200.00 with the remaining cost of \$1,781.00 to be paid for by the City of Willmar.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar approves the purchase of a Daktronics Tuff Sport PanaView Hockey Scoreboard for the total purchase price of \$5,533.00 and the City Council approves the total donation of \$1,776.00 from the Willmar Hockey Association and Willmar Hockey Boosters and the donation of \$200.00 from the Glacial Lakes Curling Club with the balance of \$1,781.00 be paid by the City of Willmar.

Dated this 21st day of October 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-128
A RESOLUTION CERTIFYING UNPAID WEED/GRASS SPECIAL ASSESSMENTS

Motion By: Shuldes Second By: Asmus

WHEREAS, Chapter 9, Article III of the Willmar Municipal Code states that such unpaid weed or grass mowing costs represent a lien of the real property receiving mowing services; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid weed / grass mowing charges totaling \$2,856.27 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid weed or grass charges be certified against the real property as follows:

- | | | |
|----|--|----------|
| 1. | Parcel No. 95-740-1330
Located at 416 Trott Avenue SE; and
Described as Section 14, Township 119, Range 35, Block 9
<i>SPICER'S ADDITION TO WILLMAR</i>
<i>WEST 50 FEET OF EAST 100 FEET OF LOTS 1 & 2 AND OF NORTH</i>
<i>40 FEET OF LOT 3</i> | \$713.88 |
| 2. | Parcel No. 95-820-0260
Located at 940 Olaf Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 2
<i>THORPE & LIEN'S ADDITION</i>
<i>PART OF LOT 9; COMMENCING 125 FEET WEST OF SOUTHEAST CORNER THENCE</i>
<i>NORTH PARALLEL WITH EAST LINE TO NORTH LINE THEROF THENCE</i>
<i>WEST 125 FEET THENCE SOUTH PARALLEL WITH EAST LINE TO A POINT</i>
<i>ON SOUTH LINE THENCE EAST ON SOUTH LINE 125 FEET TO BEGINNING EXCEPT</i>
<i>SOUTH 109 FEET OF WEST 50 FEET & EXCEPT NORTH 120 FEET OF WEST 60 FEET</i> | \$599.18 |
| 3. | Parcel No. 95-820-1170
Located at 1016 Ella Avenue NW; and
Described as Section 10, Township 119, Range 35, Block 6
<i>THORPE & LIEN'S ADDITION</i>
<i>PART OF LOT 4; BEGINNING 175 FEET OF WEST OF SOUTHEAST CORNER OF</i>
<i>BLOCK 6, THENCE WEST 95 FEET, NORTH 200 FEET, EAST 95 FEET, SOUTH</i>
<i>200 FEET TO BEGINNING</i> | \$803.08 |
| 4. | Parcel No. 95-603-0600
Located at 1612 17 th Avenue NW; and
Described as Section 4, Township 119, Range 35, Lot 10, Block 3
<i>OSLO HEIGHTS</i> | \$478.36 |

5. Parcel No. 95-480-0060 \$261.77
Located at 500 13th Avenue SW; and
Described as Section 22, Township 119, Range 35, Block 1
LEARY'S ADDITION TO WILLMAR
LOTS 6 & 7

Dated this 21st day of October, 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-129

A RESOLUTION CERTIFYING FALSE FIRE ALARM SPECIAL ASSESSMENTS

Motion By: Fagerlie Second By: Asmus

WHEREAS, Chapter 8, Article VII of the Willmar Municipal Code concerning false alarms resulting in fire response. The cost of such measures shall be assessed by action of the City Council against the property, under such terms and conditions as the City Council may require; and

WHEREAS, the City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid false fire alarm charges totaling \$500.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid false fire alarm charges be certified against the real property as follows:

1. Parcel No. 95-913-1220 \$500.00

Located at 511/515 Lakeland Drive SE; and
Described as Section 13, Township 119, Range 35
THAT PART OF THE SOUTHWEST QUARTER OF NORTHWEST QUARTER
DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF
SOUTHWEST QUARTER NORTHWEST QUARTER OF SAID SECTION 13, THENCE
SOUTH 555 FEET TO POINT OF BEGINNING OF TRACT HERIN DESCRIBED, THENCE
CONTINUEING SOUTH 325 FEET, THENCE EAST 435 FEET, THENCE NORTH
440 FEET, THENCE WEST 135 FEET, THENCE SOUTH 115 FEET, THENCE WEST
300 FEET TO POINT OF BEGINNING

Dated this 21st day of October, 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION NO. 2024-130

A RESOLUTION CERTIFYING INFECTIOUS TREE SPECIAL ASSESSMENTS

Motion By: Fagerlie Second By: Davis

WHEREAS, Chapter 9, Article IV of the Willmar Municipal Code states that such unpaid infectious tree removal bills represent a lien of the real property receiving infectious tree removal services; and

WHEREAS, THE City Council of the City of Willmar has offered the owner his right to request an appearance before the Council to make objections to payment;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid infectious tree removal charges totaling \$1,150.00 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk-Treasurer along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid infectious tree removal charges be certified against the real property as follows:

1. Parcel No. 95-006-7300 \$1,150.00

Located at 1217 Trott Avenue SW; and
Described as Section 15, Township 119, Range 35, Block 111
FIRST ADDITION TO THE TOWN OF WILLMAR
WEST 100 FEET OF LOTS 13 & 14 EXCEPT SOUTH 27 FEET OF
LOT 13

Dated this 21st day of October, 2024

/S/ Douglas E. Reese
MAYOR

Attest:

/S/Vernae Larsen
CITY CLERK

RESOLUTION NO. 2024-132

Motion By: Fagerlie Second By: Shuldes

BE IT RESOLVED by the City Council of the City of Willmar, a Municipal Corporation of the State of Minnesota, to increase the benefit level to \$7,500 per year of good service for firefighters who are vested in the Statewide Volunteer Firefighter Retirement Plan beginning January 1, 2025.

BE IT FURTHER RESOLVED that the Mayor and City Administrator of the City of Willmar are hereby authorized to exercise all documents necessary with PERA to increase the firefighter retirement benefit level to \$7,500 per year of good service.

Dated this 21st day of October 2024.

/S/ Douglas E. Reese

Mayor

Attest:

/S/Vernae Larsen

City Clerk

RESOLUTION NO. 2024-133

**RESOLUTION ESTABLISHING CITY
HEALTH INSURANCE CONTRIBUTIONS IN 2025**

Motion By: Asmus

Second By: Davis

WHEREAS, the City of Willmar City Council must approve the City of Willmar's (City) contributions to health insurance for nonunion City employees for calendar years in which it has not taken formal action on such items;

WHEREAS, the labor agreements for employees represented by an exclusive representative specify City contribution amounts to health insurance premiums for those employees;

WHEREAS, the City desires to maintain internal consistency for health insurance contributions for employees paid under City's base pay schedule; and

WHEREAS, based on the increase in health insurance premiums for 2025, the City desires to contribute additional amounts to health insurance premiums for employees paid under City's base pay schedule.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Willmar that:

1. In 2025, for employees not represented by an exclusive representative, the City will
 - A. Pay the following amounts monthly towards health insurance premiums for Employees in a high deductible Health Savings Account (HSA) plan for either the single or family coverage chosen by the employee within the HSA plan offered by the Employer: (i) for single coverage, \$653.06 and (ii) for family coverage, \$1,694.45.
 - B. Deposit into the employee's HSA the amount of \$250.00 each month for those enrolled in the single plan, and \$500.00 each month for those enrolled in the family plan, chosen by the Employee within the HSA plan offered by the Employer.
2. In 2025, for employees represented by exclusive representative who have executed an agreement with City to be subject to the City's base pay schedule, the City will pay the additional following amounts monthly towards health insurance premiums for Employees in a high deductible HSA plan for either the single or family coverage chosen by the employee within the HSA plan offered by the Employer: (i) for single coverage, \$41.67 and (ii) for family coverage, \$83.33.

Dated this 21st day of October 2024

/S/ Douglas E. Reese
Mayor

Attest:

/S/Vernae Larsen
City Clerk

RESOLUTION No. 2024-134

**RESOLUTION APPROVING CERTIFICATION OF AGRICULTURAL
USE FOR TEMPORARY EXEMPTION/SUBSEQUENT DEFERMENT OF
SPECIAL ASSESSMENTS**

Motion By: Asmus **Second By:** Fagerlie

WHEREAS, the City Council of the City of Willmar, Minnesota, did order the installation of certain street and other improvements made under Projects No. 0501 and 8606.

WHEREAS, Section W of the City of Willmar Comprehensive Assessment Policy allows the City to temporarily exempt from assessments certain lands currently used for agriculture purposes; and

WHEREAS, certain property owners have made application to the City for delayed payment of taxes on special assessments and have met the criteria contained in the Comprehensive Assessment Policy for said deferment;

NOW, THEREFORE BE IT RESOLVED by the Willmar City Council that special assessments as hereinafter designated be certified to the County and deferred until such property is developed or upon approval of the final plat, and that interest that accrues on the outstanding deferred assessment amounts during the period of deferment shall not be collected until the period of deferment expires.

- | | | | |
|----|---|-----------------------------|-------------|
| 1. | James & Jennifer Larson
3352 1 st Street N
Willmar, MN | 95-903-0010
Project 0501 | \$93,012.00 |
|----|---|-----------------------------|-------------|

Section 3, Township 119, Range 35

Southeast Quarter of Southwest Quarter and Southwest Quarter of Southwest Quarter except the Southerly 350 feet of the Westerly 233 feet of Southwest Quarter of Southwest Quarter and except parts platted as Northwood Estates and Northwood Estates Second Addition; and also except that permanent utility easement described as follows: That part of the Southwest Quarter of the Southwest Quarter described as follows: Commencing at Southwest Corner of said Southwest Quarter of the Southwest Quarter, Thence East 844.61 feet, Thence North 108.96 feet to North right-of-way line of North Shore Way, said point being point of beginning of tract herein described, Thence Northwesterly 50 feet, Thence Northeasterly 100 feet, Thence Southeasterly 50 feet to North right-of-way line of North Shore Way, Thence Southwesterly 100 feet to point of beginning. (64.13 acres)

- | | | | |
|----|---|---------------------------------------|-------------|
| 2. | J & C Enterprises of Central MN
c/o Stephen Jennings
PO Box 639
Richmond, MN | Hidden Valley Estates
Project 8606 | \$17,869.51 |
|----|---|---------------------------------------|-------------|

95-308-0010	Sect-08 TWP -119 Rang-35 Lot-001 Blk-001
95-308-0020	Sect-08 TWP -119 Rang-35 Lot-002 Blk-001
95-308-0030	Sect-08 TWP -119 Rang-35 Lot-003 Blk-001
95-308-0040	Sect-08 TWP -119 Rang-35 Lot-004 Blk-001
95-308-0050	Sect-08 TWP -119 Rang-35 Lot-005 Blk-001

95-308-0060 *Sect-08 TWP -119 Rang-35 Lot-006 Blk-001*
 95-308-0070 *Sect-08 TWP -119 Rang-35 Lot-007 Blk-001*
 95-308-0080 *Sect-08 TWP -119 Rang-35 Lot-008 Blk-001*
 95-308-0090 *Sect-08 TWP -119 Rang-35 Lot-009 Blk-001*
 95-308-0100 *Sect-08 TWP -119 Rang-35 Lot-010 Blk-001*
 95-308-0110 *Sect-08 TWP -119 Rang-35 Lot-011 Blk-001*
 95-308-0120 *Sect-08 TWP -119 Rang-35 Lot-012 Blk-001*
 95-308-0130 *Sect-08 TWP -119 Rang-35 Lot-013 Blk-001*
 95-308-0140 *Sect-08 TWP -119 Rang-35 Lot-014 Blk-001*
 95-308-0150 *Sect-08 TWP -119 Rang-35 Lot-015 Blk-001*
 95-308-0160 *Sect-08 TWP -119 Rang-35 Lot-016 Blk-001*
 95-308-0170 *Sect-08 TWP -119 Rang-35 Lot-017 Blk-001*
 95-308-0200 *Sect-08 TWP -119 Rang-35 Lot-001 Blk-002*
 95-308-0210 *Sect-08 TWP -119 Rang-35 Lot-002 Blk-002*
 95-308-0220 *Sect-08 TWP -119 Rang-35 Lot-003 Blk-002*
 95-308-0230 *Sect-08 TWP -119 Rang-35 Lot-004 Blk-002*
 95-308-0300 *Sect-08 TWP -119 Rang-35 Lot-001 Blk-003*
 95-308-0310 *Sect-08 TWP -119 Rang-35 Lot-002 Blk-003*
 95-308-0320 *Sect-08 TWP -119 Rang-35 Lot-003 Blk-003*
 95-308-0330 *Sect-08 TWP -119 Rang-35 Lot-004 Blk-003*
 95-308-0340 *Sect-08 TWP -119 Rang-35 Lot-005 Blk-003*
 95-308-0350 *Sect-08 TWP -119 Rang-35 Lot-006 Blk-003*
 95-308-0360 *Sect-08 TWP -119 Rang-35 Lot-007 Blk-003*
 95-308-0370 *Sect-08 TWP -119 Rang-35 Lot-008 Blk-003*
 95-308-0380 *Sect-08 TWP -119 Rang-35 Lot-009 Blk-003*
 95-308-0390 *Sect-08 TWP -119 Rang-35 Lot-010 Blk-003*
 95-308-0400 *Sect-08 TWP -119 Rang-35 Lot-001 Blk-004*
 95-308-0410 *Sect-08 TWP -119 Rang-35 Lot-002 Blk-004*
 95-308-0420 *Sect-08 TWP -119 Rang-35 Lot-003 Blk-004*
 95-308-0430 *Sect-08 TWP -119 Rang-35 Lot-004 Blk-004*
 95-308-0500 *Sect-08 TWP -119 Rang-35 Lot-001 Blk-005*
 95-308-0510 *Sect-08 TWP -119 Rang-35 Lot-002 Blk-005*
 95-308-0520 *Sect-08 TWP -119 Rang-35 Lot-003 Blk-005*
 95-308-0530 *Sect-08 TWP -119 Rang-35 Lot-004 Blk-005*
 95-308-0540 *Sect-08 TWP -119 Rang-35 Lot-005 Blk-005*
 95-308-0550 *Sect-08 TWP -119 Rang-35 Lot-006 Blk-005*

Dated this 21st day of October 2024.

/S/ Douglas E. Reese
 Mayor

Attest:

/S/Vernae Larsen
 City Clerk

Willmar Charter Commission
Minutes of Meeting
City Office Building
Willmar, Minnesota

"Draft"

October 30, 2024

The Willmar Charter Commission was called to order by Chairman Richard Engan. Members present were Richard Engan, Karla Tinklenberg, Kelly Welch, Suzanne Napgezek, and John Soderholm who attended remotely, via telephone. Present 5, Absent 3. Dan Reigstad, Luke Geiger, and David Anfinson were excused from the meeting.

Also in attendance was City Clerk Vernae Larsen.

Item 1 Call Meeting to Order

Chairman Engan called the meeting to order at 1:35 p.m.

Item 2 Approve Minutes of July 2, 2024

Commissioner Tinklenberg noted an error in Item 4 asking to correct the last name of Commissioner Dan Reigstad then moved to approve the minutes of July 2, 2024, as amended. Commissioner Napgezek seconded the motion which carried.

Item 3 Nominations for Charter Commission Members

Chairman Engan called for nominations for the vacant term of Commissioner Ruth Trageser, who passed away in September, 2024, and the three retiring Commissioners, Suzanne Napgezek, Luke Geiger and John Soderholm. Names for consideration were Karen Kramer, Don Winkler, Dean Elton Johnson, Duane Amundson and Gary Geiger. After discussion, the Commissioners unanimously nominated Karen Kramer, Don Winkler, Duane Amundson and Gary Geiger.

Item 4 Other Business

Commissioner Tinklenberg would like all Commissioners to read the complete Planning Commission section of the Charter before meeting again about proposed language changes to that portion of the Charter.

Commissioner Tinklenberg moved to Adjourn, seconded by Commissioner Napgezek. The meeting adjourned at 1:45 p.m.

Respectfully Submitted,

Dan Reigstad
Secretary

MINUTES
WILLMAR POLICE COMMISSION
Friday, October 11, 2024

A meeting of the Willmar Police Civil Service Commission was held on Friday, October 11, 2024, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Lilbon Clark, and Secretary Kris Rosendahl. Chief Jim Felt, Captain Mike Anderson, and Administrative Assistant Lynn Shuldes were also present.

The meeting was called to order by President Schulstad at 12:00 p.m.

A motion was made by Commissioner Schulstad, seconded by Commissioner Rosendahl to approve the September 25th minutes as submitted. **Motion carried.**

Chief Felt gave an update on a candidate that had been approved by the Commission to offer a conditional offer upon the successful passing of their POST testing. Communication from our department has not been responded to, with the most current email attempt being on October 8, 2024. It was recommended that a little more time be offered to this candidate to complete the necessary tasks which include a successful passing of the POST test and to provide an updated biography to the Police Commission. The due date was originally October 25, 2024, and the new recommended date would be November 8, 2024.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Clark to extend the due date to November 8, 2024. **Motion carried.**

Chief Felt gave an update on a probationary employee whose performance reviews are not meeting the training standards for full time employment as a police officer. Discussion was held regarding the training phases, observations made and options for this employee. It was felt that this employee has been given ample time and opportunity to meet the training standards, however that has not happened. This employee will have the option to voluntarily resign, apply for another position with the City of Willmar, or will be removed from their position.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Schulstad to terminate the training process for this probationary employee at this time and allow them the options as stated above. **Motion carried.**

The Commission was provided a copy of MN Statute Chapter 419 to review and discuss. Some discussion was had specifically regarding the duties of the Commission as found in Chapter 419.05.

Having no further business, a motion was made by Commissioner Rosendahl and seconded by Commissioner Schulstad to adjourn. The meeting was adjourned at 01:15 pm.

by Lynn Shuldes

MINUTES
WILLMAR POLICE COMMISSION
Friday, October 18, 2024

A meeting of the Willmar Police Civil Service Commission was held on Friday, October 18, 2024, at the Law Enforcement Center in Willmar.

Present were Police Civil Service Commission members President Earline Schulstad, Vice President Lilbon Clark, and Secretary Kris Rosendahl. Chief Jim Felt, Interim Chief Mike Holme, Captain Mike Anderson, Administrative Assistant Lynn Shuldes, City Administrator Leslie Valiant, Human Resources Director Luann Sietsema, and West Central Tribune news reporter, Dale Morin were also present.

The meeting was called to order by President Schulstad at 11:00 a.m.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Clark to approve the October 11th minutes as submitted. **Motion carried.**

City Administrator, Leslie Valiant, presented the Commission with an update on where the city is at regarding the hiring process of a new Police Chief. She stated that Sgt Mike Holme has been selected as the Interim Police Chief and that he has accepted the assignment. Commissioner Schulstad made a motion to accept the assignment of Sgt Mike Holme as the Interim Police Chief, seconded by Commissioner Rosendahl. **Motion carried.**

Administrator Valiant, gave an update on the possibility of the city using an executive recruiter to assist with the search for a Police Chief. She stated that requests for proposals are due by October 23rd, 2024. The Commission was asked if they would like to be involved in the review of the proposals that are submitted. Commissioner Rosendahl indicated that they would like to be involved in every aspect of the process. Once an executive recruiting agency is selected, Administrator Valiant will present this to City Council at the November 4th meeting and ask for their approval. She also stated that her goal will be to keep the focus area to the five-state area, not nationally. If Council approves the use of an executive recruiter, Administration will work with them to post the position through various advertising options and advise who they would recommend being on the interview panel. Regardless of whether the Council approves the use of an executive recruiter or not, the Commission will work with Administration to select the interview panel.

Miscellaneous

- Chief Felt gave an update on a candidate that had been approved by the Commission to offer a conditional offer upon the successful passing of their POST testing. Communication from our department has not been responded to, with the most current email attempt being on October 8, 2024. It was recommended that a little more time be offered to this candidate to complete the necessary tasks which include a successful passing of the POST test and to provide an updated biography to the Police Commission. The due date was originally October 25, 2024, and the new recommended date would be November 8, 2024.

A motion was made by Commissioner Rosendahl, seconded by Commissioner Clark to extend the due date to November 8, 2024. **Motion carried.**

- Chief Felt stated that the full time CSO position, that was approved by Council, has been posted internally. Letters of interest are due by Friday, October 23, 2024.
- Chief Felt updated the Commission on a candidate who will be completing their required testing for their conditional employment offer. If the testing results all come back favorable, it would be his recommendation to ask the city to draft a job offer letter.
- Chief Felt gave an overview of a recently received application for a police officer position. The individual was given a background packet to complete. It was decided that the Commission would like to interview this candidate as soon as possible. Commissioner Schulstad made the motion to proceed straight to a background study upon a favorable interview, seconded by Commissioner Rosendahl. **Motion carried.**
- This being Chief Felt's last Police Commission meeting, he thanked the Commissioners for their willingness to serve and for the years of support he has received from the Commission. The Commissioners thanked Chief Felt for his years of service and dedication to the community and WPD.

Having no further business, a motion was made by Commissioner Schulstad and seconded by Commissioner Clark to adjourn. The meeting was adjourned at 11:46 am.

by Lynn Shuldes



WILLMAR MUNICIPAL UTILITIES COMMISSION

**MEETING MINUTES – OCTOBER 28, 2024
11:45 AM – WMU AUDITORIUM**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, October 28, 2024, at 11:45 am in the WMU Auditorium with the following Commissioners present: Shawn Mueske, Dave Baumgart, John Kennedy, Terrill Sieck, Bruce DeBlieck, Carol Laumer, and Patricia Elizondo.

Others present at the meeting were: Interim General Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Staff Electrical Engineer Jeron Smith, Systems Information Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), City Councilman Michael O'Brien, and WC Tribune Journalist Jennifer Kotila.

The meeting commenced with the recitation of the Pledge of Allegiance. Commission President Mueske asked if any changes to the agenda were necessary. Following review and discussion, Commissioner Laumer offered a resolution to approve the consent agenda as presented. Commissioner Baumgart seconded.

RESOLUTION NO. 40

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the consent agenda be approved as presented which includes:

- ❖ Minutes from October 14, 2024 MUC Meeting;
- ❖ Minutes from October 21, 2024 Special MUC Meeting; and,
- ❖ Bills represented by vouchers No. 20241529 to No. 20241583 and associated wire transfers inclusive in the amount of \$1,490,015.54.

Dated this 28th day of October, 2024.

President

Attest:

Secretary

The foregoing resolution was adopted by a vote of seven ayes and zero nays.

Commissioner Mueske presented the latest developments in the search for a new General Manager. After careful consideration, Rick Wicklund from Sun Prairie Utilities in Wisconsin had been offered the position but informed the Commission declined the offer for the position, on Friday, October 25th. The Negotiating Committee, in collaboration with Liza Donabauer from David Drown Associates, will convene this week to evaluate the remaining candidates and proceed with filling the vacancy. Further updates will be provided as the process advances.

Interim General Manager Johnson and Staff Electrical Engineer Smith recapped for the Commission their recent attendance at the MRES Area Meeting held in Alexandria, October 23rd (Finance & Office Services Supervisor Prekker also attended). Topics of discussion included: MRES Strategic Plan, legislative and regulatory updates, carbon-free standards and renewable energy docket, Renewal Energy Credit program (REC), rate adjustments, membership survey results, resource planning, generation, and future transmission projects. Johnson, Smith and Prekker expressed their appreciation to the Commission for the opportunity to attend the meeting, noting the value of the information shared. They encouraged others to consider attending future meetings as well, given the importance of the topics discussed.

Interim General Manager Johnson informed the Commission of several items of interest:

- MUC Terms for Reappointment in 2025: Commissioners Mueske and Laumer are up for reappointment, and City Officials will be contacting them shortly regarding this.
- Mon., Nov. 4th: There will be a meeting at 2:00 pm with Rep. Dave Baker, Sen. Andrew Lang, and Deb Birgen of MRES.
- Mon., Nov. 4th: City Council to conduct a public hearing as part of the ordinance amendment process to adjust electric rates (effective January 1, 2025).
- Next MUC Meeting: Due to the Veterans Day holiday, the next meeting will be held on Tuesday, November 12th.

Future meetings of both the WMU Labor and Planning Committees will be forthcoming. Tentative future Labor Committee agenda items include new building land acquisition for the new building and the MUC Self-Survey. Tentative Planning Committee agenda items include the new building, new generation, and CMPAS transmission investment.

There being no further business to come before the Commission, Commissioner Kennedy offered a motion to adjourn. Commissioner Baumgart seconded, and the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:05 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen, Executive Secretary

ATTEST:

Dave Baumgart, Secretary

PARKS AND RECREATION BOARD
August 21, 2024, 1:30PM
Willmar Civic Center-Blue Line Room

Members Present: Kent Skoglund, Jeff Newberg, Steve Tammen, Alissa Norsten
Al Setrum, Chloe Quinn
Staff Present: Rob Baumgarn, Rachel Centellas
Council Members Present: Carl Shuldes, Julie Asmus

Kent called the meeting to order and took roll call. He asked for any additions or deletions to the agenda.

Chloe made a motion to approve the July meeting minutes, Jeff seconded. All were in favor. Motion to approve the July meeting minutes is approved.

There were no public comments.

The first item of discussion was the Radio Control Park. Corey Pavelko from CNC Hobbies was there to talk about building a remote-control park at pleasantview park area. He talked about the layout of the park and what all it would include. The park would cost approximately \$75,000 to build and would draw people from all over the Midwest. Discussion was had about the park.

Eric Banks was in attendance to talk about a memorial/tribute for LeAnne Freeman. He proposed naming a bike path by sunrise trail after her. He gave a demonstration on how it looked, and discussion was had with the board. Rob will take it to the administration about next steps.

The next topic of discussion was the DNR fishing platforms. They want to place one at Foot Lake so people can get out more onto the water than just from shore. This would be covered by the DNR. An agreement would be drawn up with the DNR to put the fishing platforms at Robbins Island.

Rob gave an update on the trailhead. A one stall bathroom with a shelter will be installed and there will be water at the shelter and in the bathroom. Discussion was had on the shelter.

Rob gave an update about youth programs. There was an increase in summer registrations at 948 participants. There were 50 adaptive participants. 420 participants in the camps. The pool had good numbers for the year despite the issues and weather. Fall programs will be starting in September.

Steve made a motion to adjourn the meeting, Al seconded. All were in favor.
Meeting adjourned.

**WILLMAR PLANNING COMMISSION
WEDNESDAY, COTOBER 23, 2024
333 6TH STREET SW, CONFERENCE ROOM 1**

MINUTES

The Willmar Planning Commission met on Wednesday, October 23, 2024, at 6:00pm at City Hall.

Members Present: Chairman Jonathan Marchand; Steve Dresler; Stacy Holwerda; Gary Newberg; Bob Poe; and Christopher Buzzeo (arrived at 6:30pm).

Members Absent: Yvon Fils-Aime.

Others Present: Christopher Frank (City Planner); Christopher Corbett (Planning Director); Leslie Valiant (City Administrator), Mark Thompson (Public); Vickie Thompson (Public); Doug Fenster (Realtor); Kendall Fenster (Public); Sheila Bass (Suite Liv'n); Nathan Kriese (West Central Trophies); JP Lawrence (Star Tribune); and Jennifer Kotila (West Central Tribune).

1. Chairman Marchand called for order at 6:00PM.
2. Roll Call.
3. Additions/Deletions: None.
4. Minutes:
 - 4.1. **Commissioner Poe motioned, seconded by Commissioner Newberg, to approve the October 2, 2024 meeting minutes. The motion passed unanimously.** (Commissioner Buzzeo was not present for this vote.)
5. General Public Testimony: None.
6. **REGULAR BUSINESS**

6.1 HEARING AND ACTION

6.1.1 DOUG FENSTRA: CONDITIONAL USE PERMIT

Location: 951 HIGH AVE NE; Parcel #: 95-911-0840; Ward 1.

Proposal: Re-location of existing night club located in General Business (GB-3) zone that previously appeared before planning commission for briefing at the September 18, 2024 meeting and public hearing at the October 2, 2024 meeting. The item was tabled from the October 2nd meeting due to unanswered questions for Applicant who was not present.

Commissioner Poe made a motion to bring the item off the table for discussion. The motion was seconded by Commissioner Dresler and passed unanimously. (Commissioner Buzzeo was not yet present).

Doug Fenster and Barbara Marino were present representing the project. The applicants described they currently operate a nightclub called Diamante, located at 1108 HWY 71 NE. The nightclub has been in operation for seven years and has not had any problems with residents in the current residential neighborhood.

The applicants continued describing that the proposed nightclub will operate on Fridays and Saturdays from 8:00 PM to 1:00 AM. It will feature in-house DJs, occasional live bands, and security measures including ID checks and weapon screenings.

The applicants plan to convert the existing grass area into a parking lot, accommodating approximately 55 parking spaces. They have consulted with Jet Black regarding the parking plan, which also includes locating a new entrance to 10th Street in addition to the current entrance off High Ave. City staff requested that the new curb cut on 10th Street be aligned with the curb cut across the street.

The building is a wood-frame structure with 16-foot sidewalls and an HVAC system. The applicants confirmed they will install a sprinkler system to meet fire code requirements.

The commission reviewed and addressed public comments regarding the proposed nightclub, including concerns about noise, traffic, hours of operation, age restrictions and being subject to state and city ordinances.

The commission reviewed the findings of fact for conditional use permits, ensuring the proposal aligns with the city's comprehensive land use plan and addresses potential impacts on surrounding properties.

Commissioner Dresler motioned, seconded by Commissioner Poe, to approve the conditional use permit subject to the conditions that the use comply with all city or state ordinances, regulations, and building codes. The motion passed (five (5) ayes and Commissioner Buzzeo abstaining).

6.2 PLATS

None.

6.3 BRIEFINGS

6.3.1 DISCUSSION ON PLANNING COMMISSION ELECTIONS AND MEMBER FOR 2025

Presented by: City Planner Chris Frank

Planner Frank began discussions regarding upcoming Planning Commission elections and member terms for beginning of 2025.

Chairman Marchand's second term will expire at the end of 2024.

Commissioner Dresler's first term will end in 2024; he will need council approval for a second term.

Commissioner Holwerda's second term will also end in 2024; she will also need council approval for a second term.

The commission has two current vacancies but is actively seeking new members through various channels, including members of the Elevate program and other organizations.

At the first meeting of the upcoming year, the commission will need to hold an election to determine the new Chairman, Vice-Chairman, and Secretary. Commissioner Dresler has volunteered to be the new chairman, Commissioner Buzzeo has volunteered to be the new vice-chairman, and Commissioner Holwerda has volunteered to be the new secretary.

6.3.2 CONNECT WILLMAR – FIBER INTERNET UPDATE

Presented by: Director Christopher Corbett

Director Corbett provided an update on the Connect Willmar Initiative, a fiber optic network project. The initiative aims to provide faster, more reliable internet service for residents and business owners. The city will own the infrastructure, and internet service providers (ISPs) will be able to tap into it, increasing competition and potentially lowering costs. Currently, internet service in the city is primarily through cable and cellular, with limited fiber optic availability.

The project will be rolled out in three phases, starting with the industrial park and surrounding residential areas. The project is expected to be funded by revenues generated from subscribers, with no bond payments due until year three of the plan. The project is expected to bring several benefits, including: increased competition among ISPs, local economic growth, enhanced cultural and educational opportunities, increased property values, and improved healthcare outcomes.

6.3.3 WITH WILLMAR COMPREHENSIVE PLAN UPDATE

Presented by: Director Christopher Corbett

Director Corbett provided an update on the WITH WILLMAR Comprehensive Plan, the city's 20-year vision plan.

Survey results from various categories (economic development, housing, recreation, and land use) were reviewed. The results highlighted priorities such as attracting/retaining businesses, enhancing entertainment opportunities, improving public infrastructure, and providing affordable housing.

The future land use map was presented, illustrating the desired land use throughout the city. The map will guide decisions regarding development, land, and growth.

The plan is expected to be completed by the end of the year, with a draft document presented to the commission and public for comment opportunities. The final plan is expected to be presented to the council in February or March of 2025.

7. **DIRECTOR'S REPORT**

None.

8. **MISCELLANEOUS**

None.

9. **ADJOURN**

With no further business to discuss, **Commissioner Dresler motioned to adjourn the meeting, seconded by Commissioner Buzzeo, and the meeting was adjourned at 8:01 PM.**



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	5.H.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Dovre Township Fire Agreement		

RECOMMENDED ACTION:

Adopt the Resolution Authorizing the Mayor and City Administrator to Execute the Fire Agreement with Dovre Township for 2025

OVERVIEW:

Dovre Township is under an annual contract for Willmar Fire Department service. A statewide formula has been used for decades to calculate the Township cost sharing proposal and is enclosed with current numbers.

Dovre Township

2024	\$54,273.30 based on 314 firefighter hours accumulated in 2023
2023	\$43,202.43 based on 209 firefighter hours accumulated in 2022
2022	\$32,112.03 based on 48 firefighter hours accumulated in 2021
2021	\$27,915.91 based on 57 firefighter hours accumulated in 2020
2020	\$35,715.86 based on 165 firefighter hours accumulated in 2019

BUDGETARY/FISCAL ISSUES:

\$54,237.30 for the Dovre Townships fiscal year of which, \$27,136.65 is due January 1, 2025, and \$27,136.65 is due July 1, 2025.

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Dovre Township Fire Agreement 2025
2. Dovre Township Fire Contract 2025
3. Dovre Township Fire Cost 2025

RESOLUTION NO.
A RESOLUTION APPROVING DOVRE TOWNSHIP FIRE AGREEMENT
IN THE AMOUNT OF \$54,273.30

Motion By: _____ Second By: _____

WHEREAS Dovre Township annually contracts with the City of Willmar Fire Department for fire protection services; and

WHEREAS it is the established practice of the City of Willmar to use a statewide formula to calculate the township cost sharing proposal;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the Mayor and City Administrator be authorized to execute the fire protection agreement with Dovre Township for the period January 1, 2025 through December 31, 2025, in the amount of \$54,273.30.

Dated this 4th day of November 2024.

MAYOR

Attest:

CITY CLERK

AGREEMENT FOR FIRE DEPARTMENT SERVICE

THIS AGREEMENT, made this ____ day of _____, 2024, by and between the City of Willmar, a municipal corporation of Kandiyohi County, Minnesota, hereinafter referred to as "City", and the Township of Dovre, a political subdivision of the State of Minnesota, hereinafter referred to as "Township".

WHEREAS, the Township deems it advisable to have available for the benefit of the residents of said Township (Sections 25, 26, 27, 34, 35, & 36) services of the City's Fire Department, and the electors of said Township having, pursuant to law, provided a fund for the furnishing of said services, and

WHEREAS, the City has authorized its Mayor and City Administrator to enter into a contract with the Township for the furnishing of said services;

NOW, THEREFORE, IT IS AGREED between the parties hereto, that for the period commencing January 1, 2025, and terminating December 31, 2025, the Fire Department of the City will answer fire calls within the Township of Dovre which the City is requested to answer by the Township, and will respond to such calls with such fire fighting apparatus of the City Fire Department as may be authorized by the Insurance Services Office, and all equipment and resources deemed necessary by the incident commander, and will render all assistance possible in the saving of life and property, subject to City retaining in its corporate limits sufficient firefighters and equipment to maintain its fire class rating, and subject to the terms of this Agreement.

As payment for such services, the Township agrees to pay, pursuant to the formula attached hereto and made a part hereof, the amount of FORTY-THREE THOUSAND, TWO HUNDRED TWO DOLLARS AND FORTY-THREE CENTS, (\$54,273.30) payable TWENTY-ONE THOUSAND, SIX HUNDRED ONE DOLLARS AND TWENTY-TWO CENTS, (\$27,136.65) on January 1, 2025, and TWENTY-ONE THOUSAND, SIX HUNDRED ONE DOLLARS AND TWENTY-ONE CENTS, (\$27,136.65) on July 1, 2025.

IT IS FURTHER UNDERSTOOD AND AGREED that at times weather and road conditions through the seasons of the year demand for City's firefighters and equipment to be used at a fire within the City, or other special circumstances, may interfere in the rendering of the service contemplated herein, and in the event, failure to furnish the service herein agreed upon shall not be a breach of this Agreement. In an event whereby equipment and firefighters can not leave the City, Willmar Fire Command will activate mutual aid to render service to the township. Failure of the City to provide the services herein contracted for shall not result in the City being liable to Township or its residents for actual or consequential damages or for any other damages.

IT IS FURTHER UNDERSTOOD AND AGREED that the City will submit a billing statement to the Township within five (5) working days subsequent to a fire call listing the number of firefighters involved, firefighter hours, vehicles in use, and other data pertinent to assisting the township in making a "bill for services rendered" to the property owner receiving fire assistance. It shall be further understood that the sum total of the billings will not necessarily equal the annual contract price between the City and Township due to various formula charges such as building and/or vehicle depreciation costs and administration and training costs which will not be a part of the individual billing statements.

IT IS FURTHER UNDERSTOOD AND AGREED that in the event of a hazardous materials incident the City reserves the right to exclude the call from the annual Funding Formula and bill the cost of the services rendered for special hazardous materials equipment and related costs directly to the owner of the property.

Township does hereby guarantee to the City that it is an equal opportunity employer and that it meets all United States Government and State of Minnesota Equal Opportunity Employment Requirements or that they are exempt from these provisions.

This Agreement may be terminated upon thirty (30) calendar days written notice by either party or the other party, and the cost of services prorated to the time of termination.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by the respective officers thereof, and the respective seals of the parties have been affixed thereto.

CITY OF WILLMAR, A MUNICIPAL CORPORATION

BY: _____

DOUGLAS E. REESE, MAYOR

(S E A L)

BY: _____

LESLIE VALIANT, CITY ADMINISTRATOR

(S E A L)

In the Presence of:

TOWNSHIP OF DOVRE

BY: _____

Pat Jacobs

(S E A L)

DOVRE TOWNSHIP - 2025
FIRE COST FORMULA

For Sections 25, 26, 27, 34, 35 & 36

$$S = [(C \times 1.05) + E/20 + P/50] \frac{(U + V)}{2}$$

S = Cost of fire service for one year.

C = 2023 actual operating cost of the Fire Department.

E/20 = Cost of apparatus used for township fires depreciated for 20 years.

P/50 = Cost of physical plant depreciated over 50 years.

1.05 = A number that when C is multiplied by it, the answer will be C plus an additional 5 percent charge for administration and accounting.

U = Percent of Firefighter hours used by the Township in 2023.

V = Percent market valuation of buildings and mobile home personal property for the area of the contracting unit being served as to the total market value of buildings and mobile home personal property in the area served by the Fire Department.

C = \$957,504.77 (2023 Fire Department costs).

E/20 = \$76,197.10 (cost of apparatus sent to township \$1,523,942.00)
[units (5257) \$598,000 + (5276) \$315,942 + (5298) \$610,000]

P/50 = \$3,888.85 (cost of building to maintain trucks \$194,442.50).

Payment for Actual Fire Calls

Protection

U = Use of Fire Department by Firefighter Hours
2023

V = Market Value in Fire Service
2023

<u>Unit</u>	<u>Firefighter Hours</u>	<u>Percent of Total</u>	<u>Unit</u>	<u>Market Value</u>	<u>Percent of Total</u>
City of Willmar	6,711	.935	City of Willmar	\$1,367,690,500	.9016
Willmar Township	145	.021	Willmar Township	\$65,817,400	.0434
Dovre Township	314	.044	Dovre Township	\$83,482,700	.055
TOTAL	7,170	1.0000	TOTAL	\$1,516,990,600	1.0000

U = .044

V = .055

$$S = [(\$957,504.77 \times 1.05) + \$76,197.10 + \$3,888.85] \times \frac{.044 + .055}{2}$$

$$S = \$1,085,465.96 \times .05$$

$$S = \$54,273.30$$



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	5.I.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Diamond Edge Figure Skating Club Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Diamond Edge Figure Skating Club Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Diamond Edge Figure Skating Club Raffle Application

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Diamond Edge Figure Skating Club

Previous Gambling Permit Number: X-_____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 411976262

Mailing Address: PO BOX 204

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Jackie Smith

CEO Daytime Phone: 320-894-4105 CEO Email: diamondedgefsc@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Willmar Civic Center

Physical Address (do not use P.O. box): 2707 Arena Dr

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): February 23, 2025

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Willmar

Signature of City Personnel: [Signature]

Title: City Clerk Date: 10/28/24

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 10-26-24
(Signature must be CEO's signature; designee may not sign)

Print Name: Jackie Smith

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	5.J.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Diamond Edge Figure Skating Club Lawful Gambling Application		

RECOMMENDED ACTION:

Approve Diamond Edge Figure Skating Club Lawful Gambling Application

OVERVIEW:

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. Diamond Edge Figure Skating Club Bingo Application

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Diamond Edge Figure Skating Club

Previous Gambling
Permit Number: X-

Minnesota Tax ID
Number, if any:

Federal Employer ID
Number (FEIN), if any: 411976262

Mailing Address: PO BOX 204

City: Willmar State: MN Zip: 56201 County: Kandiyohi

Name of Chief Executive Officer (CEO): Jackie Smith

CEO Daytime Phone: 320-894-4105 CEO Email: diamondedgefsc@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): VFW

Physical Address (do not use P.O. box): 1108 US-12

Check one:

☒ City: Willmar Zip: 56201 County: Kandiyohi

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 25, 2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☐ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. **EXCEPTION:** Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: WillmarSignature of City Personnel: [Signature]Title: City Clerk Date: 10/28/04

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature] Date: 10-26-04
(Signature must be CEO's signature; designee may not sign)

Print Name: Jackie Smith**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

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City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	5.K.
Agenda Section:	Consent Items	Originating Department:	City Clerk
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Consideration of Charter Commission Members		

RECOMMENDED ACTION:

Recommend people to list of nominees to present to District Court Judge for appointment or approve as presented.

OVERVIEW:

The Charter Commission currently consists of nine members. Three Commissioners' terms expire on December 31, 2024, leaving 3 vacant positions on the Commission. Commissioner Ruth Tragerser passed away in September 2024, leaving an additional vacancy for a total of 4 vacancies.

The list of nominees thus far are:

To fill vacancy: Karen Kramer, Don Winkler, Gary Geiger and Duane Amundson

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

None



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	5.L.
Agenda Section:	Consent Items	Originating Department:	Finance
Resolution:	No	Prepared By:	Tom Odens, Finance Director
Ordinance:	No	Presented By:	Vernae Larsen, City Clerk
Item:	Accounts Payable Report, 10/17/24 - 10/30/24		

RECOMMENDED ACTION:

Review and Approve Accounts Payable Listing

OVERVIEW:

Reduction of Departmental Budgets by amounts approved.

BUDGETARY/FISCAL ISSUES:**ALTERNATIVES TO CONSIDER:****ATTACHMENTS:**

1. Vendor Payment History 10.17.24 - 10.30.24
2. EFTCK 555-559(1)

Vendor Payment Listing

October 17, 2024 thru October 30, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
104196	Green Flush Restrooms	WM-01	72836	16,522.90	DNR Grant for Trailhead Project
104192	Aaron Reich	0823242102	72837	365.00	Screw Jack
103547	ADS ON BOARDS	1297	72838	1,200.00	Board Cleaning
104198	AED Smart Monitoring	1279	72839	600.00	AED Maintenance and Monitoring
103800	AFLAC	881356	72840	819.82	October employee WH
103136	ALPHA TRAINING & TACTICS LLC	2024-0343	72841	993.22	Ballistic Armor for Officer Dittrich
103136	ALPHA TRAINING & TACTICS LLC	2024-0344	72841	1,028.16	Ballistic Armor for Officer Arredondo
103136	ALPHA TRAINING & TACTICS LLC	2024-0342	72841	993.22	Ballistic Armor for Officer Liebl
103136	ALPHA TRAINING & TACTICS LLC	2024-0341	72841	993.22	Ballistic Armor for Officer Vazquez
103557	AMAZON CAPITAL SERVICES	1RKM-F66C-KXHL	72842	14.98	Neon labels for sign Ordinance
103557	AMAZON CAPITAL SERVICES	1WF4-JDCM-7GJJ	72842	6.85	CANDLE
103557	AMAZON CAPITAL SERVICES	11GR-YVQ9-3YRJ	72842	6.99	Grandstream HT813 return
103557	AMAZON CAPITAL SERVICES	1W4L-9M44-PJL9	72842	53.98	Walkie Talkie Earpiece x 2
103557	AMAZON CAPITAL SERVICES	1HKK-19Q1-RVCK	72842	44.24	PUZZLES
103557	AMAZON CAPITAL SERVICES	1M9L-1JVG-49NC	72842	19.26	Patch cords & wallplate
103557	AMAZON CAPITAL SERVICES	1NPC-JQWY-QNJG	72842	19.90	Mounting arm for fuel station PtP
103557	AMAZON CAPITAL SERVICES	1C4H-M1VG-MHNY	72842	25.98	DVD-R discs
103557	AMAZON CAPITAL SERVICES	1LRF-KVN9-39DF	72842	19.98	Safety sign's
103557	AMAZON CAPITAL SERVICES	1XTT-FHJ3-7N7F	72842	35.99	USB Drives
103557	AMAZON CAPITAL SERVICES	19N9-P4VX-VHCM	72842	162.91	Traffic cones for squads 40&41, USB drives, cords
103557	AMAZON CAPITAL SERVICES	1VCV-MPGV-LJHY	72842	14.87	AA batteries
103557	AMAZON CAPITAL SERVICES	1MTH-WJ44-7MNP	72842	59.99	Bluetooth headset for A. Wilson
103557	AMAZON CAPITAL SERVICES	1VCV-MPGV-LN1N	72842	78.45	daddy daughter dance supplies
100057	AMERICAN WELDING & GAS INC	0010383470	72843	182.97	fire extinguisher
100057	AMERICAN WELDING & GAS INC	0010428833	72843	104.53	Welding gas
103852	APPLE, INC.	MB24387304	72844	987.00	iPads for incoming council
103852	APPLE, INC.	MB21018545	72844	1,437.00	3 Ipad for detectives
103008	ASPEN MILLS	341030	72845	74.66	Pants for C. Gulbranson
100075	AT&T MOBILITY	287296610156X1103202	72846	1,281.04	FirstNet Sep/Oct
103610	AUSTIN INCORPORATED	56175	72847	120.00	pumped 1 load
103610	AUSTIN INCORPORATED	55993	72847	120.00	pumped 1 load
103610	AUSTIN INCORPORATED	55794	72847	120.00	pumped 1 load
103610	AUSTIN INCORPORATED	56444	72847	120.00	Austin Incorporated
100131	AVENU INSIGHTS & ANALYTICS	INVB-057841	72848	2,160.32	AS400 hosting - Oct
104080	B&F Fastener Supply	80009576-00	72849	24.40	Caution Tape
104080	B&F Fastener Supply	80001011-00	72849	(284.63)	Returned hose clamps
104080	B&F Fastener Supply	80005040-00	72849	19.89	Phillips Screws
104080	B&F Fastener Supply	80005277-00	72849	7.14	Softball Complex
104080	B&F Fastener Supply	80005742-00	72849	169.74	BL Boards
104080	B&F Fastener Supply	80006939-00	72849	72.19	Locking Pilers and Plug Tabs
104080	B&F Fastener Supply	80008077-00	72849	75.29	Twist Cup Brush
104080	B&F Fastener Supply	80009720-00	72849	12.88	Nut for grinder disk
104080	B&F Fastener Supply	80009610-00	72849	182.85	Tap, Cut off wheels
101010	BOLTON & MENK INC	0347877	72850	8,520.30	8-31 thru 9-27 Engineering Professional Services
101010	BOLTON & MENK INC	0347889	72850	6,935.00	8-31 thru 9-27 City Engineer Professional Services
101010	BOLTON & MENK INC	0347896	72850	11,919.50	Overflow & stormwater reuse grant prof services
101010	BOLTON & MENK INC	0347895	72850	6,815.00	Outdoor Rink Project
101010	BOLTON & MENK INC	0347891	72850	10,453.50	ELLS 7, 8 & 9 Professional Services
101010	BOLTON & MENK INC	0343941	72850	7,130.00	TH 12 LS Professional Services
101010	BOLTON & MENK INC	0347900	72850	6,700.70	Project No. 2404-A Professional Services
101010	BOLTON & MENK INC	0347872	72850	101,462.43	Project No. 2401-B Professional Services
101010	BOLTON & MENK INC	0343927	72850	127,461.62	Project No. 2401-B Professional Services
101010	BOLTON & MENK INC	0347899	72850	19,339.50	TH 40 Turn Lanes Professional Services
101010	BOLTON & MENK INC	0347867	72850	15,051.44	Project No. 2401-A Professional Services
101010	BOLTON & MENK INC	0347893	72850	7,463.50	Project No. 2301-A Professional Services
101010	BOLTON & MENK INC	0343933	72850	18,745.40	Project No. 2301-C Professional Services
101010	BOLTON & MENK INC	0343928	72850	52,670.85	Project No. 2404-B Professional Services
101010	BOLTON & MENK INC	0347873	72850	12,269.00	Project No. 2404-B Professional Services
101010	BOLTON & MENK INC	0347885	72851	4,359.00	Bike and Red Master Plan
101010	BOLTON & MENK INC	0347894	72851	392.00	TH 12 LS Professional Services

Vendor Payment Listing

October 17, 2024 thru October 30, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101010	BOLTON & MENK INC	0347880	72851	686.00	Project No. 2301-C Professional Services
101010	BOLTON & MENK INC	0347874	72851	1,364.00	Trott Ave Regional Stormwater Pond Prof Services
100030	BRYAN ROCK PRODUCTS INC	67379	72852	1,376.54	Agri-lime
101980	BSE	929266586	72853	79.41	Parts for the WPD Bus
103181	BULLET PROOF MECHANICAL SERV	10979	72854	316.00	Repair to water tank
103647	CAPITAL ONE	100924	72855	13.35	Squad Cleaning Supplies
103647	CAPITAL ONE	100924-2	72855	52.42	Breakroom supplies
102542	CARRANZA/NORMA I	213	72856	150.00	Interpreting Services for Officer Smeby
100467	CENTERPOINT ENERGY	STMT/08-2024-1	72857	2,447.91	NATURAL GAS-AUG 2024
100156	CHAPPELL CENTRAL INC	101724	72858	71.00	wrong permit issued- permit refund
100736	CHARTER COMMUNICATIONS	175505001102124	72859	142.24	Oct/Nov TV
103431	CHRISTENSEN/MICHAEL	103024	72860	35.87	Gas Reimbursement for Travel to Interview
101708	CINTAS CORPORATION	5235899103	72861	249.95	First Aid Kits
102984	CODE 4 SERVICES INC	9505	72862	108.04	Squad 23 Motorola Control Head Cable
102984	CODE 4 SERVICES INC	10073	72862	5,561.58	Squad 41 work, Radar antenna, thermal printer, etc
103017	COLLISION CARE	9521	72863	13,715.36	Squad 23 Repair
103017	COLLISION CARE	9644	72863	1,570.91	Squad 23 Radiator and Coolant
104070	Column Software PBC	A85BD339-0015	72864	420.80	Advertisement of 2025 Improvement Hearing
104070	Column Software PBC	67066F1C-0001	72864	793.00	West Central Tribune Ad Notice
104070	Column Software PBC	B15E1683-0055	72864	82.35	LAND SALE TO STEINER
103672	COMMERCIAL REFRIGERATION SYSTEMS INC	47375	72865	1,091.00	Compressor Repair Parts
103672	COMMERCIAL REFRIGERATION SYSTEMS INC	47355	72865	6,307.50	Compressor Repairs
103116	COMPASS MINERALS AMERICA	1387801	72866	11,095.91	Road Salt
104121	Conestoga Manufacturing	5002M	72867	33,650.00	Top Dresser
103677	COORDINATED BUSINESS SYSTEMS	INV414861	72868	125.18	Managed Print Services
100186	CROW CHEMICAL & LIGHTING	128339	72869	132.30	Spilifer wipes, quad head brush
104009	Crow Nest Tree Service LLC	7407	72870	1,150.00	Remove Dead Elm-1217 Trott Ave SW
103260	CROW RIVER CONSTRUCTION LLC	11411	72871	285.50	Concrete for catch basin repair
103260	CROW RIVER CONSTRUCTION LLC	11376	72871	963.00	Concrete for Swansson
103648	CROW RIVER READY MIX	11254	72872	1,926.00	Concrete Work at Swansson
100212	DOOLEY'S PETROLEUM INC	970132	72873	3,823.66	Plant gas/fuel
100212	DOOLEY'S PETROLEUM INC	628874	72873	20,719.96	Unleaded and Diesel Fuel
103245	DUININCK CONCRETE CONST SUPPLY	2410-689125	72874	273.29	14" diamond blade
100222	DUININCK INC	562751	72875	2,406.80	Asphalt
100222	DUININCK INC	562892	72875	337.35	Class 5 Gravel
100222	DUININCK INC	Pay App #6	72875	865,179.34	2401-B - 13th St/Grace Ave/Rice Ave - Pay App 6
100222	DUININCK INC	563037	72875	4,864.86	Sand, Class 5
100222	DUININCK INC	563130	72875	1,310.40	Asphalt
100222	DUININCK INC	559608	72875	2,987.32	Asphalt
100222	DUININCK INC	559373	72875	306.80	Class 5
100222	DUININCK INC	559760	72875	1,638.84	Asphalt
100222	DUININCK INC	561649	72875	1,339.62	Asphalt
100231	ED'S SERVICE CENTER & SALES	148537	72876	195.00	Tow to LEC ICR#24013897 (Impala)
100231	ED'S SERVICE CENTER & SALES	148552	72876	195.00	City Impound to LEC #24013897 (Honda)
103906	ELECTRICAL PRODUCTION SERVICES	240503-1	72877	2,500.00	DOAC/Rice Park camera wiring/install
103938	FAUL PSYCHOLOGICAL	2179	72878	665.00	Pre-Employment Evaluation
100810	FERGUSON ENTERPRISES INC	0977162	72879	215.00	Supplies for Sink
102973	FLEETPRIDE	120872225	72880	40.33	Filter
102973	FLEETPRIDE	120885943	72880	56.74	Filter
102973	FLEETPRIDE	120948864	72880	40.33	Filter
102973	FLEETPRIDE	120945238	72880	29.71	Filter
102973	FLEETPRIDE	120911019	72880	336.36	Filter
102973	FLEETPRIDE	120920490	72880	98.96	Filter
102973	FLEETPRIDE	120957533	72880	179.51	Filter
104194	Flere Lag Stevne	102724	72881	100.00	Convention Bid Fulfillment - Flere Lag Stevne
100273	FLEXIBLE PIPE TOOL CO	30680	72882	2,526.80	Vac attachment's
102269	FORUM COMMUNICATIONS COMPANY	MP350080924	72883	675.00	Mayors Bike Ride Advertising
103954	GALENA CHRYSLER	102824	72884	44,031.00	New Patrol Squad for WPD
100293	GENERAL MAILING SERVICES	71422	72885	46.64	Shipping costs
100293	GENERAL MAILING SERVICES	71424	72885	26.25	Cases Postage

Vendor Payment Listing

October 17, 2024 thru October 30, 2024



VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100293	GENERAL MAILING SERVICES	71526	72885	184.56	Postage 10/21-10/25/24
100293	GENERAL MAILING SERVICES	71480	72885	78.10	Postage 10/14-10/18/2024
100293	GENERAL MAILING SERVICES	71434	72885	207.49	Postage 10/07-10/11/2024
101393	GILBERTSON/JEFFREY	102424	72886	44.02	Gas for MN chiefs conference
104195	Gina Diedrich	0010033	72887	100.00	damage deposit shelter refund
100786	GRAINGER INC	9282400150	72888	184.06	General supplies
101504	GREENSPRING MEDIA GROUP	2024-247920	72889	1,400.00	MN Meetings & Events Ad
103042	HANNEMAN/BENJAMIN J	102824	72890	41.00	Meal Reimbursement while at TZD Conference
102609	HAUG-KUBOTA LLC	25522	72891	39.51	Front Hub Bearings
102609	HAUG-KUBOTA LLC	25545	72891	34.98	Wheel Stud
102609	HAUG-KUBOTA LLC	25541	72891	671.61	Front Hub Bearings
900111	HAWK CREEK ANIMAL SHLTR	54812	72892	11,602.50	October - December 2024 Boarding
100325	HAWKINS INC	6902187	72893	12,200.34	Ind. ferric
100333	HILLYARD\HUTCHINSON	700612508	72894	267.26	Cleaning Supplies
100333	HILLYARD\HUTCHINSON	605635850	72894	46.69	bowl cleaner
100333	HILLYARD\HUTCHINSON	605637332	72894	2,083.84	Cleaning Supplies
100333	HILLYARD\HUTCHINSON	700613312	72894	7.07	Gasket Vac Motor
103410	HMD PHOTOGRAPHY LLC	5576	72895	2,999.50	Department Photos
100058	HOME DEPOT CREDIT SERVICES	2514520	72896	64.66	Trimmer Line/Trimmer Head
100058	HOME DEPOT CREDIT SERVICES	8971282	72896	58.67	Socket Set
100058	HOME DEPOT CREDIT SERVICES	521065	72896	139.16	Drill
900185	IDEAG GROUP, LLC	101824	72897	910.00	2025 Farmfest Booth
103023	INNOVATIVE OFFICE SOLUTIONS	INV4648651	72898	54.94	Supplies
101239	J.P. COOKE CO/THE	856475	72899	308.30	2025 animal licensing
103127	JRVBR INC\OUTDOOR NETWORK	5552	72900	500.00	Snowtracks advertising
103138	KING'S ELECTRIC LLC	3146	72901	120.00	Muni oxidation ditch tripping
103138	KING'S ELECTRIC LLC	3154	72901	1,205.88	Pulled new wire for thermostats
103138	KING'S ELECTRIC LLC	3156	72901	1,997.50	LED pole light replacement
103138	KING'S ELECTRIC LLC	3155	72901	380.30	light repair
103612	KNOW INK	16944	72902	1,500.00	Elections - Poll Pad Software Updates & Support
102122	KRISS PREMIUM PRODUCTS INC	191273	72903	224.25	Glycol
103399	KVEENE/CHRIS	102324	72904	788.73	C. Kveene KnowBe4 conference
101646	LAKESIDE PRESS	12501	72905	278.00	Mailing Labels
104076	Landscape Structures Inc.	INV-153816	72906	62,973.42	Playground equipment - Valleyside Park
104101	Levanen Underground LLC	Pay App #6	72907	204,656.60	2401-A - 10th St NW - Pay App 6
104200	Lisa Andreen	0009869	72908	100.00	shelter damage deposit refund
103376	LLOYD SECURITY INC	187031	72909	134.97	Fire monitoring at PW Garage
100424	M-R SIGN CO INC	226180	72910	207.95	Sign
100427	MACQUEEN EQUIPMENT INC	P60256	72911	2,756.99	Radiator/ Oil cooler
100449	MENARDS	85161	72912	43.96	City Hall Coffee
100449	MENARDS	84712	72912	53.82	Winterizing supplies for DOAC
100449	MENARDS	85314	72912	87.66	Shop supplies
100449	MENARDS	85282	72912	21.47	Gorilla tape, clear glue
100449	MENARDS	85414	72912	26.24	Tape, cartridge assembly, springs
100449	MENARDS	85556	72912	89.98	Baseboard heaters
100449	MENARDS	82298	72912	173.72	Proseries Spray and cotton Twine
100449	MENARDS	85736	72912	13.84	paints, openers, cleaner
100449	MENARDS	85367	72912	134.96	Sink Repair
100449	MENARDS	85294	72912	26.47	Rain Caps and Drill
100449	MENARDS	84415	72912	9.49	Concession Garage Door
100449	MENARDS	85768	72912	28.55	Shackle, hinge, safety hasp
100449	MENARDS	85727	72912	28.97	electrical cord
100449	MENARDS	85547	72912	23.43	Tape, Drill bits
100449	MENARDS	85413	72912	12.46	Tape
100859	MID CENTRAL DOOR CO	SI017586	72913	3,010.49	Shed Door Replacement
104193	Mid-Minnesota Grinding & Mulch	1645	72914	6,800.00	Trommel Compost
102699	MIKE'S SMALL ENGINE CENTER	118673	72915	9.99	Trigger
101805	MINI BIFF LLC	A-153119	72916	234.60	Mini Biff Flag Football
101805	MINI BIFF LLC	A-153069	72916	117.30	Mini Biff Archery Range
101805	MINI BIFF LLC	A-153043	72916	117.30	Mini Biff

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
101805	MINI BIFF LLC	A-153040	72916	117.30	Mini Biff Rau Park
101805	MINI BIFF LLC	A-153039	72916	117.30	Mini Biff Southfield Park
101805	MINI BIFF LLC	A-153282	72916	117.30	Wellin Park
101805	MINI BIFF LLC	A-153253	72916	117.30	Sperry Park
101805	MINI BIFF LLC	A-153343	72916	30.27	Mini Biff Wellin Park
101805	MINI BIFF LLC	A-153188	72916	22.70	Mini Biff Rau
101805	MINI BIFF LLC	A-153187	72916	22.70	Mini Biff Minnesgasco
101805	MINI BIFF LLC	A-153186	72916	86.02	Mini Biff Swanson
101805	MINI BIFF LLC	A-153181	72916	22.70	Mini Biff Archery
101805	MINI BIFF LLC	A-153183	72916	68.11	Mini Biff Miller
101805	MINI BIFF LLC	A-153184	72916	60.55	Mini Biff Dorothy Aquatics
101805	MINI BIFF LLC	A-153185	72916	125.12	Mini Biff Green Field
101805	MINI BIFF LLC	A-153182	72917	22.70	Mini Biff Southfield
102565	MINN WEST TECHNOLOGY CAMPUS	FT002384	72918	20,909.91	2024 2ND HALF PROPERTY TAX ABATED
100519	MN STATE FIRE DEPARTMENT ASSN	102524	72919	495.00	2025 MSFDA Membership Dues
100524	MN UC FUND	10082024	72920	3,877.77	3rd quarter UI benefits paid
100873	MOTOR SPORTS OF WILLMAR	2410892	72921	106.98	2 Ranger oil change kits
101797	MOTOROLA SOLUTIONS INC	8281998896	72922	19,071.36	Fire Department Radios
100541	MUNICIPAL UTILITIES	STMT/10-24	72923	59,297.74	Municipal Utilites-October 2024
100544	MVTL LABORATORIES INC	1276167	72924	347.00	Lab test's
100544	MVTL LABORATORIES INC	1276825	72924	80.00	Lab test's
100544	MVTL LABORATORIES INC	1278229	72924	57.00	Lab test
100249	NAPA CENTRAL MN	932048	72925	205.59	Oil filter, oil and spark plug for generator
101627	NCL OF WISCONSIN INC	510609	72926	3,834.49	Lab supplies
101627	NCL OF WISCONSIN INC	506988	72926	744.16	Lab supplies
100568	NELSON INTERNATIONAL	X101135135:01	72927	150.86	Filters
100568	NELSON INTERNATIONAL	X101135223:01	72927	48.58	Filter
100568	NELSON INTERNATIONAL	X101135204:01	72927	93.87	Brake Chamber
102547	CARRANZA/NOE	208	72928	150.00	Interpreting Services for Det Hanneman
102547	CARRANZA/NOE	209	72928	150.00	Interpreting Services for ICR 24013193
102547	CARRANZA/NOE	210	72928	150.00	Interpreting Services for Officer Gerads
102547	CARRANZA/NOE	211	72928	150.00	Interpreting services for Officer Maschino
102547	CARRANZA/NOE	212	72928	150.00	Interpreting services for ICR 24013641
103555	NORTHERN STAR EXPLORING	102824	72929	500.00	2024/25 Explorer Post Registration Fees
100650	O'REILLY AUTOMOTIVE INC	1528-172370	72930	37.83	Thermostat
102895	PAPER & THREADS LLC	101724	72931	516.00	Car opener bags & tuner fork pouches
102543	PAT'S GRAPHICS	15225	72932	396.90	Vehicle Decalsn
102543	PAT'S GRAPHICS	15298	72932	78.30	Field distance sign
100342	POWER PLAN OIB	P9634411	72933	466.95	Control Valve
103529	PRO WATER SOLUTIONS	9005	72934	123.50	Solar Salt
103529	PRO WATER SOLUTIONS	9040	72934	465.50	Solar Salt
101093	QUICK SIGNS	182346	72935	456.00	Swansson Playground Sign
100636	R & R SPECIALTIES INC	0083384-IN	72936	207.80	Spreader Cloth
104199	Sam Eisel	INV311	72937	1,500.00	Reimbursement for tree roots in sewer line
103218	SIETSEMA/SARA	102224	72938	781.87	Reimbursement for personal expenditures Water Reso
103218	SIETSEMA/SARA	102824	72938	408.75	Wastewater seminars
104185	Sinai Karen Baptist Church	101124	72939	300.00	Karen dancer/fashion show - Welcoming week
100673	ST CROIX RECREATION CO INC	22110	72940	2,906.64	Replacement park equipment
104197	St Johns Township	10164	72941	1,073.88	Gravel agreement
900094	ST LOUIS MRO INC	63157	72942	80.00	Drug Screen Collection
104040	T-Mobile USA, Inc	9582420848	72943	100.00	Search Warrant for ICR 24011644
104201	The Schimmy Shack LLC	1054	72944	85.90	Catering for a CERT meeting 10/22/24
103751	TPI HOSPITALITY	102524	72945	5,750.00	TAX ABATEMENT (JAN. 24-JUN. 24)
103795	TYLER TECHNOLOGIES, INC	045-490403	72946	2,100.00	10/10-10/11/24 Capital Assets Implementation
103795	TYLER TECHNOLOGIES, INC	045-490956	72946	1,400.00	10/17/24 Capital Asset Implementation
101286	UNCOMMON USA INC	1300684-IN	72947	24.00	Flag
103143	US BANK EQUIPMENT FINANCE	540782513	72948	789.65	500-0664928-000/001
100777	VIKING COCA-COLA BOTTLING CO	3501952	72949	1,279.75	Concessions
100377	VOSIKA PORTABLE TOILET RENTAL	016102	72950	390.00	WW-Port-a-Potty-Pablo Account
102559	VOSS PLUMBING & HEATING	Appl #9 Final	72951	25,360.22	6th Street SW Reconstruction

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
102559	VOSS PLUMBING & HEATING	Appl #5 Final	72951	34,837.07	Industrial Drive Service Road Reconstruction
100798	WEST CENTRAL ELECTRIC SUPPLY	1292786-0001-01	72952	55.60	HVAC relay's
100805	WEST CENTRAL SANITATION	13247169	72953	358.46	Recycling
102689	WILLMAR AUTO VALUE	22540895	72954	15.99	Belt
102689	WILLMAR AUTO VALUE	22541377	72954	166.09	Battery for foremen's truck
102689	WILLMAR AUTO VALUE	22541188	72954	462.86	Battery's
102689	WILLMAR AUTO VALUE	22541189	72954	71.99	Belt
102689	WILLMAR AUTO VALUE	22541832	72954	779.40	Battery's
102689	WILLMAR AUTO VALUE	22541661	72954	51.18	TPMS Sensor, Radiator cap
102689	WILLMAR AUTO VALUE	22542032	72954	127.98	Shop Supplies
102689	WILLMAR AUTO VALUE	22542030	72954	(36.99)	TPMS Sensor Return
102689	WILLMAR AUTO VALUE	22542031	72954	(108.00)	Battery Core Return
102689	WILLMAR AUTO VALUE	22543642	72954	20.99	Windshield repair kit
102689	WILLMAR AUTO VALUE	22542848	72954	20.99	Windshield repair kit
102689	WILLMAR AUTO VALUE	22543603	72954	132.95	Battery
102689	WILLMAR AUTO VALUE	22543285	72954	15.99	Belt
102689	WILLMAR AUTO VALUE	22542846	72954	258.62	Battery's
102689	WILLMAR AUTO VALUE	22542713	72954	93.98	Trash pump repair
102689	WILLMAR AUTO VALUE	22542075	72955	3.69	filter
102689	WILLMAR AUTO VALUE	22542689	72955	12.99	RTV
102689	WILLMAR AUTO VALUE	22542948	72955	7.47	Light Bulb
100813	WILLMAR BUS SERVICE	24-0166	72956	1,200.00	vikings game
100812	WILLMAR CHAMBER OF COMMERCE	57871	72957	20.00	Chamber Planning Conference - Fischer
			Total	2,011,631.58	

Vendor Payment Listing

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VENDOR	NAME	INVOICE	CHECK NO	INVOICE NET	INVOICE DESCRIPTION
100467	CENTERPOINT ENERGY	STMT/09-24	555	3,559.29	Natural Gas-September 2024
100467	CENTERPOINT ENERGY	STMT/09-2024	556	1,192.66	NATURAL GAS-AUG
100492	MN DEPT OF REVENUE	STMT/09-24	557	3,478.71	SALES AND USE TAX
100467	CENTERPOINT ENERGY	STMT/09-2024-1	558	2,376.05	NATURAL GAS-SEPT 2024
102365	CARDMEMBER SERVICE	STMT/09-24	559	19,871.64	BREMER CREDIT CARD-STMT 09 2024
Total				25,726.40	

Issued Dates: **10/1/2024 to 10/31/2024**
 Report Name: **Monthly External Permits Report**
 Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar

Monthly External Permits Report

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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034225	10/4/2024	1320 1st St S	95-922-6070	Commercial/Ind Tenant Finish	Kidney Dialysis Clinic/ Building Shell Only	\$34,100.00	\$358.05
WI034235	10/4/2024	713 24th Ave SW	95-682-0215 Block 3 Portland Acres 2nd Addition	Reroofing Residential Add/Alter	Residential Reroof	\$4,800.00	\$32.40
WI034277	10/3/2024	1809 7th St SW	95-922-6620	Two Family Residence Replace	A/C Replacement	\$5,401.00	\$26.00
WI034282	10/3/2024	1505 Country Club Dr NE	95-466-0040 Lot 4, Block 1 Second Addition To Lakewood	Single Family Replace	Gas Furnace Replacement	\$4,992.00	\$31.00
WI034286	10/3/2024	1612 7 1/2 St SW	95-664-0410 Lot 11, Block 3 Perkins 4th Addition	Single Family Replace	A/C Replacement	\$4,450.00	\$26.00
WI034295	10/4/2024	1300 5th St SE	95-231-0100 Lot 1, Block 1 Gesch Acres	Commercial/Ind Alt/Remodel	Install Air Curtain for new Entrance	\$8,624.00	\$90.55
WI034296	10/4/2024	321 Robbins Ave SW	95-280-1540 Block 8 Hanson`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$9,000.00	\$34.50
WI034297	10/4/2024	2808 6th Ave NW	95-248-0280 Lot 8, Block 2 Glacial Valley Estates	Siding Residential Add/Alter	Residential Reside	\$20,000.00	\$60.00
WI034298	10/4/2024	812 6th St SE	95-250-0440 Lot 4, Block 3 Glarum`s Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$2,900.00	\$31.45
WI034299	10/1/2024	1421 7th St SW	95-750-0450 Sub-Div. N1/2 Of Ne1/4	Reroofing Residential Add/Alter	Residential Reroof	\$4,700.00	\$32.35
WI034300	10/1/2024	701 Augusta Ave SE	95-660-0110 Block 1 Perkins 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$31.75

Issued Dates: **10/1/2024 to 10/31/2024**
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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034301	10/1/2024	1408 11th St SW	95-690-1670 Lot 17, Block 8 Ramblewood Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,844.00	\$35.42
WI034303	10/2/2024	823 4th St SE	95-250-0670 Block 4 Glarum's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$22,000.00	\$41.00
WI034314	10/4/2024	1400 Trott Ave SE	95-184-1220 Block 8 Erickson's Third Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$11,000.00	\$56.00
WI034315	10/4/2024	923 Trott Ave SW	95-006-0270 Block 58 First Addition To The Town Of Willmar	Single Family Replace	Gas Furnace & A/C Replacement	\$15,000.00	\$56.00
WI034317	10/7/2024	606 17th St SW	95-040-0630 Block 6 Barnstad's Addition To The City Of Willmar	Siding Residential Add/Alter	Siding repair	\$1,380.00	\$51.00
WI034318	10/7/2024	922 16th St NE	95-036-0040 Lot 4, Block 1 Arnzen Second Addition	Alteration Residential Add/Alter	Interior Remodel, barhroom	\$10,700.00	\$180.10
WI034320	10/8/2024	1413 1st St S	95-923-8615	Alteration Commercial Add/Alter	Interior Remodel in Existing Tenant Space	\$470,723.00	\$4,760.07
WI034321	10/9/2024	3501 4th Ave NW	95-833-0560 Block 4 Valley Brook Estates	New Move/Raze	New foundation for moved in house	\$200,000.00	\$2,388.96
WI034322	10/9/2024	3501 4th Ave NW	95-833-0560 Block 4 Valley Brook Estates	Single Family New	Plumbing for new basement, house to be moved in	\$0.00	\$121.00
WI034323	10/9/2024	3501 4th Ave NW	95-833-0560 Block 4 Valley Brook Estates	Single Family New	New HVAC for moved in house	\$200,000.00	\$101.00
WI034327	10/11/2024	209 Willmar Ave SE	95-914-1600	Reroofing Churches/Schools	Partial Re-roof	\$573,400.00	\$4,288.89

City of Willmar

Monthly External Permits Report

Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034328	10/11/2024	917 4th St SE	95-250-1560 Lot 16, Block 7 Glarum's Addition To Willmar	Addition Residential Add/Alter	Covered deck	\$2,700.00	\$124.69
WI034329	10/11/2024	837 Olaf Ave NW	95-820-0640 Block 4 Thorpe & Lien's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,500.00	\$31.75
WI034330	10/11/2024	313 5th St SW	95-003-5070 Block 43 Willmar, Town Of (Original)	Siding Commercial Add/Alter	Commercial Reside	\$3,000.00	\$1.50
WI034332	10/11/2024	411 2nd St SE	95-740-0600 Block 4 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$2.50
WI034334	10/14/2024	901 17th St SW	95-550-0250 Newberg's Subd.	Reroofing Residential Add/Alter	Residential Reroof	\$11,895.00	\$35.95
WI034335	10/14/2024	2019 5th St SW	95-360-0070 Lot 7 Holmgren Acres	Reroofing Residential Add/Alter	Residential Reroof	\$15,989.00	\$37.99
WI034336	10/14/2024	1601 Willmar Ave SW	95-860-0210 Lot 1, Block 2 West Park 1st Addition	Reroofing Residential Add/Alter	Residential Reroof	\$2,000.00	\$31.00
WI034337	10/14/2024	1004 6th St SW	95-090-1420 Lot 2 Booth's Addition To Willmar	Garage Move/Raze	Slab on grade garage foundation for moved in garage	\$7,000.00	\$128.25
WI034339	10/14/2024	524 Julii St SE	95-222-0080 Lot 8, Block 2 Ferrings 2nd Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$7,900.00	\$56.00
WI034340	10/15/2024	911 Walnut Pl SW	95-600-0430 Lot 13, Block 3 Orchard Hill, Nursery Add	Reroofing Residential Add/Alter	Residential Reroof	\$37,700.00	\$48.85
WI034341	10/15/2024	404 24th Ave SW	95-680-0770 Lot 7, Block 4 Portland Acres	Garage Garage/Shed	Dakota pre built shed	\$14,440.00	\$231.97

Issued Dates: **10/1/2024 to 10/31/2024**
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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034342	10/15/2024	1120 3rd St SW	95-280-1460 Block 8 Hanson's Addition To Willmar	Single Family Replace	Gas Furnace Replacement	\$4,900.00	\$31.00
WI034343	10/15/2024	700 Becker Ave SW	95-003-4560 Block 40 Willmar, Town Of (Original)	Commercial/Ind Alt/Remodel	add 3 sinks and equipment drain	\$0.00	\$1.00
WI034344	10/16/2024	1204 9th St SE	95-670-0020 Lot 2, Block 1 Pleasant View Addition	Single Family Replace	Gas Furnace & A/C Replacement/ water heater	\$19,248.00	\$81.00
WI034345	10/16/2024	1400 Trott Ave SW	95-015-0350 Block 3 Fourth Railroad Addition	Single Family Replace	Water Heater Replacement	\$2,532.00	\$26.00
WI034346	10/16/2024	2013 6th St SW	95-340-0060 Lot 4, Block 1 Hilltop Park	Single Family Replace	Gas Furnace & A/C Replacement	\$8,895.00	\$56.00
WI034347	10/16/2024	1105 Florence Lane SW	95-850-0220 Block 2 West Orchard Addition	Single Family Replace	Water Heater Replacement	\$1,914.00	\$26.00
WI034348	10/16/2024	1608 17th Ave NW	95-603-0590 Lot 9, Block 3 Oslo Heights	Single Family Replace	Gas Furnace & A/C Replacement	\$8,500.00	\$56.00
WI034349	10/16/2024	1101 11th Ave SE	95-665-0560 Lot 16, Block 3 Perkins 5th Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$12,000.00	\$56.00
WI034350	10/16/2024	1324 23rd St SE	95-786-0310 Lot 2, Block 1 Sunrise Estates	Single Family Replace	Gas Furnace Replacement	\$4,750.00	\$31.00
WI034351	10/16/2024	2835 Fairway Dr NE	95-212-0090 Lot 10, Block 1 Fairway Park Estates	Garage Garage/Shed	14 by 30 garage	\$18,765.00	\$462.72
WI034352	10/16/2024	1024 Hill Road SW	95-600-0690 Block 4 Orchard Hill, Nursery Add	Siding Residential Add/Alter	Residential Reside	\$5,000.00	\$32.50

Issued Dates: **10/1/2024 to 10/31/2024**
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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034353	10/18/2024	2409 4th Ave SE	95-668-1430 Block 8 Pheasant Run	Siding Residential Add/Alter	Residential Reside	\$15,000.00	\$57.50
WI034354	10/18/2024	416 Lakeland Dr SE	95-184-0040 Block 1 Erickson's Third Addition	Reroofing Residential Add/Alter	Residential Reroof	\$10,000.00	\$35.00
WI034355	10/18/2024	1310 Grace Ave SW	95-570-0860 Block 5 Nursery Addition	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00
WI034356	10/18/2024	1520 Trott Ave SW	95-040-0030 Block 1 Barnstad's Addition To The City Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$5,000.00	\$32.50
WI034357	10/18/2024	302 Becker Ave SE	95-740-0440 Block 3 Spicer's Addition	Reroofing Residential Add/Alter	Residential Reroof	\$1,000.00	\$1.00
WI034358	10/22/2024	308 Vos Park Drive NW	95-835-0120 Lot 12, Block 1 Vos Park	Reroofing Residential Add/Alter	Residential Reroof	\$8,862.00	\$34.43
WI034359	10/22/2024	1020 6th St SW	95-090-1450 Booth's Addition To Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$4,400.00	\$32.20
WI034360	10/22/2024	1037 Willmar Ave SW	95-612-0050 Lot 5, Block 1 Palm's Second Addition	Single Family Replace	Gas Furnace & A/C Replacement	\$9,150.00	\$56.00
WI034361	10/22/2024	2117 Country Club Dr NE	95-464-0020 Lot 2 Lakewood	Reroofing Residential Add/Alter	Residential Reroof	\$13,889.00	\$36.94
WI034362	10/22/2024	1008 Trott Ave SE	95-914-1300	Reroofing Garage/Shed	Residential Reroof/ Garage only	\$2,700.00	\$31.35
WI034363	10/23/2024	605 12th St SW	95-006-5610 Block 99 First Addition To The Town Of Willmar	Reroofing Residential Add/Alter	Residential Reroof	\$6,000.00	\$33.00

Issued Dates: **10/1/2024 to 10/31/2024**
 Report Name: **Monthly External Permits Report**
 Permit Type(s): **Building, Mechanical, Plumbing**

City of Willmar Monthly External Permits Report

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Permit #	Issued Date	Site Address		Permit Sub-Type and Work Type	Description	Valuation	Total Permit Fee
WI034364	10/23/2024	1209 Carolina Ave SW	95-200-0310 Lot 11, Block 2 Erickson's Subd. Of Block 4	Single Family Replace	Boiler Replacement	\$7,633.00	\$31.00
WI034365	10/23/2024	1320 1st St S	95-922-6070	Commercial/Ind Tenant Finish	Tenant Build Out for Kidney Dialysis	\$107,500.00	\$1,128.75
WI034366	10/23/2024	1320 1st St S	95-922-6070	Alteration Commercial Add/Alter	Interior Remodel/Tenant Build Out	\$587,045.00	\$4,370.08
WI034367	10/23/2024	1200 Dana Dr SE	95-143-0230 Lot 3, Block 2 Dana Heights	Reroofing Residential Add/Alter	Residential Reroof	\$6,400.00	\$33.20
WI034368	10/23/2024	1517 Hansen Drive SW	95-864-0130 Lot 13, Block 1 West Park 5th Addition	Single Family Replace	Gas Furnace Replacement	\$4,925.00	\$31.00
WI034369	10/23/2024	1320 1st St S	95-922-6070	Commercial/Ind Tenant Finish	Building Shell Demo Only	\$0.00	\$91.00
WI034370	10/24/2024	1901 9th St SE	95-138-0070 Block 1 Countryside Addition	Reroofing Residential Add/Alter	Residential Reroof	\$3,000.00	\$31.50
WI034371	10/24/2024	2924 Fairway Dr NE	95-212-0350 Lot 18, Block 2 Fairway Park Estates	Reroofing Residential Add/Alter	Residential Reroof	\$23,000.00	\$41.50
WI034373	10/29/2024	1320 1st St S	95-922-6070	Fire Sprinkler/Fire Alarm Commercial Add/Alter	Tenant Finish/ Building shell only	\$5,000.00	\$167.09
WI034377	10/30/2024	936 4th St SE	95-250-1200 Block 6 Glarum's Addition To Willmar	Single Family Replace	Gas line	\$400.00	\$26.00

Count: 65

Totals: \$2,642,046.00 \$20,757.20

Year-to-Date Summary (1/1/2024 through 10/31/2024)

Count: 611

YTD Totals: \$61,995,764.00 \$568,197.17



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	9.A.
Agenda Section:	Public Hearing:	Originating Department:	Administration
Resolution:	No	Prepared By:	Vernae Larsen, City Clerk
Ordinance:	Yes	Presented By:	Janell Johnson, Interim General Manager
Item:	Ordinance Amending Electric Rates 2025 through 2027		

RECOMMENDED ACTION:

Adopt the Ordinance amending electric rates charged by the Willmar Municipal Utilities Commission

OVERVIEW:

The Willmar Municipal Utilities is recommending an overall rate increase across all classes averaging about a 3% rate increase effective January 1, 2025. January 1, 2026 and January 1, 2027

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. 2025 Electric Rate Adjustment Ordinance (draft)
2. 2025-2027 Electric Rate Adjustment

Pursuant to action by the Willmar City Council at a meeting held on October 21, 2024, a public hearing will be held on November 4, 2024, at 6:30 p.m., or as soon thereafter as possible, in the Board Room at the Health and Human Services Building located at 2200 23rd Street NE, Willmar, Minnesota.

PUBLICATION OF CITY OF WILLMAR ORDINANCE NO. _

AN ORDINANCE AMENDING ELECTRIC RATES CHARGED BY THE MUNICIPAL UTILITIES COMMISSION OF THE CITY OF WILLMAR, A PUBLIC UTILITY, TO BE EFFECTIVE FOR BILLINGS SENT ON AND AFTER JANUARY 1, 2025.

BE IT ORDAINED, by the City Council of the City of Willmar as follows:

Section 1. ELECTRIC RATES

The rates for electric service provided by the Municipal Utilities Commission shall continue as follows:

2025 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follow:

	Summer	Non-Summer
Energy Charge all kWh	.119	.102
Fixed Cost Fee	\$12.75/mo.	\$12.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.119	.083
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows: service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$18.50/mo.	\$18.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.120	.104
Fixed Cost Fee	\$34.25/mo.	\$34.25/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.00/kW	\$14.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.067	.060
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.065	.058
Demand Charge	\$16.00/kW	\$14.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.066	.059
Demand Charge	\$16.30/kW	\$14.30/kW
Fixed Cost Fee	\$40.00/mo.	\$40.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$13.40/mo.

2026 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.123	.104
Fixed Cost Fee	\$14.75/mo.	\$14.75/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.123	.084
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows:
service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$20.50/mo.	\$20.50/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.126	.107
Fixed Cost Fee	\$36.50/mo.	\$36.50/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$15.45/kW	\$17.90/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.064	.057
Demand Charge	\$15.75/kW	\$18.25/kW
Fixed Cost Fee	\$45.00/mo.	\$45.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.063	.056
Demand Charge	\$18.25/kW	\$15.75/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.064	.057
Demand Charge	\$18.25/kW	\$15.75/kW
Fixed Cost Fee	\$45.00/mo.	\$45.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$14.00/mo.

2027 Residential Service Rate

The rate for residential service shall be the sum of the energy charge and the customer charge as follows:

	Summer	Non-Summer
Energy Charge all kWh	.127	.106
Fixed Cost Fee	\$17.00/mo.	\$17.00/mo.

Heat Pump Rate

The rate for heat pump service shall be as follows:

Energy Charge all kWh	.127	.085
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Off-Peak Storage Heat & Electric Vehicle Charging Rate

The rate for off-peak storage heat service & electric vehicle charging shall be as follows:
service shall be as follows:

Energy Charge all kWh	.060	.060
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Small Commercial Rate

The rate for general service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$23.00/mo.	\$23.00/mo.

Three Phase Commercial Rate

The rate for three phase commercial service shall be the sum of the energy charge and the customer charge as follows:

Energy Charge all kWh	.132	.111
Fixed Cost Fee	\$39.00/mo.	\$39.00/mo.

Large Power Rate

The rate for large power service shall be the sum of the demand, energy charge and the customer charge as follows:

Primary Service

Energy Charge all kWh	.061	.054
Demand Charge	\$19.60/kW	\$16.65/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.062	.055
Demand Charge	\$20.00/kW	\$17.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Industrial Rate

The rate for industrial service shall be the sum of the demand charge, energy charge, and the customer charge as follows:

Primary Service

Energy Charge all kWh	.061	.054
Demand Charge	\$19.60/kW	\$16.65/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Secondary Service

Energy Charge all kWh	.062	.055
Demand Charge	\$20.00/kW	\$17.00/kW
Fixed Cost Fee	\$50.00/mo.	\$50.00/mo.

Security Lighting Rate

The rate for security lighting service shall be as follows:

70 Watt LED	\$11.40/mo.
100 Watt LED	\$14.65/mo.

Section 2. SUMMER RATE DEFINITION

Summer and non-heating season rates are defined as consumption months May through September, billing months of June through October.

Section 3. ELECTRIC ENERGY ACQUISITION ADJUSTMENT

There shall be added to all electrical energy billed an Energy Acquisition Adjustment. The Energy Acquisition Adjustment shall be calculated pursuant to the following formula:

The overall average cost of wholesale power and net transmission costs (transmission costs less transmission revenue) incurred above the weighted average cost established at the time of the current rate schedule.

Section 4. CITY FRANCHISE FEE

There shall be added to all utility bills a "City Franchise Fee" to be calculated by applying a rate to be determined by dividing the total kilowatt hours (kWhs) sold by WMU annually by the total Intergovernmental Transfer and street lighting cost incurred by WMU for the preceding calendar year to each customer kWh billed monthly for the next 12-month period.

Section 5. REPEALER

The Municipal Utilities Commission recommends that the City Council repeal Sections #1, #5, and #6 of Ordinance #1518 (adopted November 6, 2023) to the extent that it is inconsistent herewith.

Section 6. EFFECTIVE DATES

The Municipal Utilities Commission recommends that the amendment in rates be effective for billings sent on and after January 1, 2025, January 1, 2026, and January 1, 2027.

2025-2027 PROPOSED ELECTRIC RATE ADJUSTMENTS SUMMARY (CITY ORDINANCE)

In 2024 a comprehensive rate study was completed by Missouri River Energy Services, our power supplier and joint action agency, recommending an overall rate increase across all classes averaging 3%.

The rate adjustment recommendation provides for the 7% increase in purchased power cost, the fixed costs of providing the service, operations and maintenance expenses, captures capital for planned projects, provides for the annual transfer to the city of \$2.13 million each year, and recovers the transfer amount for street lighting costs incurred by WMU.

The rate adjustment impact on residential customers shown below is based on 1000 kWh per month.

Residential Classification Average Monthly Electric Bill Impact		
Electric Utility Consumption	Residential Non-Summer Rate 1000 kWh	Residential Summer Rate 1000 kWh
2024 Current Avg Bill/Month	\$132.54	\$ 148.05
2025 Increase 4.4%	\$5.84	\$6.51
2026 Increase 4.5%	\$6.23	\$6.96
2027 Increase 4.6%	\$6.66	\$7.43
Avg Bill - 2027	\$151.27	\$168.95



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	9.B.
Agenda Section:	Public Hearing:	Originating Department:	Public Works
Resolution:	Yes	Prepared By:	Kelsi Delbosque, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge, City Engineer
Item:	2025 Improvement Hearing		

RECOMMENDED ACTION:

Adopt the resolution ordering the 2025 street and other improvements and direct staff to prepare final plans and specifications.

OVERVIEW:

As required by State Statute 429.031 subd. 1(b), a Public Hearing has been scheduled for the proposed 2025 Street and Other Improvements for the purpose of reviewing and explaining the proposed improvements, estimated costs, and to obtain input from interested parties. Following the hearing, such improvements shall be considered by the Council for the ordering of the preparation of plans and specifications.

The proposed projects include:

Reconstruction:

- 20th Street SE - Highway 12 to 2nd Avenue SE
- 4th Street SW - Willmar Avenue to Trott Avenue

Overlay:

- 20th Avenue SW - 21st Street SW to 22nd Street SW
- 21st Avenue SW - 21st Street SW to 25th Street SW
- 22nd Street SW - 19th Avenue SW to 21st Avenue SW
- 24th Street SW - 19th Avenue SW to 20th Avenue SW
- Becker Avenue SE - Lakeland Drive SE to 19th Street SE
- 7th Avenue SE - Lakeland Drive SE to 19th Street SE
- 8th Avenue SE - 17th Street SE to 19th Street SE
- 17th Street SE - 7th Avenue SE to a point approximately 110 feet south of 8th Avenue SE
- 18th Street SE - North End of Street to 7th Avenue SE
- 19th Street SE - Becker Avenue SE to a point approximately 75 feet south of 8th Avenue SE
- 7th Avenue NW - 30th Street NW (County Road 5) to 33rd Street NW
- 8th Avenue NW - 30th Street NW (County Road 5) to East End of Street

- 29th Street NW - 8th Avenue NW to 6th Avenue NW
- Technology Drive NE - Civic Center Drive NE to 23rd Street NE
- Transportation Road NE - Civic Center Drive NE to North End of Street
- Arena Drive NE - Transportation Road NE to Civic Center Drive NE
- Fairway Drive NE - 26th Avenue NE (County Road 24) to North End of Street
- Eagle Ridge Drive W - 1st Street N (County Road 41) to Eagle Ridge Drive E
- 32nd Avenue NE Cul-De-Sac
- 34th Avenue NE Cul-De-Sac
- Business Highway 71 - 10th Street NE to 23rd Street NE/26th Avenue NE
- 7th Street NW/SW (County Road 41) - From a point approximately 40 feet north of Park Avenue NW to Willmar Avenue SW (County Road 23)
- 15th Avenue NW (County Road 24) - 1st Street N (County Road 41) to 30th Street NW (County Road 5)

Miscellaneous Non-Assessable Projects:

- Lakeland Drive Path - Highway 12 to Civic Center Drive
- 2025 Sealcoat Project

BUDGETARY/FISCAL ISSUES:

The total estimated cost of assessable improvements is \$16,878,900. Sources of funding include monies from Willmar Municipal Utilities, Wastewater, assessments, state aid funds, Local Road Improvement Program grant funds, and bond proceeds.

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

1. RESOLUTION - ORDERING IMPROVEMENTS 2025

RESOLUTION NO. _____

**A RESOLUTION ORDERING THE 2025 STREET AND OTHER IMPROVEMENTS AND DIRECTING STAFF TO
PREPARE FINAL PLANS AND SPECIFICATIONS.**

Motion By: _____ Second By: _____

WHEREAS, after due Notice of Public Hearing on the construction of street and other improvements for the City of Willmar, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, as follows:

1. It is advisable, expedient, and necessary that said improvements as described in the Notice of Hearing thereon be constructed and the same are hereby ordered made.
2. The improvements described in said Notice of Hearing are hereby designated and shall be known as 2025 Street and Other Improvements.
3. The City's Engineer is hereby directed to prepare final plans and specifications for said improvements.
4. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2, within one year of the date of this resolution ordering said improvements.

Dated this 4th day of November, 2024

Mayor

Attest:

City Clerk



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	10.A.
Agenda Section:	Regular Business	Originating Department:	City Clerk
Resolution:	Yes	Prepared By:	Deborah Stulen, Administrative Assistant
Ordinance:	No	Presented By:	Judy Thompson, City Clerk
Item:	Certification of Unpaid Utility Charges as a Lien		

RECOMMENDED ACTION:

Adopt a Resolution Approving Unpaid Utility Charges Be Certified Against the Real Property

OVERVIEW:

Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment. After holding that meeting, the Willmar Municipal Utilities Commission has adopted Resolution No. 39 on October 15, 2024, requesting that the Willmar City Clerk certify the unpaid utility charges as a lien on the real property.

The City Council should adopt the resolution for the unpaid utility charges totaling \$46,437.59 and direct staff to certify to the County Auditor for collection along with other taxes in 2025.

BUDGETARY/FISCAL ISSUES:

\$46,437.59

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. Resolution Certification of Unpaid Utility Charges as a Lien

RESOLUTION NO. _____

RESOLUTION APPROVING UNPAID UTILITY CHARGES BE CERTIFIED AGAINST THE
REAL PROPERTY

Motion By: _____

Second By: _____

WHEREAS, Section 16-127 of the Willmar City Code states that such unpaid utility bills represent a lien on the real property receiving utility services; and

WHEREAS, the Willmar Municipal Utilities Commission has offered the owner the right to request an appearance before the Commission to make objections to payment; and

WHEREAS, the Willmar Municipal Utilities Commission has adopted Resolution No. 39 on October 15, 2024, requesting the Willmar City Clerk to certify the unpaid utility charges as a lien on the real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar that the amount of the unpaid utility charges totaling \$45,776.22 be certified to the County Auditor to be extended on the tax rolls of such real property in the same manner as other taxes for collecting in 2025 and collected by the County Treasurer, and paid to the City Clerk along with other taxes; and

BE IT FURTHER RESOLVED that the unpaid utility charges be certified against the real property as follows:

1. Parcel No. 95-860-0100
Located at 1225 16th Street SW \$916.23
Described as Section 21, Township 119, Range 35, Lot 10, Block 1
WEST PARK 1ST ADD.
2. Parcel No. 95-730-1040
Located at 212 High Avenue NE \$1,408.13
Described as Section 11, Township 119, Range 35, Lot 4, Block 7
SPERRY'S ADDITION
3. Parcel No. 95-003-3340
Located at 430 Litchfield Avenue SW \$728.94
Described as Section 15, Township 119, Range 35, Block 30
WILLMAR, TOWN OF (ORIGINAL)
Lot 10 & West 6 Inches Of Lot 9
4. Parcel No. 95-540-0010
Located at 804 Olaf Avenue NW \$777.13
Described as
ERIK NILSONS ADDITION TO THE VILLAGE OF WILLMAR
(NELSON'S ADDITION TO THE VILLAGE OF WILLMAR)
West 71 Feet of Lot 1, Block 1 of Nelsons Addition & West 71 Feet
of South 3 Feet of Lot 2, Block 3, Thorpe & Lien's Addition
5. Parcel No. 95-671-0020
Located at 1409 11th Street SE \$2,229.96
Described as Section 23, Township 119, Range 35, Lot 2, Block 1
PLEASANT VIEW SECOND ADDITION
6. Parcel No. 95-250-1990
Located at 932 2nd Street SE \$870.14
Described as Section 14, Township 119, Range 35, Lot 9, Block 9
GLARUM'S ADDITION TO WILLMAR

7. Parcel No. 95-220-1840
 Located at 401 Ann Street SE \$6,011.75
 Described as Section 14, Township 119, Range 35, Lot 14, Block 12
FERRING'S ADDITION TO THE CITY OF WILLMAR

8. Parcel No. 95-820-0260
 Located at 940 Olaf Avenue NW \$863.67
 Described as Section 10, Township 119, Range 35, Block 2
THORPE & LIEN'S ADDITION
Part of Lot 9; Commencing 125 Feet West of Southeast Corner Thence
North Parallel with East Line to North Line Thereof Thence West 125 Feet
Thence South Parallel with East Line to a Point on South Line Thence East
On South Line 125 Feet to Beginning Except South 109 Feet of West 50 Feet
& Except North 120 Feet of West 60 Feet

9. Parcel No. 95-220-1610
 Located at 415 Charlotte Street SE \$1,026.23
 Described as Section 14, Township 119, Range 35, Lot 11, Block 11
FERRING'S ADDITION TO THE CITY OF WILLMAR

10. Parcel No. 95-003-5250
 Located at 313 4th Street SW \$2,289.17
 Described as Section 15, Township 119, Range 35, Block 44
WILLMAR, TOWN OF (ORIGINAL)
North 1.08 Feet of Lot 9 Except East 30 Feet; Lot 10 Except East 30 Feet
South Half of Lot 11

11. Parcel No. 95-922-7380
 Located at 1308 10th Street SW \$341.54
 Described as Section 22, Township 119, Range 35
South 90 Feet of North 716 Feet of West 98.75 Feet of East 775.5 Feet
of Northeast Quarter of Northwest Quarter

12. Parcel No. 95-671-0470
 Located at 1409 9th Street SE \$401.98
 Described as Section 23, Township 119, Range 35, Block 3
PLEASANT VIEW SECOND ADDITION
North 80 Feet of Lot 17

13. Parcel No. 95-006-7260
 Located at 517 13th Street SW \$1,770.91
 Described as Section 15, Township 119, Range 35, Lot 10, Block 111
FIRST ADDITION TO THE CITY OF WILLMAR

14. Parcel No. 95-660-0290
 Located at 704 Augusta Avenue SE \$979.24
 Described as Section 14, Township 119, Range 35, Lot 9, Block 2
PERKINS' FIRST ADDITION TO THE CITY OF WILLMAR

15. Parcel No. 95-350-0010
 Located at 908 17th Street SW \$998.97
 Described as Section 16, Township 119, Range 35
HOAGLUND'S SUBDIVISION
South 52.7 Feet of Lot 1, North 38 Feet of Lot 2

16. Parcel No. 95-480-0060
 Located at 500 13th Avenue SW \$962.34
 Described as Section 22, Township 119, Range 35, Block 1
LEARY'S ADDITION TO WILLMAR
Lots 6 & 7

17. Parcel No. 95-740-1330
 Located at 416 Trott Avenue SE \$1,160.42
 Described as Section 14, Township 119, Range 35, Block 9
SPICER'S ADDITION TO WILLMAR
West 50 Feet of East 100 Feet of Lots 1 & 2 and of North 40 Feet of Lot 3

18. Parcel No. 95-130-0100
 Located at 604 2nd Street SE \$700.05
 Described as Section 14, Township 119, Range 35, Block 2
CARLSON'S ADDITION TO THE CITY OF WILLMAR
East 75 Feet of Lot 1

19. Parcel No. 95-684-0450
 Located at 701 27th Avenue SW \$663.85
 Described as Section 22, Township 119, Range 35, Block 4
PORTLAND ACRES FOURTH ADDITION
Lot 5 Except West 7 Feet & Except East 8 Feet Thereof Tract "B"

20. Parcel No. 95-835-0480
 Located at 3101 3rd Avenue NW \$1,502.22
 Described as Section 08, Township 119, Range 35, Lot 25, Block 2
VOS PARK

21. Parcel No. 95-668-1440
 Located at 2413 4th Avenue SE \$291.13
 Described as Section 13, Township 119, Range 35, Block 8
PHEASANT RUN
Lot 4 Except Easterly 5 Feet

22. Parcel No. 95-922-6810
 Located at 508 19th Avenue SW \$1,131.01
 Described as Section 22, Township 119, Range 35
Part of the Southeast Quarter of Northeast Quarter Described as Follows;
Beginning at the Southwest Corner of Southeast Quarter Northeast Quarter,
Thence North 280 Feet, Thence East 154.7 Feet, Thence Southeasterly 65.82 Feet,
Thence South to South Line of Southeast Quarter of Northeast Quarter, Thence
West to Point of Beginning

23. Parcel No. 95-090-0440
 Located at 814 5th Street SW \$1,225.00
 Described as Lot 4
BOOTH'S ADDITION TO WILLMAR
BLOCK D

24. Parcel No. 95-831-0120
 Located at 316 Valley View Drive SE \$857.74
 Described as Section 13, Township 119, Range 35, Lot 3, Block 1
VALLEY VIEW COURT

25.	Parcel No. 95-220-1720 Located at 612 Becker Avenue SE Described as Section 14, Township 119, Range 35, Block 12 <i>FERRING'S ADDITION TO THE CITY OF WILLMAR</i> West 60 Feet of Lots 1 & 2	\$1,129.44
26.	Parcel No. 95-690-0580 Located at 1221 13 th Avenue SW Described as Section 22, Township 119, Range 35, Block 4 <i>RAMBLEWOOD ADDITION TO THE CITY OF WILLMAR</i> Lot 8 & West 2 Feet of Lot 9	\$372.77
27.	Parcel No. 95-070-0140 Located at 718 14 th Street SW Described as Lot 4 BONHAM'S SUBDIVISION Block B	\$693.04
28.	Parcel No. 95-843-0330 Located at 713 19 th Street SE Described as Section 13, Township 119, Range 35, Lot 3, Block 4 <i>WELSHIRE ADDITION</i>	\$1,321.66
29.	Parcel No. 95-090-1490 Located at 1017 7 th Street SW Described as Section 15, Township 119, Range 35 BOOTH'S ADDITION TO WILLMAR Block K Lot 10 Except North 5 Feet; Northerly Half of Lot 9	\$743.05
30.	Parcel No. 95-914-1760 Located at 817 Mary Avenue SE Described as Section 14, Township 119, Range 35 <i>DANIELSON'S OUT-LOT #1</i>	\$286.46
31.	Parcel No. 95-090-0280 Located at 825 7 th Street SW Described as Section 15, Township 119, Range 35 <i>BOOTH'S ADDITION TO WILLMAR</i> Block C Lot 8 & South Half of Lot 9	\$1,160.80
32.	Parcel No. 95-684-0470 Located at 613 27 th Avenue SW Described as Section 22, Township 119, Range 35, Block 4 <i>PORTLAND ACRES FOURTH ADDITION TO THE CITY OF WILLMAR</i> Lot 7 Except East 36 Feet, East 23 Feet of Lot 6	\$641.47
33.	Parcel No. 95-006-7000 Located at 402 12 th Street SW Described as Section 15, Township 119, Range 35, Block 110 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i> East Half of Lots 1 & 2 Except South 10 Feet of Lot 2	\$881.32
34.	Parcel No. 95-006-2320 Located at 618 7 th Street SW Described as Section 15, Township 119, Range 35, Lot 5, Block 73 <i>FIRST ADDITION TO THE CITY OF WILLMAR</i>	\$997.12

35. Parcel No. 95-320-0410
Located at 500 13th Street SW \$1,045.39
Described as Section 15, Township 119, Range 35, Lot 1, Block 4
HIGHLAND PLACE IN THE CITY OF WILLMAR
36. Parcel No. 95-922-7850
Located at 323 Hillcrest Drive SW \$1,006.63
Described as Section 22, Township 119, Range 35
*West 75 Feet of East 1080 Feet of South 137.68 Feet of North
800 Feet of the Southeast Quarter*
37. Parcel No. 95-280-1660
Located at 1203 4th Street SW \$1,317.27
Described as Section 15, Township 119, Range 35, Block 9
*HANSON'S ADDITION TO WILLMAR
Part of Lots 4, 5 & 6; Beginning at Northwest Corner of Lot 6,
Thence East to Northeast Corner of Lot 4 South 56.91 Feet, West to
West Line of Lot 6, North 56.91 Feet to Beginning*
38. Parcel No. 95-280-1620
Located at 1200 3rd Street SW \$471.73
Described as Section 15, Township 119, Range 35, Block 9
*HANSON'S ADDITION TO WILLMAR
Part of Lots 1, 2, & 3; Beginning at Northeast Corner of Lot 1, Thence
South 63.7 Feet, West 150.76 Feet, North to Northwest Corner of Lot
3, East to Beginning*
39. Parcel No. 95-916-3630
Located at 1711 Gorton Avenue NW \$1,283.05
Described as Section 16, Township 119, Range 35
*West 75 Feet of East 200 Feet of North 150 Feet of Lot 10 of
State Subdivision*
40. Parcel No. 95-230-0355
Located at 803 11 ½ Avenue SE \$2,317.27
Described as Section 14, Township 119, Range 35, Block 2
*GESCH ADDITION
Lot 15 Except Westerly 80 Feet; & Lot 16 Except Easterly 76 Feet*

Dated this 4th day of November 2024.

Attest:

Mayor

City Clerk



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	10.B.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	No	Prepared By:	Abby Ahrendt, Administrative Assistant
Ordinance:	No	Presented By:	Jared Voge
Item:	CR 5 and Trott Ave/Willmar Ave Signal Warrants		

RECOMMENDED ACTION:

No traffic signals are warranted at CSAH 5 and Trott Ave or CSAH 5 and Willmar Ave.

OVERVIEW:

Two years ago, the FedEx Distribution Center was completed. There was a request to have at least one traffic signal installed at either CSAH 5 & Trott Ave or CSAH 5 & Willmar Ave. The City Council approved having the traffic analysis completed after two years of the FedEx Distribution Center in operation. The 13- hour traffic counts were collected for the intersections of CSAH 5 & Trott Avenue and CSAH 5 & Willmar Avenue on September 24th, 2024. The AM peak hour was 7:00-8:00 AM and 3:00-4:00 PM was the PM peak hour for both intersections. The count data collected is included in the Memorandum Appendix. Traffic signal warrants were performed to assess the potential for traffic control changes at the intersections of CSAH 5 & Trott Avenue and CSAH 5 & Willmar Avenue. Warrants have been developed as national guidelines to promote the continuity of traffic control devices to ensure that traffic signals are installed at intersections that would benefit from their use. Given the results of the warrant analysis, it is not recommended that a signal be installed at Trott Avenue or Willmar Avenue. Due to the low side-street volumes on Trott Avenue and Willmar Avenue, installing a traffic signal at this stage would not significantly benefit traffic operations and could potentially disrupt the flow of traffic on CSAH 5.

BUDGETARY/FISCAL ISSUES:

N/A

ALTERNATIVES TO CONSIDER:

N/A

ATTACHMENTS:

1. 2024-10-31 Signal Warrant Memo



Real People. Real Solutions.

111 Washington Avenue S
Suite 650
Minneapolis, MN 55401

Ph: (612) 416-0220
Fax: (612) 416-0222
Bolton-Menk.com

MEMORANDUM

Date: October 31, 2024
To: Jared Voge, PE, City Engineer
From: Mike Larson, PE, PTOE
Subject: CR 5 and Trott Ave/Willmar Ave Traffic Signal Warrants
City of Willmar
BMI Project No.: 0W1133230

This memorandum summarizes the warrant analyses prepared for the intersections of CSAH 5 & Trott Avenue and at CSAH 5 & Willmar Avenue.

Traffic Volumes

13- hour traffic counts were collected for the intersections of CSAH 5 & Trott Avenue and CSAH 5 & Willmar Avenue on September 24th, 2024. The AM peak hour was 7:00-8:00 AM and 3:00-4:00 PM was the PM peak hour for both intersections. Count data collected is included in the **Appendix**.

Warrant Analysis

Traffic signal warrants were performed to assess the potential for traffic control changes at the intersections of CSAH 5 & Trott Avenue and CSAH 5 & Willmar Avenue.

Warrants have been developed as national guidelines to promote the continuity of traffic control devices to ensure that traffic signals are installed at intersections that would benefit from their use.

The MUTCD states that the investigation of the need for a traffic signal control shall include an analysis of the applicable factors contained in the following traffic signal warrants:

- Warrant 1: Eight-Hour Vehicular Volume
- Warrant 2: Four-Hour Vehicular Volume
- Warrant 3: Peak Hour
- Warrant 4: Pedestrian Volume
- Warrant 5: School Crossing
- Warrant 6: Coordinated Signal System
- Warrant 7: Crash Experience
- Warrant 8: Roadway Network
- Warrant 9: Intersection Near a Grade Crossing

Traffic signal warrants are based on a variety of situations listed above. Analysis was conducted on warrants 1, 2, 3 and 7.

A traffic signal shall not be installed unless one or more of the warrants can be met. Furthermore, a signal shall not be installed unless an engineering study indicates that the signal will improve the overall

safety and operation of the intersection. Finally, the signal should not disrupt the progressive flow of traffic.

Signal warrants were not met for the intersections of CSAH 5 & Trott Avenue and CSAH 5 & Willmar Avenue with existing volumes. **Table 1** below shows the signal warrant analysis results. Detailed warrant analysis results are included in the **Appendix**.

Table 1: Signal Warrant Results

Intersections	Traffic Control	Design Year	Hours	Signal Warrants					All-Way Stop Warrants
				1A	1B	2	3	7	
CSAH 5 & Trott Ave	TWSC	2024	Required	8	8	4	1	8	8
			Met	0	0	0	0	0	0
CSAH 5 & Willmar Ave	TWSC	2024	Required	8	8	4	1	8	8
			Met	0	2	0	0	4	0

Recommendation

Given the results of the warrant analysis, it is not recommended that a signal be installed at either intersection. Due to the low side-street volumes on Trott Avenue and Willmar Avenue, installing a traffic signal at this stage would not significantly benefit traffic operations and could potentially disrupt the flow of traffic on CSAH 5.

Trott Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	0	0	53	0	0	53	0	0	1	0	0	1	0	0	16	2	0	18	0	3	1	0	0	4	76
6:15 AM	0	3	66	0	0	69	0	2	0	0	0	2	0	1	21	5	0	27	0	1	0	1	0	2	100
6:30 AM	0	2	65	1	0	68	0	0	0	0	0	0	0	0	30	7	0	37	0	2	0	0	0	2	107
6:45 AM	0	11	89	1	0	101	0	0	0	1	0	1	0	0	31	3	0	34	0	1	1	1	0	3	139
Hourly Total	0	16	273	2	0	291	0	2	1	1	0	4	0	1	98	17	0	116	0	7	2	2	0	11	422
7:00 AM	0	7	63	2	0	72	0	1	0	0	0	1	0	2	47	4	0	53	0	5	0	1	1	6	132
7:15 AM	0	7	79	4	0	90	0	1	3	0	0	4	0	3	65	7	0	75	0	1	0	1	0	2	171
7:30 AM	0	11	85	5	0	101	0	0	1	0	0	1	0	2	102	6	0	110	0	1	1	4	0	6	218
7:45 AM	0	19	84	13	0	116	0	10	3	8	0	21	0	1	75	13	0	89	0	4	1	1	0	6	232
Hourly Total	0	44	311	24	0	379	0	12	7	8	0	27	0	8	289	30	0	327	0	11	2	7	1	20	753

Trott Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
8:00 AM	0	4	74	2	0	80	0	7	4	4	0	15	0	2	48	6	0	56	0	6	0	0	0	6	157
8:15 AM	0	3	64	2	0	69	0	8	2	2	0	12	0	0	50	2	0	52	0	4	1	1	0	6	139
8:30 AM	0	1	29	0	0	30	0	6	1	2	0	9	0	0	65	4	0	69	0	2	1	3	0	6	114
8:45 AM	0	3	40	2	0	45	0	1	1	3	0	5	0	0	33	4	0	37	0	2	1	4	0	7	94
Hourly Total	0	11	207	6	0	224	0	22	8	11	0	41	0	2	196	16	0	214	0	14	3	8	0	25	504
9:00 AM	0	1	40	4	0	45	0	2	1	1	0	4	0	0	30	10	0	40	0	1	1	1	0	3	92
9:15 AM	0	2	42	3	0	47	0	0	0	3	0	3	0	1	34	5	0	40	0	2	0	0	0	2	92
9:30 AM	0	4	31	2	0	37	0	0	0	2	0	2	0	1	39	2	0	42	0	3	1	4	0	8	89
9:45 AM	0	1	34	1	0	36	0	1	0	1	0	2	0	1	30	2	0	33	0	5	0	2	0	7	78
Hourly Total	0	8	147	10	0	165	0	3	1	7	0	11	0	3	133	19	0	155	0	11	2	7	0	20	351
10:00 AM	0	1	39	1	0	41	0	15	1	3	0	19	0	0	38	4	0	42	0	3	0	3	0	6	108
10:15 AM	0	0	31	1	0	32	0	3	2	0	0	5	0	1	40	3	0	44	0	0	0	3	1	3	84
10:30 AM	1	1	46	0	0	48	0	3	0	1	0	4	0	2	38	0	0	40	0	0	1	1	0	2	94
10:45 AM	0	2	68	0	0	70	0	2	0	0	0	2	1	0	34	2	0	37	0	3	0	3	1	6	115
Hourly Total	1	4	184	2	0	191	0	23	3	4	0	30	1	3	150	9	0	163	0	6	1	10	2	17	401
11:00 AM	0	2	50	0	0	52	0	2	0	1	0	3	0	0	44	3	0	47	0	2	0	3	0	5	107
11:15 AM	0	4	35	1	0	40	0	1	0	0	0	1	0	0	46	5	0	51	0	5	1	5	0	11	103
11:30 AM	0	4	38	0	0	42	0	0	0	0	0	0	1	1	65	3	0	70	0	5	0	2	0	7	119
11:45 AM	0	3	32	0	0	35	0	0	0	1	0	1	0	0	58	2	0	60	0	3	0	4	0	7	103
Hourly Total	0	13	155	1	0	169	0	3	0	2	0	5	1	1	213	13	0	228	0	15	1	14	0	30	432
12:00 PM	0	4	55	1	0	60	0	0	0	0	0	0	0	0	71	5	0	76	0	4	1	11	0	16	152
12:15 PM	0	5	46	3	0	54	0	2	0	0	0	2	0	0	47	4	0	51	0	4	0	3	1	7	114
12:30 PM	0	6	36	0	0	42	0	2	1	1	0	4	0	0	62	2	0	64	0	5	0	4	1	9	119
12:45 PM	0	11	54	0	0	65	0	0	1	0	0	1	0	1	42	4	0	47	0	4	2	6	0	12	125
Hourly Total	0	26	191	4	0	221	0	4	2	1	0	7	0	1	222	15	0	238	0	17	3	24	2	44	510
1:00 PM	0	4	48	2	0	54	0	0	0	1	0	1	0	0	48	7	0	55	0	3	0	4	0	7	117
1:15 PM	0	9	41	1	0	51	0	1	0	1	0	2	0	0	54	6	0	60	0	3	0	5	0	8	121
1:30 PM	0	6	50	0	0	56	0	0	0	3	0	3	0	0	57	3	0	60	0	5	2	2	0	9	128
1:45 PM	0	3	76	0	0	79	0	0	1	0	0	1	0	0	50	10	0	60	0	4	0	4	0	8	148
Hourly Total	0	22	215	3	0	240	0	1	1	5	0	7	0	0	209	26	0	235	0	15	2	15	0	32	514
2:00 PM	0	2	47	1	0	50	0	0	1	2	0	3	0	0	54	5	0	59	0	4	0	2	0	6	118
2:15 PM	0	1	74	2	0	77	0	0	0	0	0	0	0	0	54	2	0	56	0	2	0	5	0	7	140
2:30 PM	0	1	59	2	0	62	0	1	0	0	0	1	0	1	58	4	0	63	0	2	0	4	0	6	132
2:45 PM	0	4	77	4	0	85	0	0	0	1	0	1	0	2	72	6	0	80	0	7	1	3	0	11	177
Hourly Total	0	8	257	9	0	274	0	1	1	3	0	5	0	3	238	17	0	258	0	15	1	14	0	30	567
3:00 PM	0	2	74	2	0	78	0	1	0	2	0	3	0	0	75	5	0	80	0	3	1	2	0	6	167
3:15 PM	0	4	83	3	0	90	0	0	0	0	0	0	0	4	99	4	0	107	0	2	0	5	0	7	204
3:30 PM	0	3	102	3	0	108	0	2	0	2	0	4	0	2	102	4	0	108	0	17	0	8	0	25	245
3:45 PM	0	7	99	7	0	113	0	2	0	0	0	2	0	1	81	5	0	87	0	3	0	6	0	9	211
Hourly Total	0	16	358	15	0	389	0	5	0	4	0	9	0	7	357	18	0	382	0	25	1	21	0	47	827

Trott Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
4:00 PM	0	2	67	5	0	74	0	8	2	0	0	10	0	2	103	4	0	109	0	5	0	8	0	13	206
4:15 PM	0	4	49	5	0	58	0	2	3	1	0	6	0	4	111	5	0	120	0	3	1	4	0	8	192
4:30 PM	0	5	78	1	0	84	0	0	1	2	0	3	0	4	103	3	0	110	0	14	0	11	0	25	222
4:45 PM	0	3	80	6	0	89	0	3	2	0	0	5	0	3	90	3	0	96	0	6	0	6	0	12	202
Hourly Total	0	14	274	17	0	305	0	13	8	3	0	24	0	13	407	15	0	435	0	28	1	29	0	58	822
5:00 PM	0	2	63	2	0	67	0	1	0	2	0	3	0	0	95	8	0	103	0	7	1	11	0	19	192
5:15 PM	0	4	60	3	0	67	0	3	0	1	0	4	0	4	83	3	0	90	0	8	0	5	0	13	174
5:30 PM	0	0	60	3	0	63	0	2	1	1	0	4	0	1	95	5	0	101	0	7	0	7	1	14	182
5:45 PM	0	0	64	4	0	68	0	2	2	1	0	5	0	3	65	1	0	69	0	3	0	2	1	5	147
Hourly Total	0	6	247	12	0	265	0	8	3	5	0	16	0	8	338	17	0	363	0	25	1	25	2	51	695
6:00 PM	0	7	42	2	0	51	0	2	0	1	0	3	0	0	75	0	0	75	0	3	1	6	1	10	139
6:15 PM	0	2	39	1	0	42	0	3	0	0	0	3	0	2	73	0	0	75	0	4	0	4	0	8	128
6:30 PM	0	0	39	1	0	40	0	0	0	0	0	0	0	0	60	2	0	62	0	0	0	0	0	0	102
6:45 PM	0	0	30	1	0	31	0	1	0	0	0	1	0	1	51	1	0	53	0	1	0	0	0	1	86
Hourly Total	0	9	150	5	0	164	0	6	0	1	0	7	0	3	259	3	0	265	0	8	1	10	1	19	455
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAILY TOTAL	1	197	2969	110	0	3277	0	103	35	55	0	193	2	53	3109	215	0	3379	0	197	21	186	8	404	7253
Cars	1	184	2777	104	0	3066	0	96	32	52	0	180	2	51	2877	194	0	3124	0	178	18	173	2	369	6739
Heavy Vehicles	0	13	192	6	0	211	0	7	3	3	0	13	0	2	232	21	0	255	0	19	3	13	6	35	514
Heavy Vehicle %	0.00%	6.60%	6.47%	5.45%	0.00%	6.44%	0.00%	6.80%	8.57%	5.45%	0.00%	6.74%	0.00%	3.77%	7.46%	9.77%	0.00%	7.55%	0.00%	9.64%	14.29%	6.99%	75.00%	8.66%	7.09%

Trott Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

AM Peak Hour

Time	Southbound						Westbound						Northbound						Eastbound						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
7:15 AM	0	7	79	4	0	90	0	1	3	0	0	4	0	3	65	7	0	75	0	1	0	1	0	2	171
7:30 AM	0	11	85	5	0	101	0	0	1	0	0	1	0	2	102	6	0	110	0	1	1	4	0	6	218
7:45 AM	0	19	84	13	0	116	0	10	3	8	0	21	0	1	75	13	0	89	0	4	1	1	0	6	232
8:00 AM	0	4	74	2	0	80	0	7	4	4	0	15	0	2	48	6	0	56	0	6	0	0	0	6	157
Peak Hour Total	0	41	322	24	0	387	0	18	11	12	0	41	0	8	290	32	0	330	0	12	2	6	0	20	778
PHF	0.000	0.539	0.947	0.462	0.000	0.834	0.000	0.450	0.688	0.375	0.000	0.488	0.000	0.667	0.711	0.615	0.000	0.750	0.000	0.500	0.500	0.375	0.000	0.833	0.838

PM Peak Hour

Time	Southbound						Westbound						Northbound						Eastbound						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
3:15 PM	0	4	83	3	0	90	0	0	0	0	0	0	0	4	99	4	0	107	0	2	0	5	0	7	204
3:30 PM	0	3	102	3	0	108	0	2	0	2	0	4	0	2	102	4	0	108	0	17	0	8	0	25	245
3:45 PM	0	7	99	7	0	113	0	2	0	0	0	2	0	1	81	5	0	87	0	3	0	6	0	9	211
4:00 PM	0	2	67	5	0	74	0	8	2	0	0	10	0	2	103	4	0	109	0	5	0	8	0	13	206
Peak Hour Total	0	16	351	18	0	385	0	12	2	2	0	16	0	9	385	17	0	411	0	27	0	27	0	54	866
PHF	0.000	0.571	0.860	0.643	0.000	0.852	0.000	0.375	0.250	0.250	0.000	0.400	0.000	0.563	0.934	0.850	0.000	0.943	0.000	0.397	0.000	0.844	0.000	0.540	0.884

Total Vehicles On Leg				6639			
Vehicles Entering Intersection 3277				Vehicles Exiting Intersection 3362			
Southbound							
Cars	104	2777	184	1	0		
Heavy	6	192	13	0	0		
Total	110	2969	197	1	0		



Total Vehicles on Leg 602	Vehicles Entering Intersection 404	Eastbound	Cars	Heavy	Total
	Vehicles Exiting Intersection 198		2	6	8
			0	0	0
			178	19	197
			18	3	21
			173	13	186



Daily Volumes

Cars	Heavy	Total	Westbound	Vehicles Entering Intersection 193	Total Vehicles on Leg 626
52	3	55			
32	3	35			
96	7	103			
0	0	0			
0	0	0		Vehicles Exiting Intersection 433	



					
Cars	0	2	51	2877	194
Heavy	0	0	2	232	21
Total	0	2	53	3109	215
Northbound					
Vehicles Entering Intersection			3379	Vehicles Exiting Intersection	
Total Vehicles On Leg			6639		



Willmar Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00 AM	0	5	51	2	0	58	0	24	0	2	0	26	0	1	14	1	0	16	0	0	0	0	0	0	100
6:15 AM	0	3	63	1	0	67	0	35	2	1	0	38	0	1	25	6	0	32	0	0	0	0	0	0	137
6:30 AM	0	4	55	2	0	61	0	26	1	10	0	37	0	1	28	13	0	42	0	0	0	1	0	1	141
6:45 AM	0	17	81	3	0	101	0	18	2	8	0	28	0	2	25	9	0	36	0	1	0	2	0	3	168
Hourly Total	0	29	250	8	0	287	0	103	5	21	0	129	0	5	92	29	0	126	0	1	0	3	0	4	546
7:00 AM	0	13	54	2	0	69	0	14	0	7	0	21	0	4	43	11	0	58	0	2	0	2	0	4	152
7:15 AM	0	29	51	1	0	81	0	9	1	13	0	23	0	2	61	14	0	77	0	2	0	4	0	6	187
7:30 AM	0	23	61	0	0	84	0	9	1	16	0	26	0	2	92	11	0	105	0	1	1	1	0	3	218
7:45 AM	0	30	67	0	0	97	0	11	0	11	0	22	0	3	75	19	0	97	0	0	1	2	0	3	219
Hourly Total	0	95	233	3	0	331	0	43	2	47	0	92	0	11	271	55	0	337	0	5	2	9	0	16	776

Willmar Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL	
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total		
8:00 AM	0	20	60	1	0	81	0	11	1	11	0	23	0	2	41	11	0	54	0	0	2	4	0	6	164	
8:15 AM	0	12	60	0	0	72	0	8	1	7	0	16	0	2	44	7	0	53	0	0	1	0	0	1	142	
8:30 AM	0	5	27	0	0	32	0	4	1	9	0	14	0	0	59	6	0	65	0	0	0	0	0	0	111	
8:45 AM	0	11	36	0	0	47	0	9	0	5	0	14	0	1	31	11	0	43	0	0	0	1	0	1	105	
Hourly Total	0	48	183	1	0	232	0	32	3	32	0	67	0	5	175	35	0	215	0	0	3	5	0	8	522	
9:00 AM	0	9	32	1	0	42	0	7	1	11	0	19	0	3	29	3	0	35	0	0	0	1	0	1	97	
9:15 AM	0	10	38	0	0	48	0	4	2	7	0	13	0	1	36	5	0	42	0	0	0	0	0	0	103	
9:30 AM	0	9	31	0	0	40	0	5	0	6	0	11	0	1	35	9	0	45	0	0	0	3	0	3	99	
9:45 AM	0	5	35	0	0	40	0	4	1	4	0	9	0	1	29	5	0	35	0	0	1	1	0	2	86	
Hourly Total	0	33	136	1	0	170	0	20	4	28	0	52	0	6	129	22	0	157	0	0	1	5	0	6	385	
10:00 AM	0	11	31	0	0	42	0	3	1	6	0	10	0	1	36	6	0	43	0	0	1	1	0	2	97	
10:15 AM	0	10	20	0	0	30	0	5	0	7	2	12	0	1	36	6	1	43	0	0	0	0	0	0	85	
10:30 AM	0	12	36	0	0	48	0	4	0	8	0	12	0	1	31	6	0	38	0	0	0	3	0	3	101	
10:45 AM	0	13	60	4	0	77	0	6	0	9	1	15	0	0	30	12	0	42	0	0	0	3	0	3	137	
Hourly Total	0	46	147	4	0	197	0	18	1	30	3	49	0	3	133	30	1	166	0	0	1	7	0	8	420	
11:00 AM	0	7	44	0	0	51	0	4	0	5	1	9	0	0	42	9	0	51	0	0	0	0	0	0	111	
11:15 AM	0	8	32	0	0	40	0	7	0	13	0	20	0	0	39	6	0	45	0	0	0	0	0	0	105	
11:30 AM	0	7	36	0	0	43	0	5	0	18	0	23	0	0	49	8	0	57	0	0	0	0	0	0	123	
11:45 AM	0	11	25	0	0	36	0	5	0	7	0	12	0	0	51	5	0	56	0	0	0	0	0	0	104	
Hourly Total	0	33	137	0	0	170	0	21	0	43	1	64	0	0	181	28	0	209	0	0	0	0	0	0	0	443
12:00 PM	0	13	43	0	0	56	0	7	0	18	0	25	0	0	61	14	0	75	0	0	1	0	0	1	157	
12:15 PM	1	13	39	0	0	53	0	7	0	14	1	21	0	0	36	11	0	47	0	0	0	0	0	0	121	
12:30 PM	0	10	32	0	0	42	0	8	0	15	0	23	0	0	49	8	0	57	0	1	0	0	0	1	123	
12:45 PM	0	14	46	1	0	61	0	8	1	11	1	20	0	0	34	8	0	42	0	0	0	1	0	1	124	
Hourly Total	1	50	160	1	0	212	0	30	1	58	2	89	0	0	180	41	0	221	0	1	1	1	0	3	525	
1:00 PM	0	11	40	0	0	51	0	7	0	14	0	21	1	1	42	8	0	52	0	0	0	1	0	1	125	
1:15 PM	0	10	36	1	0	47	0	5	0	13	0	18	0	2	45	3	0	50	0	1	0	1	0	2	117	
1:30 PM	0	8	43	0	0	51	0	5	0	13	0	18	0	1	48	6	0	55	0	1	0	0	0	1	125	
1:45 PM	0	20	61	1	0	82	0	6	1	20	0	27	0	0	37	9	0	46	0	1	0	2	0	3	158	
Hourly Total	0	49	180	2	0	231	0	23	1	60	0	84	1	4	172	26	0	203	0	3	0	4	0	7	525	
2:00 PM	0	15	38	1	0	54	0	6	0	15	0	21	0	0	43	11	0	54	0	0	1	0	0	1	130	
2:15 PM	0	21	58	0	0	79	0	9	1	15	1	25	1	1	43	2	0	47	0	0	0	1	0	1	152	
2:30 PM	0	15	42	0	0	57	0	10	0	16	0	26	0	2	44	11	0	57	0	0	0	0	0	0	140	
2:45 PM	0	25	62	1	0	88	0	8	0	27	0	35	0	1	52	7	0	60	0	0	0	2	0	2	185	
Hourly Total	0	76	200	2	0	278	0	33	1	73	1	107	1	4	182	31	0	218	0	0	1	3	0	4	607	
3:00 PM	0	17	55	1	0	73	0	15	1	21	0	37	0	0	60	9	0	69	0	0	4	2	0	6	185	
3:15 PM	0	24	66	0	0	90	0	22	0	14	0	36	0	0	88	30	0	118	0	0	1	1	0	2	246	
3:30 PM	0	19	106	2	0	127	0	21	0	33	0	54	0	0	70	29	0	99	0	2	0	3	0	5	285	
3:45 PM	0	16	84	1	0	101	0	12	0	20	0	32	0	1	67	21	0	89	0	1	1	2	0	4	226	
Hourly Total	0	76	311	4	0	391	0	70	1	88	0	159	0	1	285	89	0	375	0	3	6	8	0	17	942	

Willmar Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

Time	Southbound 0						Westbound 0						Northbound 0						Eastbound 0						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
4:00 PM	0	20	52	0	0	72	0	17	1	28	0	46	0	1	76	31	0	108	0	1	0	2	0	3	229
4:15 PM	0	19	34	0	0	53	0	20	0	30	0	50	0	0	92	27	0	119	0	0	0	4	0	4	226
4:30 PM	0	26	63	2	0	91	0	12	0	26	0	38	0	3	87	19	0	109	0	0	1	0	0	1	239
4:45 PM	0	19	69	0	0	88	0	13	0	26	0	39	0	0	65	16	0	81	0	2	4	3	0	9	217
Hourly Total	0	84	218	2	0	304	0	62	1	110	0	173	0	4	320	93	0	417	0	3	5	9	0	17	911
5:00 PM	0	19	54	0	0	73	0	10	1	25	0	36	1	1	76	18	0	96	0	1	2	0	0	3	208
5:15 PM	0	19	52	1	0	72	0	5	1	24	0	30	0	2	63	9	0	74	0	0	1	3	0	4	180
5:30 PM	0	21	48	0	0	69	0	2	0	26	0	28	0	1	70	4	0	75	0	0	0	0	0	0	172
5:45 PM	0	26	45	0	0	71	0	6	0	19	0	25	0	0	50	13	0	63	0	2	1	2	0	5	164
Hourly Total	0	85	199	1	0	285	0	23	2	94	0	119	1	4	259	44	0	308	0	3	4	5	0	12	724
6:00 PM	0	12	31	1	0	44	0	4	0	22	0	26	0	1	48	9	0	58	0	0	1	4	0	5	133
6:15 PM	0	13	28	0	0	41	0	4	1	14	0	19	0	1	59	4	0	64	0	0	0	1	0	1	125
6:30 PM	0	9	26	1	0	36	0	3	0	16	0	19	0	1	49	5	0	55	0	0	0	0	0	0	110
6:45 PM	0	9	24	0	0	33	0	6	0	13	0	19	0	0	37	5	0	42	0	0	0	4	0	4	98
Hourly Total	0	43	109	2	0	154	0	17	1	65	0	83	0	3	193	23	0	219	0	0	1	9	0	10	466
7:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 PM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hourly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAILY TOTAL	1	747	2463	31	0	3242	0	495	23	749	7	1267	3	50	2572	546	1	3171	0	19	25	68	0	112	7792
Cars	1	689	2306	24	0	3020	0	479	22	667	4	1168	3	42	2397	533	0	2975	0	11	25	59	0	95	7258
Heavy Vehicles	0	58	157	7	0	222	0	16	1	82	3	99	0	8	175	13	1	196	0	8	0	9	0	17	534
Heavy Vehicle %	0.00%	7.76%	6.37%	22.58%	0.00%	6.85%	0.00%	3.23%	4.35%	10.95%	42.86%	7.81%	0.00%	16.00%	6.80%	2.38%	100.00%	6.18%	0.00%	42.11%	0.00%	13.24%	0.00%	15.18%	6.85%

Willmar Ave SW & County RD 5 NW, Willmar, MN

0 0

Tuesday, September 24, 2024

AM Peak Hour

Time	Southbound						Westbound						Northbound						Eastbound						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
7:15 AM	0	29	51	1	0	81	0	9	1	13	0	23	0	2	61	14	0	77	0	2	0	4	0	6	187
7:30 AM	0	23	61	0	0	84	0	9	1	16	0	26	0	2	92	11	0	105	0	1	1	1	0	3	218
7:45 AM	0	30	67	0	0	97	0	11	0	11	0	22	0	3	75	19	0	97	0	0	1	2	0	3	219
8:00 AM	0	20	60	1	0	81	0	11	1	11	0	23	0	2	41	11	0	54	0	0	2	4	0	6	164
Peak Hour Total	0	102	239	2	0	343	0	40	3	51	0	94	0	9	269	55	0	333	0	3	4	11	0	18	788
PHF	0.000	0.850	0.892	0.500	0.000	0.884	0.000	0.909	0.750	0.797	0.000	0.904	0.000	0.750	0.731	0.724	0.000	0.793	0.000	0.375	0.500	0.688	0.000	0.750	0.900

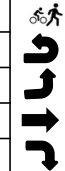
PM Peak Hour

Time	Southbound						Westbound						Northbound						Eastbound						VEHICLE TOTAL
	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	U Turns	Left Turns	Straight Through	Right Turns	Crosswalk Crossings	Vehicle Approach Total	
3:15 PM	0	24	66	0	0	90	0	22	0	14	0	36	0	0	88	30	0	118	0	0	1	1	0	2	246
3:30 PM	0	19	106	2	0	127	0	21	0	33	0	54	0	0	70	29	0	99	0	2	0	3	0	5	285
3:45 PM	0	16	84	1	0	101	0	12	0	20	0	32	0	1	67	21	0	89	0	1	1	2	0	4	226
4:00 PM	0	20	52	0	0	72	0	17	1	28	0	46	0	1	76	31	0	108	0	1	0	2	0	3	229
Peak Hour Total	0	79	308	3	0	390	0	72	1	95	0	168	0	2	301	111	0	414	0	4	2	8	0	14	986
PHF	0.000	0.823	0.726	0.375	0.000	0.768	0.000	0.818	0.250	0.720	0.000	0.778	0.000	0.500	0.855	0.895	0.000	0.877	0.000	0.500	0.500	0.667	0.000	0.700	0.865

Total Vehicles On Leg		6583	
Vehicles Entering Intersection	3242	Vehicles Exiting Intersection	3341
Southbound			
Cars	24	2306	689
Heavy	7	157	58
Total	31	2463	747

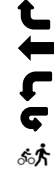


Total Vehicles on Leg	Vehicles Entering Intersection	Eastbound	Cars	Heavy	Total
			0	0	0
216	112	Eastbound	0	0	0
			11	8	19
			25	0	25
			59	9	68



Daily Volumes

Cars	Heavy	Total	Westbound	Vehicles Entering Intersection	Total Vehicles on Leg
667	82	749			
22	1	23	Westbound	1267	2585
479	16	495			
0	0	0			
4	3	7			



					
Cars	0	3	42	2397	533
Heavy	1	0	8	175	13
Total	1	3	50	2572	546
Northbound					
Vehicles Entering Intersection 3171			Vehicles Exiting Intersection 3029		
Total Vehicles On Leg			6200		



SIGNAL WARRANTS ANALYSIS

CSAH 5 & Trott Ave

Minor Rights [Excluded]

LOCATION: CSAH 5 at Trott Ave

COUNTY:

REF. POINT:

DATE: 10/16/2024

OPERATOR:

Speed	Approach Description		Lanes Entering Intersection
50	Major App1:	CR 5 NB	2
50	Major App3:	CR 5 SB	2
30	Minor App2:	Trott Ave EB	1
30	Minor App4:	Trott Ave WB	1

0.70 FACTOR USED?

YES

POPULATION < 10,000?

No

ADDITIONAL 0.8 FACTOR?

No

THRESHOLDS 1A/1B:

420/630

105/52

105/52

HOUR	MAJOR APP. 1	MAJOR APP. 3	TOTAL 1+3	MAJOR 1A / 1B	MINOR APP. 2	MINOR 2 1A / 1B	MINOR APP. 4	MINOR 4 1A/1B	MET SAME 1A / 1B
0:00 - 1:00			0	/		/		/	/
1:00 - 2:00			0	/		/		/	/
2:00 - 3:00			0	/		/		/	/
3:00 - 4:00			0	/		/		/	/
4:00 - 5:00			0	/		/		/	/
5:00 - 6:00			0	/		/		/	/
6:00 - 7:00	116	291	407	/	9	/	3	/	/
7:00 - 8:00	327	379	706	X/X	13	/	19	/	/
8:00 - 9:00	214	224	438	X/	17	/	30	/	/
9:00 - 10:00	155	165	320	/	13	/	4	/	/
10:00 - 11:00	162	190	352	/	7	/	26	/	/
11:00 - 12:00	227	169	396	/	16	/	3	/	/
12:00 - 13:00	238	221	459	X/	20	/	6	/	/
13:00 - 14:00	235	240	475	X/	17	/	2	/	/
14:00 - 15:00	258	274	532	X/	16	/	2	/	/
15:00 - 16:00	382	389	771	X/X	26	/	5	/	/
16:00 - 17:00	435	305	740	X/X	29	/	21	/	/
17:00 - 18:00	363	265	628	X/	26	/	11	/	/
18:00 - 19:00	265	164	429	X/	9	/	6	/	/
19:00 - 20:00			0	/		/		/	/
20:00 - 21:00			0	/		/		/	/
21:00 - 22:00			0	/		/		/	/
22:00 - 23:00			0	/		/		/	/
23:00 - 24:00			0	/		/		/	/

Met (Hr) Required (Hr)

Warrant 1A	0	8	Not satisfied
Warrant 1B	0	8	Not satisfied
Warrant 2	0	4	Not satisfied
Warrant 3	0	1	Not satisfied
Warrant 7	0	8	Not satisfied

LOCATION: CSAH 5 at Trott Ave
COUNTY:

REF. POINT:
DATE: 10/16/2024

OPERATOR:

Speed	Approach Description		Lanes
50	Major App1:	CR 5 NB	2
50	Major App3:	CR 5 SB	2
30	Minor App2:	Trott Ave EB	1
30	Minor App4:	Trott Ave WB	1

0.70 FACTOR USED? YES
POPULATION < 10,000? No
EXISTING SIGNAL ? No

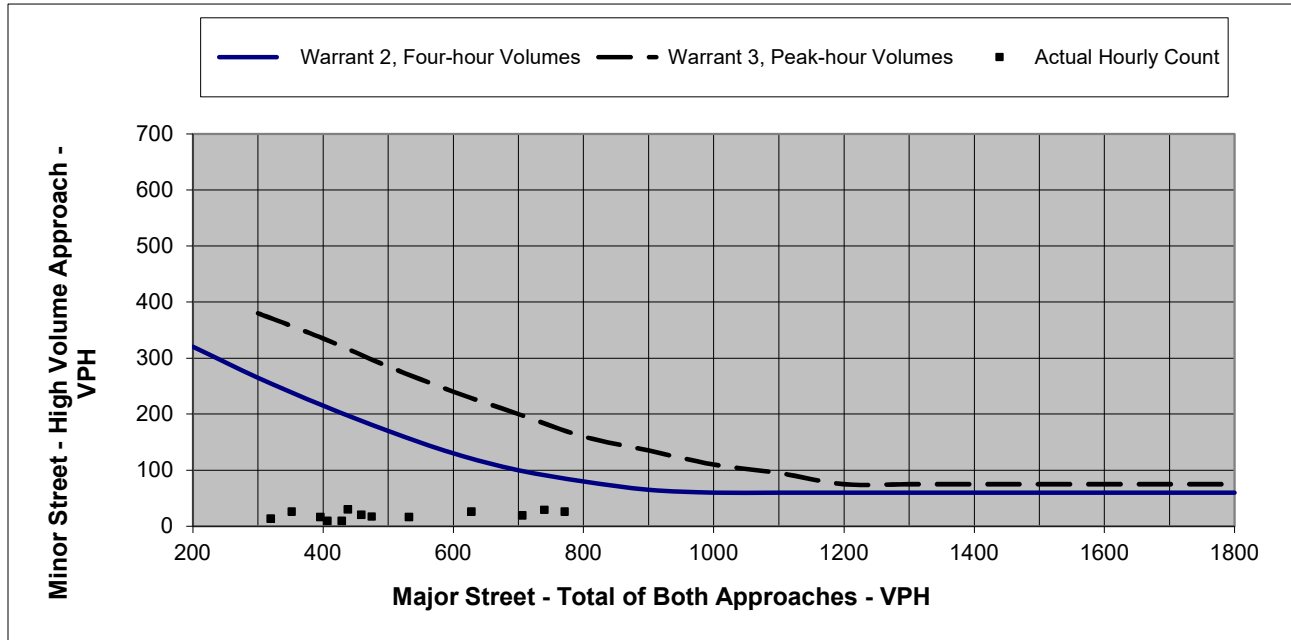


Figure 1. Four Hour and Peak Hour Warrant Analysis

Note: For data points outside the graph range, check the minor street volume against the lower thresholds

Warrant Criteria			Actual Hourly Count	
Major	Warrant 2, 4-hr	Warrant 3, Peak-hr	Major	Actual Hourly Count
200	320		0	0
300	265	380	0	0
400	215	335	0	0
500	170	285	0	0
600	130	240	0	0
700	100	200	0	0
800	80	160	407	9
900	65	135	706	19
1000	60	110	438	30
1100	60	95	320	13
1200	60	75	352	26
1300	60	75	396	16
1400	60	75	459	20
1500	60	75	475	17
1600	60	75	532	16
1700	60	75	771	26
1800	60	75	740	29
			628	26
			429	9
			0	0
			0	0
			0	0
			0	0
			0	0

SIGNAL WARRANTS ANALYSIS
CSAH 5 at Wilmar Ave
 Minor Rights [Excluded]

LOCATION: CSAH 5 at Wilmar Ave

COUNTY:

REF. POINT:

DATE: 10/16/2024

OPERATOR:

Speed	Approach Description		Lanes Entering Intersection
50	Major App1:	CR 5 NB	2
50	Major App3:	CR 5 SB	2
30	Minor App2:	Willmar Ave EB	1
30	Minor App4:	Willmar Ave WB	1

0.70 FACTOR USED? YES

POPULATION < 10,000?

No

ADDITIONAL 0.8 FACTOR?

No

THRESHOLDS 1A/1B:

420/630

105/52

105/52

HOUR	MAJOR APP. 1	MAJOR APP. 3	TOTAL 1+3	MAJOR 1A / 1B	MINOR APP. 2	MINOR 2 1A / 1B	MINOR APP. 4	MINOR 4 1A/1B	MET SAME 1A / 1B
0:00 - 1:00			0	/		/		/	/
1:00 - 2:00			0	/		/		/	/
2:00 - 3:00			0	/		/		/	/
3:00 - 4:00			0	/		/		/	/
4:00 - 5:00			0	/		/		/	/
5:00 - 6:00			0	/		/		/	/
6:00 - 7:00	113	276	389	/	0	/	105	X/X	/
7:00 - 8:00	322	313	635	X/X	3	/	43	/	/
8:00 - 9:00	197	214	411	/	3	/	34	/	/
9:00 - 10:00	145	150	295	/	1	/	23	/	/
10:00 - 11:00	146	188	334	/	1	/	19	/	/
11:00 - 12:00	193	156	349	/	0	/	21	/	/
12:00 - 13:00	199	195	394	/	2	/	30	/	/
13:00 - 14:00	183	215	398	/	2	/	24	/	/
14:00 - 15:00	202	255	457	X/	1	/	32	/	/
15:00 - 16:00	360	368	728	X/X	8	/	70	/X	/X
16:00 - 17:00	404	278	682	X/X	8	/	57	/X	/X
17:00 - 18:00	295	268	563	X/	6	/	25	/	/
18:00 - 19:00	213	143	356	/	1	/	18	/	/
19:00 - 20:00			0	/		/		/	/
20:00 - 21:00			0	/		/		/	/
21:00 - 22:00			0	/		/		/	/
22:00 - 23:00			0	/		/		/	/
23:00 - 24:00			0	/		/		/	/

Met (Hr) Required (Hr)

Warrant 1A	0	8	Not satisfied
Warrant 1B	2	8	Not satisfied
Warrant 2	0	4	Not satisfied
Warrant 3	0	1	Not satisfied
Warrant 7	4	8	Not satisfied

LOCATION: CSAH 5 at Wilmar Ave
COUNTY:

REF. POINT:
DATE: 10/16/2024

OPERATOR:

Speed	Approach Description		Lanes
50	Major App1:	CR 5 NB	2
50	Major App3:	CR 5 SB	2
30	Minor App2:	Willmar Ave EB	1
30	Minor App4:	Willmar Ave WB	1

0.70 FACTOR USED? YES
POPULATION < 10,000? No
EXISTING SIGNAL ? No

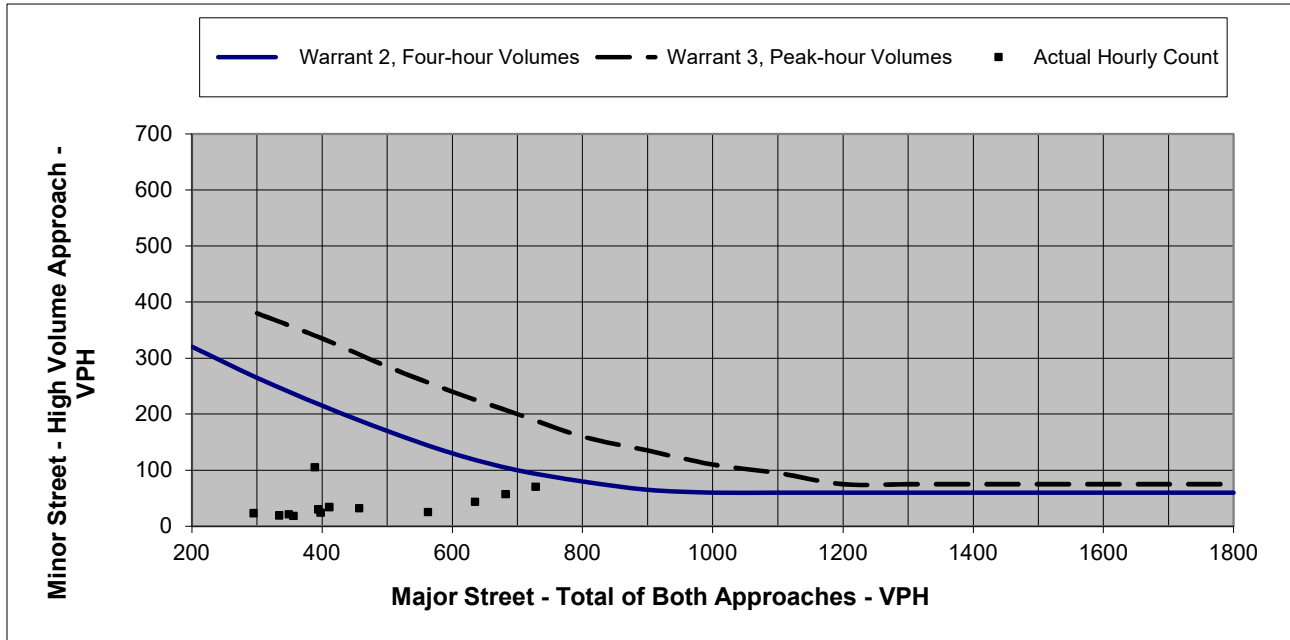


Figure 1. Four Hour and Peak Hour Warrant Analysis

Note: For data points outside the graph range, check the minor street volume against the lower thresholds

Warrant Criteria			Actual Hourly Count	
Major	Warrant 2, 4-hr	Warrant 3, Peak-hr	Major	Actual Hourly Count
200	320		0	0
300	265	380	0	0
400	215	335	0	0
500	170	285	0	0
600	130	240	0	0
700	100	200	0	0
800	80	160	389	105
900	65	135	635	43
1000	60	110	411	34
1100	60	95	295	23
1200	60	75	334	19
1300	60	75	349	21
1400	60	75	394	30
1500	60	75	398	24
1600	60	75	457	32
1700	60	75	728	70
1800	60	75	682	57
			563	25
			356	18
			0	0
			0	0
			0	0
			0	0
			0	0



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	10.C.
Agenda Section:	Regular Business	Originating Department:	Administration
Resolution:	Yes	Prepared By:	Leslie Valiant, City Administrator
Ordinance:	No	Presented By:	Leslie Valiant, City Administrator
Item:	Police Chief Executive Recruiter Selection		

RECOMMENDED ACTION:

Recommendation will follow after the Willmar Police Commission meeting on Monday, November 4, 2024.

OVERVIEW:

Council approved sending a Request for Proposals (RFP) to executive recruiters for the hiring of the Willmar Police Chief. The administration received 8 proposals. Four of the proposals did not meet the proposal submission guidelines, such as examples of past successful placements of law enforcement executives or references from previous clients.

In alphabetical order, the four proposals for consideration are:

Baker Tilly	\$26,950 - web-based community survey option \$1,850	Total cost \$26,950 Alternative \$28,800 -includes community survey option
GMP Consultants	\$17,500 up to \$2,000 for advertising up to \$2,000 for direct mailings \$225 per candidate background checks	The total estimated cost could be in the range of \$21,500 plus background checks of \$225.
Government Professional Solutions (GPS)	\$22,500	Total cost \$22,500. No additional cost options
MGT	\$21,500 Recruitment Exp \$1,500 Advertising up to \$2,000 Over 3 visits \$195/hr	Total cost not to exceed \$25,000

BUDGETARY/FISCAL ISSUES:

\$22,500 - \$28,800

ALTERNATIVES TO CONSIDER:**ATTACHMENTS:**

1. Police Chief Executive Search Professional Services
2. Baker Tilly
3. GMP Proposal_Willmar_Police Chief
4. GPS Proposal for Chief of Police Search (Final)
5. MGT PROPOSAL

RESOLUTION NO. _____

**APPROVING PROFESSIONAL SERVICES WITH _____
FOR POLICE CHIEF EXECUTIVE SEARCH**

Motion By: _____ Second By: _____

BE IT RESOLVED by the City Council of the City of Willmar to authorize the Mayor and City Administrator to enter into agreement for professional services with _____ to assist with the police chief executive search not to exceed _____.

MAYOR

Attest:

CITY CLERK



October 22, 2024

City of Willmar

True transformation reaches far beyond everyday success. Explore executive recruitment services that move you forward.



October 22, 2024

Leslie Valiant
City Administrator
City of Willmar
333 6th SW
Willmar, MN 56201

Baker Tilly Advisory Group, LP
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Delivered electronically

Dear Ms. Valiant:

You told us you're looking for customized executive recruitment solutions. This proposal is the starting point — our vision of how we can protect and enhance your organizational impact as we achieve your immediate goals to conduct an employment search for the position of Police Chief.

For thriving, well-managed municipal organizations like the City of Willmar (the City), we know there's not just one finish line. Transformational success means looking beyond your first goal and imagining the next one. And the one after that. And then the one nobody has even thought possible. Your Baker Tilly team will support you through every step of the journey — during your executive recruitment project and beyond.

We know that you have options for selecting a recruitment firm. Our unique approach, highly regarded customer service practices, and record of identifying and recruiting top-level leaders in similar roles set us apart.

We're prepared to redefine what service means for the City of Willmar. It's not about ticking boxes. It's about navigating complex landscapes and blazing new trails.

The approach shared in our proposal shows how important Willmar will be to us as a client.

We can't wait to get started.

Very truly yours,

A handwritten signature in blue ink that reads 'Anne Lewis'.

Anne Lewis, Managing Director
+1 (703) 923 8214 | anne.lewis@bakertilly.com

A handwritten signature in blue ink that reads 'Patty Heminover'.

Patty Heminover, Director
+1 (651) 223 3058 | patty.heminover@bakertilly.com

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Thank you and your team on behalf of the Town. The process, in-depth search, and information communicated were top-notch, and working with you and your team was a pleasure.

Assistant Town Manager | Baker Tilly client



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Executive summary

This is more than a proposal. It's a promise. To serve as your sounding board, your navigator and your second set of eyes on the horizon and beyond.

Understanding your needs to help achieve your objectives and mission

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that present the City of Willmar as a thriving, well-managed, effective, efficient, and responsive municipal organization that delivers a full range of services to its constituents.

We recognize there is significant competition for experienced police chiefs today. For this reason, we collaborate with you to develop recruitment strategies that include aggressive marketing, recruiting and candidate outreach campaigns. Successful recruitment often depends upon reaching successful chief of police who may not necessarily be searching for new employment opportunities or waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe these efforts are essential to ensuring that your City receives and can select from many qualified candidates.

We take pride in our ability to provide your City with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We can also provide you with a fully customized interview process that includes suggested questions, interview day scheduling, and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to the City before, during and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

Driving the change you envision, from the word go

Our wheels were in motion from the moment we received your RFP for executive recruitment solutions. We understand the City of Willmar is looking to recruit and identify a diverse pool of highly qualified candidates for your next Police Chief.

It's about more than checking boxes. It's transformational thinking and deep collaboration for your organization as we embark toward your goal of conducting a timely, effective, efficient, responsive, well-managed and thorough search process. Our passionate, dedicated state and local government executive recruitment specialists understand this.

Distinguishing ourselves to serve the City of Willmar

State and local government clients like the City of Willmar are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs.

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? Our executive recruitment solution truly begins with your needs. The City of Willmar deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the City — today and for years to come.

We are prepared to tailor our service methodologies to your specific needs and develop real outcomes for your organization's challenges — as evidenced by our team's understanding of the City of Willmar and the distinctive factors that impact your organization. We will continue to deepen our understanding of the City's objectives and are ultimately dedicated to helping you achieve your mission—the following table details how the City will benefit from our recruitment services in a valuable way.

HOW WE DISTINGUISH OURSELVES FROM OUR EXECUTIVE RECRUITMENT PEERS	
Carefully structured process supported by technology	• Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. • Leverage technology tools, including a video interview system, management/leadership style assessment analysis and an online application platform, to enhance the search process. • Efficient management of candidate information and providing the City with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions.
Public sector recruiting specialization and experience	• Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. • Successfully recruited more than 1,700 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.
Thorough candidate evaluation	• Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the City of its access to established police chiefs and rising stars. • Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.
Diversity in executive recruitment	• Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. • Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
Delivering value for the City's budget	• Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits.

HOW WE DISTINGUISH OURSELVES FROM OUR EXECUTIVE RECRUITMENT PEERS	
	• Work closely to meet the City's needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.
Triple Guarantee	• Focus on assisting with your executive recruitment until you make an appointment. • Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we will come back to fill your Police Chief position for no additional professional fee. • Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization.
Transparency and confidentiality	• No preconceived notions or expectations about the City and prospective candidates. • Work closely with the City to make sure the process is transparent. • Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
Keeping the City involved and minimizing disruption	• Comprehensive process incorporates the active participation of the City at key steps in the process. • Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. • City staff can focus on their primary and assigned functions while Baker Tilly manages the search process.

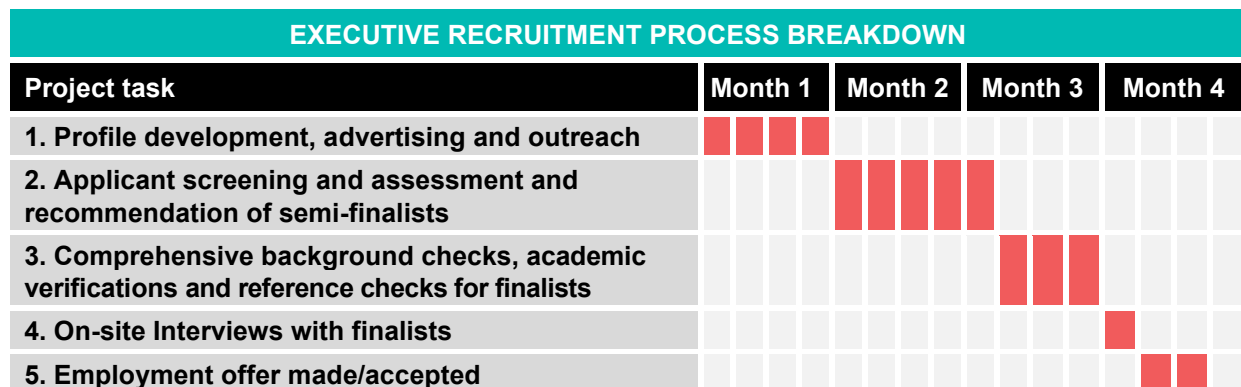
Calendar of events

The City of Willmar's time is valuable, and one significant way we will support the City is by delivering your services on time.

Timing is everything, so we'll meet the City of Willmar's deadlines

They say time is money. We agree. That includes the City's time and your own. Every moment holds opportunity, and we make the most of each moment together. Adding value. Supporting your goals. And always delivering your services on time.

The chart below represents our customized approach to deliver executive recruitment services to the City on time. And it's just our starting point. We'll collaborate closely with you to finalize a client service plan that meets all your needs — especially your timing. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. A typical timeline is 100-120 days from project kickoff to extending an offer of employment.



Receiving applications and submitting information to us

To make sure the best talent serves Willmar, we'll go wherever it takes.

Meeting the City of Willmar where you are — with the resources you need

A borderless approach brings you boundless talent

With top-level talent around the nation and even the globe, we have the ability — and the responsibility — to assign team members to the City's work based on the best skills to take Willmar forward. Each team member is chosen based on their skills and experience, not their location — hand-picked to bring individual strengths that directly benefit your engagement. We've looked deeply at your organization and needs, and based on our understanding, we can provide the best service by managing our relationship from our St. Paul, Minnesota office. It's a recommendation based on our robust experience focused on the public sector and serving organizations that are like Willmar.

Geography is no obstacle to success. Your engagement team has the technology tools to support the City in meeting your objectives from anywhere. We have led a borderless client service approach for many years, providing a seamless remote experience for all clients, whether down the street, across the country or on the other side of the globe. Every Baker Tilly professional has remote access credentials to connect to our secure internal network resources from anywhere.

When you need to see us face-to-face, we'll be there — just a day or less away from being there in person, bringing the same level of commitment and access you'd have if you were on the next block. When we can't meet in person, we gather remotely via Microsoft Teams, saving time, cost and carbon footprint.

Incorporating staff and public input

Stakeholder input is essential to developing a profile for the Police Chief position. The City will make the final decision on creating the parameters for recruiting a Police Chief.

Obtaining stakeholder input

It is helpful to obtain input from city staff, the City Council, the police department and a cross-section of citizens in the Willmar in a structured way. Every community is unique, and because of this, we would provide some suggestions. Still, most of all, listen to the City regarding what kind of process to utilize, whether scheduling a series of meetings with key community members, using an online survey and/or holding a public forum for ideas and input from citizens. There are various ways to obtain feedback, which will be discussed with the City.

Baker Tilly has experience facilitating search processes that provide leadership, staff, department and community input. This input typically occurs in several aspects of the search, including developing a recruitment brochure, interview design and structure, and opportunities for the community to engage with the candidates.

The brochure's development typically includes several group meetings with the City and department staff to receive their input on what is vital to the leadership and management style of the Police Chief. Several techniques can be used to receive community input, such as publicized community meetings, focus groups to ensure participation of key stakeholders and an online survey that residents can complete.

Interview design and structure include a panel that will provide feedback to the City using a Microsoft Forms survey format to ascertain what individuals see as the strengths, concerns and organizational fit of each candidate. We compile feedback from the survey in a manner that gives the City a broad 360° perspective of candidates. Responses are anonymous. This report is provided to the City.

Community engagement before the candidate interviews can be facilitated as a general meet-and-greet or community forum. Whether a general meet-and-greet or a more structured community forum is desired, it is essential to recognize that events need to be structured to comply with local, state and national laws, regulations and rules affecting hiring.

We can work with the City to design staff and community input processes and incorporate them into the search to meet its specific goals.

References

Don't just take our word for it. Talk with similar clients to learn how we help them overcome challenges and reach new heights.

Demonstrating that we've been down this path before

The experiences of our clients speak more to Baker Tilly's capabilities than any proposal ever could. That's why we encourage you to talk with our clients. Here are a few individuals who welcome the opportunity to share their Baker Tilly experience.

CITY OF BROOKLYN CENTER, MN			
Name	Jim Langemo	Title	Director of Equity and HR
Phone	+1-763-569-3303	Email	jlangemo@brooklyncentermn.gov
Services	Police Chief (2024)		

CITY OF COLUMBIA HEIGHTS, MN			
Name	Amada Marquez Simula	Title	Mayor
Phone	+1 763-706-3607	Email	amarquezsimula@columbiaheightsmn.gov
Services	City Manager (2024), Police Chief (2024)		

TOWN OF CARRBORO, NC			
Name	Julie Eckenrode	Title	Human Resources Director
Phone	+1 (919) 918-7308	Email	jeckenrode@townofcarrboro.org
Services	Town Manager (2024), Town Clerk (2024), Assistant Town Manager (2023), Fire Chief (2023), Public Works Director (2023), Housing & Community Services Director (2023)		

CITY OF ANN ARBOR, MI			
Name	Milton Dohoney, Jr.	Title	City Administrator
Phone	+1 (734) 794-6110	Email	mdohoney@a2gov.org
Services	Police Chief (2023)		

Providing similar services to clients

Following is a list of relevant public sector executive recruitments delivered by the Baker Tilly team.

LIST OF RELEVANT PROJECTS: PRESENT — 2019				
Year	Client	State	Project	Population
2024	Brooklyn Center	MN	Police Chief	31,006
2024	Columbia Heights	MN	Police Chief	21,961
2024	Lower Merion Township	PA	Police Superintendent	63,630
2024	Matthews	NC	Police Chief	29,435
2024	Plant City	FL	Police Chief	39,012
2023	Ann Arbor	MI	Police Chief	123,851
2023	Carrboro	NC	Fire Chief	21,230
2023	Kinston	NC	Police Chief	21,677
2023	Minneapolis	MN	Neighborhood Safety Director	429,954
2023	Montgomery County	MD	Director of Dept of Corrections & Rehab	1,006,000
2022	Beeville	TX	Police Chief	12,937
2022	Big Lake	MN	Police Chief	11,107
2022	Champaign	IL	Police Chief	87,636
2022	Lancaster	SC	Police Chief	9,175
2022	Rogers	AR	Police Chief	66,344
2022	Sugar Land	TX	Police Chief	111,026
2021	DePere	WI	Police Chief	24,903
2021	Edina	MN	Fire Chief	51,958
2021	Excelsior Springs	MO	Police Chief	11,640
2021	Fond du lac	WI	Police Chief	42,909
2021	Gladstone	MO	Police Chief	27,126
2021	Joplin	MO	Fire Chief	50,386
2021	Oakdale	MN	Police Chief	27,963
2021	Orange County	NC	Emergency Services Director	140,352
2021	Port Arthur	TX	Fire Chief (partial)	53,937
2021	Racine	WI	Police Chief	77,432
2021	Troy	OH	Asst Director of Public Service & Safety	25,961
2021	Warrensburg	MO	Fire Chief	20,168
2020	Athens	TX	Police Chief	12,797
2020	Bedford County	VA	911 Director	6,181
2020	Belton	MO	Police Chief	23,480
2020	Centennial Lakes Police Dept	MN	Police Chief	
2020	Cloquet	MN	Police Chief	12,022
2020	Cloquet Area Fire District	MN	Fire Chief	11,938
2020	Lake Elmo	MN	Fire Chief	9,100
2020	Missouri 911 Service Board	MO	Executive Director	

LIST OF RELEVANT PROJECTS: PRESENT — 2019

Year	Client	State	Project	Population
2020	Petersburg	VA	Fire Chief	31,636
2020	Plant City	FL	Police Chief	39,012
2020	Raytown	MO	Police Chief	29,211
2019	Brooklyn Center	MN	Fire Chief	31,006
2019	Cedar Rapids	IA	Fire Chief	132,228
2019	Clayton	MO	Police Chief	16,805
2019	Metropolitan Council	MN	Chief of Metro Transit Police	2,980,000
2019	Mount Pleasant	WI	Police Chief	26,197
2019	Norfolk	VA	Fire Chief	246,393
2019	Oakland	CA	Fire Marshal	429,082
2019	Westerville	OH	Police Chief	39,737
2019	Worthington	OH	Police Chief	14,646

Services, processes and fees

We blend technology with the wisdom of our team members to deliver quality and insights. Our executive recruitment offerings unravel the complexities of the state and local government industry to reveal opportunities waiting to be explored.

Creating a customized recruitment plan unique to the City of Willmar

No one achieves breakthrough results by following well-worn pathways. The City is a one-of-a-kind organization with unique risks, challenges and opportunities. We build our recruitment plans accordingly. Tailoring our executive recruitment service methodologies to your specific needs. Forging new routes to overcome your challenges.

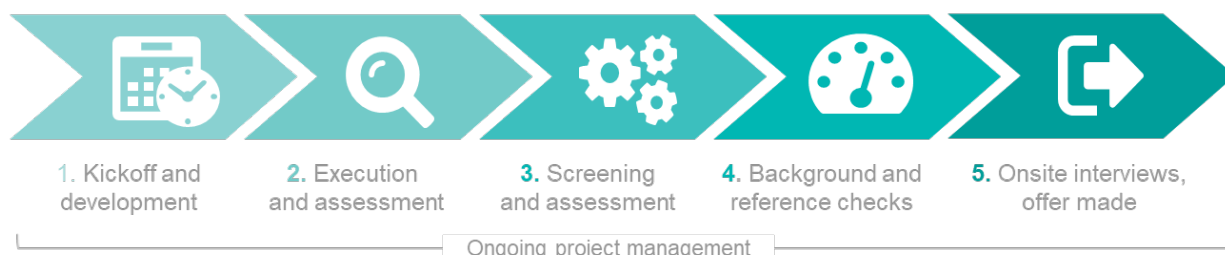
Your goals, culture and the distinctive factors that impact your organization and community will play a role in shaping our approach. Along the way, our deep understanding of state and local government organizations and knowledge of the City's unique needs will fuel our dedication to helping you achieve your goal of recruiting exceptional candidates for your Police Chief position.

Sharing the Baker Tilly executive recruitment process

We are prepared to tailor our service methodologies to your specific needs and develop real outcomes for your organization's challenges — as evidenced by our team's understanding of Willmar and the distinctive factors that impact your organization. We will continue to deepen our understanding of the City's objectives and are ultimately dedicated to helping you achieve your mission.

State and local government clients like Willmar are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs.

Executive recruitment process



Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an essential first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the candidate's success in the Police Chief position. The recruitment brochure will also include a profile that captures the essence of the City of Willmar as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, as we pursue a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the engagement team leader will meet with the City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your Police Chief. We meet individually (or collectively, depending upon your preference) with City members to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and expectations for the Police Chief.

Information from these meetings and our review of the job description and other City documents is used to prepare a position and candidate profile. The City will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix A.**]

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

Our team will help the City place ads in relevant professional publications, websites and local print media and coordinate with City staff to include information about the search on the City's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national, state, regional and local elements determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the Police Chief position further.

TASK 1: KICKOFF, MARKETING, RECRUITMENT AND OUTREACH

Position profile and recruitment brochure development

Tasks

- Baker Tilly receive information regarding the City's budgets, organizational charts, images, logos, etc.
- Develop draft documents (recruitment brochure, marketing letter and timeline)

Timeline

Two weeks

Approve brochure, begin advertising and distribute marketing letter

Tasks

- Brochure sent to City for final approval
- Baker Tilly will work with City to advertise and distribution of recruitment brochure

Timeline

Two weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the Police Chief position. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner may apply. We take pride in locating a diverse pool of highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the Police Chief position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the City, such as geographic location, particular experience, expertise and credentials.

While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the Police Chief position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes this position's key competencies, work values, and leadership and management style attributes, creating a framework for assessing if the candidate fits with the City. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix B.**]

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and professionalism with which they are treated during our recruitments.

TASK 2: EXECUTION OF RECRUITMENT STRATEGY AND IDENTIFICATION OF QUALITY CANDIDATES		
Execution of recruitment strategy and candidate outreach		
Tasks		Timeline
• Online data collection and profile development • Development of an interactive, searchable applicant database for recruitment of your Police Chief • Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy • Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics		Four to five weeks

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 8 to 10 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

SERVICES, PROCESSES AND FEES

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to start responding and up to three minutes to respond to each of about three questions. This tool lets our team understand each candidate's ability to "think quickly" better. The one-way videos also allow us to evaluate each applicant's professional demeanor. Our team will provide the City and the designated staff with a link to review.

You will have access to our applicant list, which will provide pertinent data for each applicant.

TASK 3: SCREENING OF APPLICANTS AND RECOMMENDATION OF SEMI-FINALISTS

Applicant screening and recommendation of semi-finalists

Tasks

- Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database
- Most promising applicants are asked to complete candidate questionnaires and provide due diligence information
- Media, internet and social media scan for information pertinent to future employment
- Top candidates identified as semi-finalists
- Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resumes of candidates to be considered
- Baker Tilly and the City review video interviews
- Project team leader meets with the City to review recommended semi-finalists
- The City selects finalists for on-site interviews
- Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed

Timeline

Two to three weeks

Task 4: Conducting background checks, reference checks and academic verifications

Once the City has identified a list of "finalists," Baker Tilly begins conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant's qualifications, management style, leadership traits or characteristics and professional work performance.

Public safety agencies typically seek a more thorough background check. We do not possess the credentials to perform these background searches. Still, we are familiar with individuals who provide those services and how to integrate those services into the search process. Information obtained from the background records check will be shared with the individual(s) who conduct the background check.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:

• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS

Willmar will receive a report that thoroughly verifies each finalist's background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

TASK 4: CONDUCTING BACKGROUND CHECKS, REFERENCE CHECKS AND ACADEMIC VERIFICATIONS

Design final process with the City for on-site interviews with finalists	
Tasks Baker Tilly confirms interviews with candidates	Timeline One to two days
Background checks, reference checks and academic verifications	
Tasks Baker Tilly completes background records checks, reference checks and academic verifications of finalists	Timeline Two to three weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your City and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the City. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Before the interviews, we provide documentation on each finalist, highlighting the leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with their final evaluation. If asked, we will help the City Manager develop a compensation package and related employment considerations and negotiate an employment agreement.

TASK 5: FINAL INTERVIEW PROCESS

Final Report prepared and delivered to the City	
Tasks Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions	Timeline One day
On-site interviews with finalists	
Tasks - Interviews are scheduled - The recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested	Timeline One to two days
Offer made/accepted	
Tasks	Timeline

• If requested, Baker Tilly participates in candidate employment agreement negotiations • Baker Tilly notifies candidates of the decision • Baker Tilly confirms the final process; close items with Willmar	One to two days
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Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Willmar's officials and the new Police Chief. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new Police Chief and the City to discuss progress, goals and vision. It is usually half-day in length and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the administrator/police chief relationship.
Management system review	A structured review of the organization's management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new police chiefs because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the City of Willmar

Baker Tilly's recruiting strategy for Willmar reflects our firm's core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your Police Chief position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

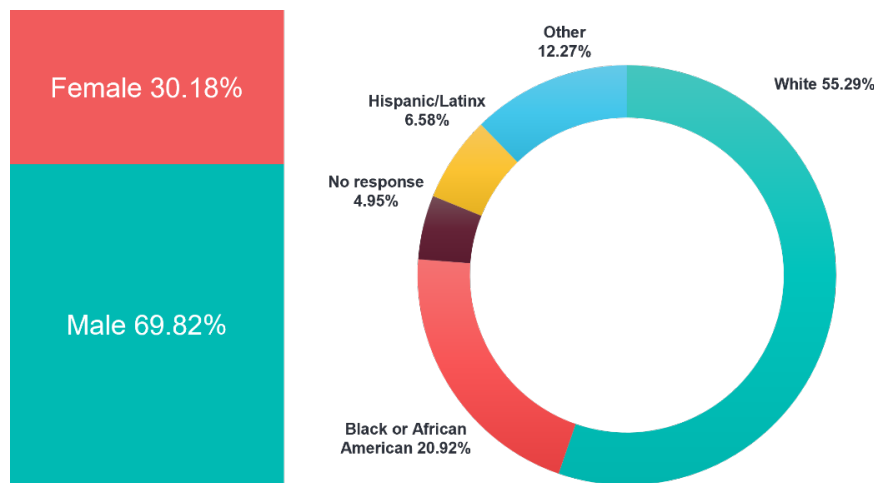
Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA's National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Willmar's opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your city to attract and retain diverse talent

This past year, 95% of our applicants provided their race, and 98% shared their gender during the recruiting process. We saw a 3.05% increase in the number of Black/African American applicants, a 4.11% increase in the category of other races, and a 5.82% increase in female applicants over the same timeframe in 2022. The demographic breakdown of 852 candidates presented to our clients was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Sharing our Triple Guarantee

We define success as a smooth, effective, and responsive executive recruitment that culminates in hiring a highly qualified Police Chief who matches the profile we developed to this end. We further define success by identifying and presenting a sufficient number of well-qualified applicants for the City to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary). This means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason), we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employment.

Sharing our transparent fee estimate

The City of Willmar's fee estimate is based on what we've learned is important to you. We'll go beyond what's expected to deliver a return on your investment.

The professional fee includes the cost of professional services by the engagement team leader and the project support staff including preparation of the recruitment brochure, candidate background, reference and academic verification checks. Project-related expenses such as advertising, and travel expenses for on-site visits are additional. Baker Tilly is not responsible for candidates' travel expenses to client locations for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of the agreement, 30% at the implementation of Phase I, 30% at the implementation of Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the City for any unpaid portion of the fee.

Feel free to direct all questions regarding the professional fee and project-related expenses to Patty Heminover at patty.heminover@bakertilly.com or +1 (651) 223 3058.

PROPOSED SERVICES	
Phase I	
Task 1 — Project kickoff; candidate profile; development of marketing, recruitment and outreach strategy	
Task 2 — Acknowledge applications and begin reviewing and classification of all applicants	
Phase II	
Task 3 — Develop and assign due diligence and applicant questionnaires, one-way video interview questions, review responses, prepare electronic Semi-Finalist Report, and selection of potential finalists	
Task 4 — Secure up to 10 references; conduct background checks, administer leadership/management assessments, and the Finalist Report	
Phase III	
Task 5 — Interview process preparation, invitations, technical support, suggested interview questions; final process and on-site interviews with finalists	
Conclusion	
Assistance and support for total rewards, employment offer negotiation, offer and acceptance by finalist	
FEE	\$26,950

OPTIONAL SERVICES FOR CONSIDERATION	FEE
At your request, Baker Tilly can conduct a web-based community survey to help your organization identify critical issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	\$1,850
On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Willmar at an hourly rate of \$300, plus expenses for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.	\$300 per hour plus expenses

Negotiating mutually acceptable terms and conditions

If selected, we will provide the City of Willmar with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Affirming our commitment to the City of Willmar

Our team will always look for a better way to help you stay ahead of every curve on our journey together.

 A team that knows your landscape Your team has worked with similar clients and will hit the ground running	 Eyes on the horizon We will share proactive ideas, industry insights and educational opportunities	 Commitment to cost control We won't send surprise bills or add unnecessary charges	 Staff continuity Our commitment to our people ensures you'll have a consistent team with consistent knowledge of your needs
 Ahead of the curve Our innovative technology keeps you at the forefront of communication, efficiency and compliance	 Wide-open communication Expect frequent check-ins and prompt responses to your questions	 Solutions scaled for you Our service plans are flexible and collaborative, crafted for your unique needs	 Unlimited potential Our services grow with your needs and evolve as you do

Detailed biographies of team members

We assemble the right team with the right experience for the City of Willmar to serve you project after project and take you further than anyone thought possible.

Leading the City of Willmar's recruitment and uncovering opportunities along the way

Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the City of Willmar organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the City and others designated as your technical advisor. As such, we conduct our recruitment process effectively, efficiently, transparently and professionally, consistent with "best practices" in the public sector executive recruitment space. Our agenda is clear; "our agenda is your agenda." Our objective is to generate a list of highly qualified candidates and assist you with screening and evaluating these candidates to identify your next Police Chief.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, which means a personal interest in the City of Willmar from some of our most experienced team members

DETAILED BIOGRAPHIES OF TEAM MEMBERS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR WILLMAR

Engagement leadership



Anne Lewis — Managing Director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly's public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She was also responsible for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.



Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

Consulting team



Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas and Texas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in Political Science and Public Administration from William Jewell College.

DETAILED BIOGRAPHIES OF TEAM MEMBERS

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR WILLMAR



Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601

+1 (312) 240 3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in Psychology and Organizational Leadership from Maryville University in St. Louis and a Master of Arts in Public Administration and Policy Analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



Edward G. Williams, Ph.D. — Director

17 Cowboys Way, Suite 800, Frisco, TX 75034

+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team



Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than ten

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR WILLMAR

years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in Organizational Leadership.

Engaging your team through a diverse and vibrant culture

Your Baker Tilly team will move you forward by staying in one place

Baker Tilly team members set us apart by delivering exceptional talent, thinking and service to our clients. We've worked hard to find the best, and we work hard to keep them thriving with us.

Our culture plays an important role, intentionally built to provide diversity, growth, work-life balance and much more. We take care of our people so they can take care of you. The result? **Engagement team members will serve you consistently, exploring sources to find qualified, diverse candidates who will support your organization and culture.**



INVESTING IN WHAT TRULY MATTERS

Our intentional investment in our team members has fostered an engaging culture where our employees stay with us and serve our clients for the long term.

Appendix A: Sample brochure



POLICE CHIEF

CITY OF BROOKLYN CENTER, MINNESOTA



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Brooklyn Center is the most diverse community in Minnesota. Covering 8.5 square miles and with a population of over 33,000, Brooklyn Center is a vibrant first-ring suburb in the Minneapolis-Saint Paul Metropolitan Area situated on the banks of the Mississippi River. Brooklyn Center residents enjoy easy access from interstates 94/694 and highways 100 and 252. The commute to downtown Minneapolis is six minutes, while the commute to Saint Paul is 15 minutes.

The City of Brooklyn Center takes pride in its neighborhoods; it offers prospective homeowners many choices from starter homes to residences with riverfront views to assisted living environments for senior adults. Brooklyn Center is home to 24 local parks and nature areas, contributing to its attractive quality of life. Combined with a 20-mile trail system that extends to all neighboring communities and the Mississippi River, residents can walk or bicycle throughout the city and much of the northwest metro.

Four school districts serve the City of Brooklyn Center, including Brooklyn Center Community Schools, Anoka-Hennepin, Osseo Area Schools, and Robbinsdale Area Schools. A variety of private and parochial education opportunities are also available.

Brooklyn Center is home to the headquarters for Caribou Coffee, an FBI regional field office, and the Heritage Center of Brooklyn Center, a city-owned and operated conference and event center. Shingle Creek Crossing is a major retail development located in the heart of the city. Major Brooklyn Center employers include Promethean, Inc., a division of Medtronic, Top Golf, and Luther Auto Group.



THE ORGANIZATION

The City of Brooklyn Center is a charter city with a council/city manager form of government. The city manager is responsible for the daily operations of the city. Reporting to the city manager are the department directors (including the police chief). The council delegates operational authority to the city manager who, in turn, delegates specific functional authority and budgetary responsibility to their department heads following the city charter, city ordinances, and council policies. The city has nine departments, including administration, police, fire, community development, finance, public works, parks and recreation, community prevention, health and safety, and equity and human resources. The police department works closely with all departments.



33,000

Est. Population



\$22.7M

2023 City Budget



AA

S&P Rating



160

City FTEs

THE DEPARTMENT

Within the Brooklyn Center police department is a tight-knit family culture, where solidarity, trust, and a shared dedication to the community's safety and well-being are paramount. This environment fosters a strong bond among officers and staff, creating a cohesive and supportive team. Brooklyn Center Police Department is comprised of five divisions:

Administration

The chief of police, three commanders and an administrative assistant comprise this division. This division coordinates and administers all divisions in the police department by implementing strategies for crime prevention and reduction. This division acts as a liaison to other city departments, members of the community, and other criminal justice agencies.

Community Services

At full strength, the Community Services Division comprises one crime analyst, one crime prevention specialist, one multi-cultural community liaison, one social worker, one sergeant and one commander.

Investigations

At full strength, the Investigations Division comprises six detectives, a violent offender's task force officer and an investigations commander. This unit provides centralized investigative resources to the department.

Patrol

At full strength, the Patrol Division comprises 26 sworn police officers, seven sergeants, part-time community service officers, one cadet, and one commander when fully staffed. Uniformed patrol officers respond to calls for service of both an emergency and non-emergency nature. Likewise, this unit conducts proactive patrol in residential and commercial areas to deter crime. Community service officers (CSOs) and cadets are a part of the Patrol Division and perform police-related duties that do not require a sworn police officer (animal complaints, on-street parking issues, etc.).

The largest and most visible arm of the police department, officers of the patrol division respond to calls for service from the public, investigate traffic accidents, and keep the peace. These officers conduct proactive patrols, traffic, and criminal enforcement.

Support Services

At full strength, the Support Services Division consists of seven records technicians, one property technician, and one support services manager. The records technicians are responsible for processing, disseminating, and public releasing all police reports. The records technicians issue gun permits, release vehicle impounds and maintain accurate records of stolen items and missing persons in a computerized national database. The property technician's duties consist of the inventorying, storing, and destroying of property seized by the police department.



BCPD believes strongly in the importance of community policing. A few of the department's efforts include, but are not limited to:

- Multi-cultural Advisory Committee ("MAC") meets on a monthly basis
- Participation with the Joint Community Police Partnership ("JCPP") Program for over a decade
- Multi-cultural Police Cadet Program
- Police Explorer Program
- Neighborhood Area Meetings held in Brooklyn Center parks over the past several years
- National Night Out
- Neighborhood Watch
- Frequent events and engagements within Brooklyn Center schools between community youth, BCPD officers and detectives
- Coffee with a Cop Program



THE POSITION

Reporting to the city manager, the police chief is responsible for developing and directing a public safety program to prevent crimes, protect lives, enforce laws and ordinances, and maintain public order for the people of the city. To do this, they will develop a community-centered culture within the department and coordinate an integrated approach to public safety with other department heads. The essential duties and responsibilities of the position include:

Administration

- In collaboration with others, develops and implements a community-based policing model and comprehensive public safety strategy. Ensures proper understanding and execution of the department's mission and values throughout the department.
- As part of the management team, work with the city manager and other department heads on projects, goals and plans as directed.
- Maintains high community visibility and a cooperative attitude with businesses and other organizations.
- Participates as a management team member along with the city manager and director of equity and human resources during labor negotiations.
- Provides information to the city manager on operations or activities as needed or directed.
- Provides reports to departments as needed and requested.

Police Service Activities

- Leads departmental operations by planning, organizing, and directing staff and police service functions with a leadership style that fosters collaboration and compassion within an environment that requires accountability.
- Directs and collaborates with internal public safety leaders within the city. Promotes community relations and develops a program of community safety awareness and crime prevention.
- Designs and implements appropriate police procedures for the department in compliance with current and new legislation or court decisions and evaluates and supervises activities to ensure appropriate police procedures are followed to meet the community's needs.
- Prepares and recommends capital improvement programs and long-range plans for the city's police department as a component of the city's overall capital improvement plan to the city manager.
- Ensures all police service matters are handled consistently and equitably within community expectations, city ordinances, state, federal and county laws.
- Establishes methods and trains staff to deliver exceptional customer service.
- Ensures follow-through with assistance and dissemination of information.
- As directed and in coordination with the city manager, represents the city and acts as spokesperson for the Police Department in various settings relative to public safety matters. Attends evening and weekend meetings, events, and emergencies as needed.
- Keeps appropriate people informed of pertinent issues relating to public safety.
- Represents the department in legal proceedings with the city manager when necessary.

THE POSITION *continued*



Financial

- Coordinate the planning and drafting of, and recommend, the police department's budget.
- Manage the budget effectively, acting as a good steward of taxpayer dollars.
- Recommend and implement changes by measuring and quantifying service delivery outcomes to ensure effectiveness.
- Review and approve service contracts with vendors and consultants to ensure compliance with the city's budget and purchasing policy.
- Analyze staffing and equipment levels to determine budget and community program needs.
- Manage and administer grants or other funding sources in compliance with the city's grant policy.

Supervision

- Manage and direct all areas of public safety for the police department; serve as a transformational culture leader.
- Good advocate for the people in the department.
- Works in coordination and cooperation with other city departments and county, state and federal agencies.
- Clearly and effectively delegates work assignments to staff.
- Develop an effective organization: this includes analyses of operations, decisions, or recommendations concerning organization and procedures, participation in employee selection, and responsibility for the development, motivation, and proper supervision of all department personnel.

Performs other duties that are consistent with the position tasks or as assigned.



DESIRED CAPABILITIES

The City of Brooklyn Center seeks a strong transformational culture leader with a clear vision for community-based policing and public safety.

Transparency will be key in revising and implementing public safety policies and procedures. It is expected the police chief will also be knowledgeable in financial and resource management, direction, development, and accountability for all functions within the police department. Ultimately, an effective police chief will be personable, responsive to feedback, and able to reestablish and maintain a sense of safety in the hearts and minds of residents.

The police chief is someone who can also contribute to community healing. They are someone who can navigate and lead change inside and outside the organization. To be successful, this leader must demonstrate integrity and be able to establish a strong, visible community presence. Building, reestablishing, and maintaining positive relationships within the community by understanding its unique needs will be pivotal for mending broken trust both internally and externally. A proven track record of gaining respect and community support is necessary as well as the courage to create internal change and innovate.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in police administration, criminal justice studies, law enforcement, public safety, or related field and ten (10) years of responsible, progressive experience in a police department, with a minimum of five (5) years in a command-level position such as lieutenant, captain, deputy chief, chief etc. Preferred training and experience include completion of the FBI Academy or similar academy training, a master's degree in criminal justice or public administration, and experience with collective bargaining agreements.

The preferred candidate will be eligible for licensure from the MN Police Officer Standard Training Board (POST), have experience with community policing, or police work that emphasizes connecting with the community, and a proven track record of building strong relationships with a wide variety of people and traditionally underserved communities.

COMPENSATION AND BENEFITS

The salary range for this position will be \$127,442 to \$166,000 depending on candidate education and experience. The city offers a full range of employee benefits, including participation in the Minnesota Public Employees Retirement Association (PERA).

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

www.governmentjobs/careers/bakertilly

This position is open until filled. For more information, please contact Patty Heminover at patty.heminover@bakertilly.com or by calling 651.223.3058.

The selected candidate will be required to complete a pre-employment background investigation that includes but is not limited to a thorough criminal background check, credit check, psychological evaluation, and professional references.

For more information about the City of Brooklyn Center, please visit <https://www.brooklyncentermn.gov/>

The City of Brooklyn Center will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, ability, age, marital status, status with regard to public assistance, familial status, veteran status, or membership on a local human rights commission, genetic information, gender identity or gender expression, and lawful participation in the Minnesota Medical Cannabis Patient Registry. The City of Brooklyn Center will take all necessary steps to ensure that all employment practices are free of such discrimination.



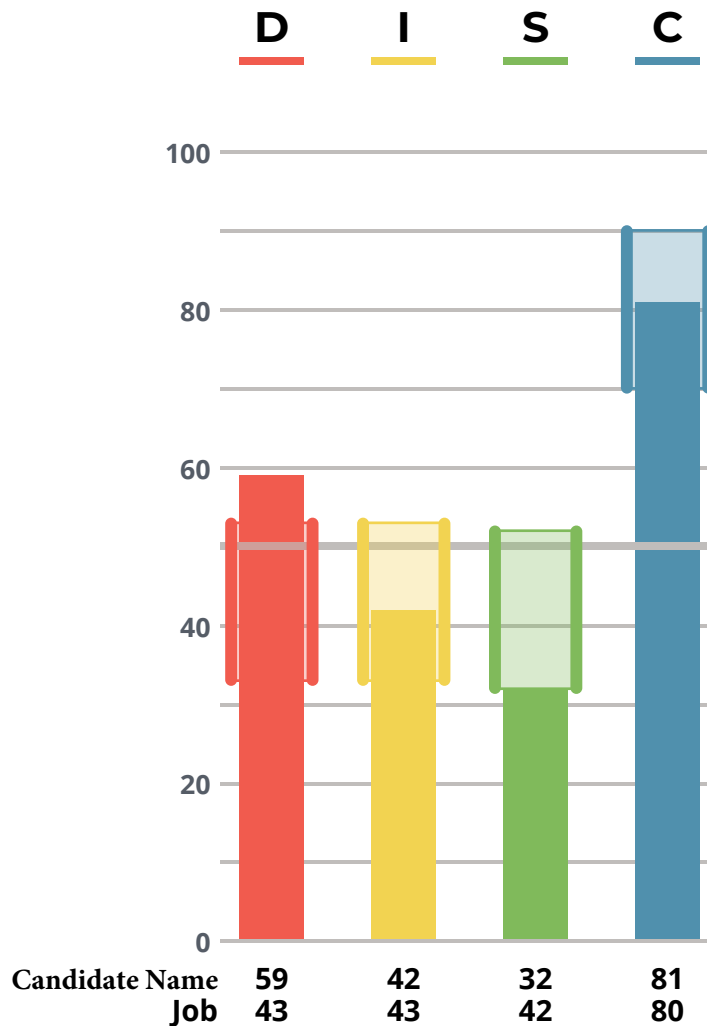
Appendix B: Sample TTI report

Workplace Behaviors®



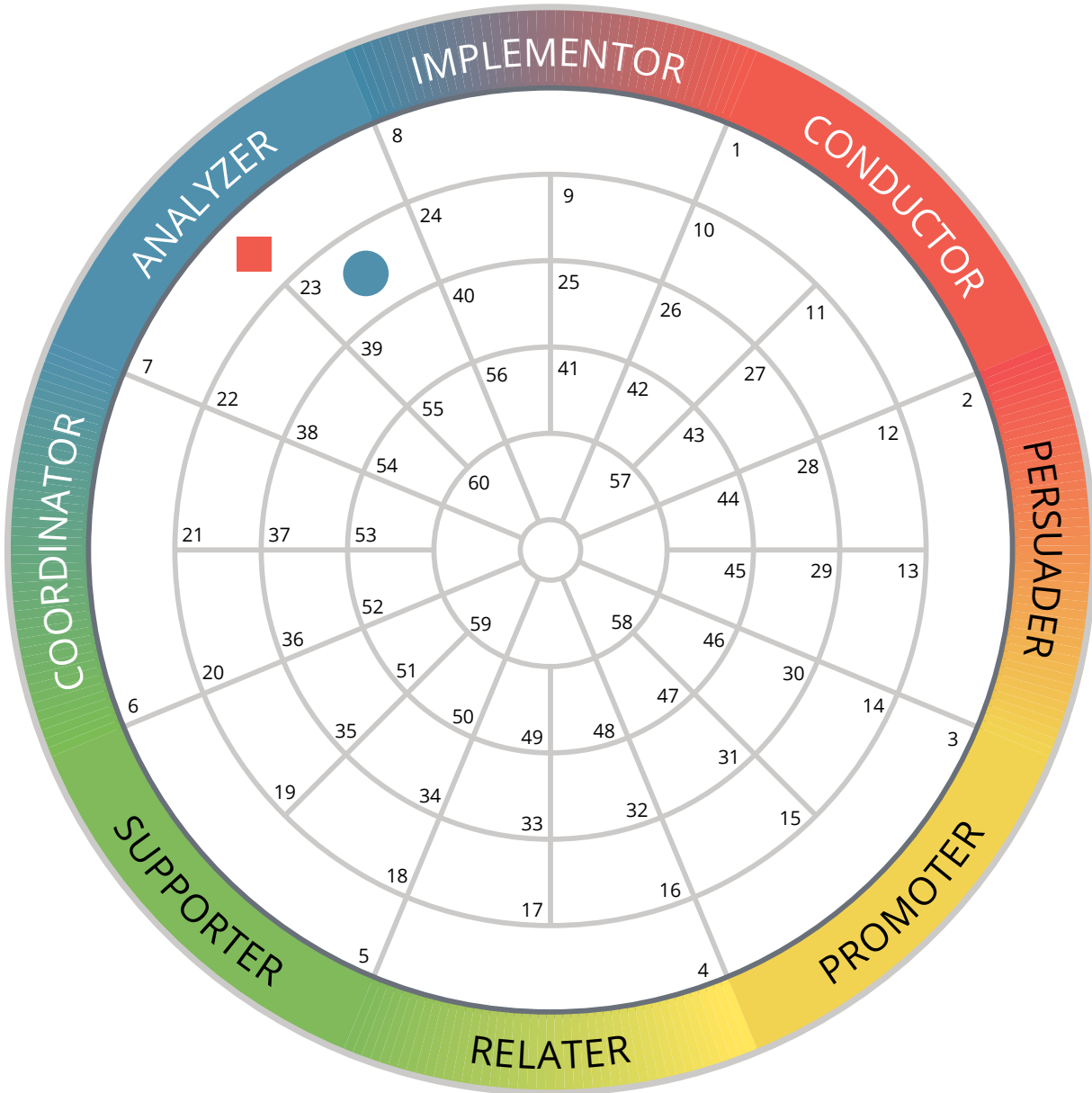
Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



Job Range (20 point range)

The Success Insights® Wheel



Job - (7) ANALYZER

Candidate Name - (23) IMPLEMENTING ANALYZER

Comparison Analysis

For Consulting And Coaching



Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match
  Fair compatibility
  Good compatibility
  Poor compatibility
  Over-focused

Candidate Name



OCTOBER 2024

Police Chief Recruitment Proposal

FOR THE CITY OF WILLMAR, MN

PRESENTED BY

Greg M. Prothman

President, GMP Consultants

GMP CONSULTANTS

Greg@gmphr.com

(206) 714-9499

www.gmphr.com





October 22, 2024

Ms. Leslie Valiant
City Administrator
City of Willmar
333 6th St SW
Willmar, MN 56201

Dear Mr. Mahli,

Thank you for the opportunity to provide our proposal to assist the City of Willmar with the recruitment of its next Police Chief. We are well positioned to assist the City with this important recruitment as GMP Consultants have led and managed 50 police and public safety national recruitments.

Your police Chief recruitment will be led by Chief Tim Troxel. Tim is a tenured law enforcement professional who brings 33 years of law enforcement experience including 12 years in senior law enforcement leadership. Tim retired as Deputy Police Chief with the City of Renton (population 100,000). Tim has or is in the process of conducting the last six police searches for GMP and has excellent candidate contacts as a result.

He will be supported by Mr. Jeff Weldon. Jeff served 29 years in municipal management in Minnesota and South Dakota including City Administrator for Redwood Falls, MN; and Assistant City Administrator for Apple Valley, MN.

GMP's management & recruitment knowledge brings a competitive advantage in recruiting top-notch talent. As the northwest leader in public sector executive search, we stand by our work by offering a **24-month guarantee** on your selection!

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 240 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches and over 100 public sector consulting projects. All our senior search consultants are active in both national and local state level associations or in their respective professional disciplines.

Our Philosophy

Our business philosophy centers on the understanding that this is a “people” related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others’ needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level police service consultants.

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.
- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.
- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.
- **Our Guarantee** – GMP is confident in its time tested and proven process. If your selected candidate leaves employment of the organization within the first 24 months of appointment, we will conduct an additional recruitment with no professional fee!

GMP Consultants Mission: *To provide exceptional executive search, interim placements, and organizational consulting services partnering with our clients to provide the highest quality services to their residents.*

PROJECT TEAM MEMBERS

Greg M. Prothman – President

Greg offers a unique combination of 20+ years of experience in various functions of government and 25 years of experience in public sector recruitment. Prior to forming GMP Consulting, Greg founded and was the driving force at Prothman Company as its President. Early in his career Greg served as a police officer for the University of Washington and the City of Renton. He left police work and accepted an administrative position for the City of Des Moines, WA. He was quickly promoted to Assistant City Manager and then City Manager. A Seattle native, Greg completed his BA at Western Washington University and his Master of Public Administration (MPA) degree from the University of Washington. Additionally, he completed the Senior Executives in State and Local Government program at Harvard University. Greg is a volunteer member of Seattle Mountain Rescue and a member of Crystal Mountain Ski Patrol.

Chief Tim Troxel – Lead Senior Consultant Police

Tim is a tenured law enforcement professional who brings 33 years of law enforcement experience including 12 years in senior law enforcement leadership. Tim most recently retired as deputy police chief with the City of Renton (population 100,000). During his time with the Renton Police Department, he was responsible for CALEA reaccreditation as well as leading the department's professional standards divisions. Tim is a graduate of the FBI National Academy (session 243) in Quantico VA. He also holds a Bachelor of Arts Degree from Washington State University in Criminal Justice. Tim enjoys hiking, golf travel and playing with the grandchildren!

Jeff Weldon

Jeff served 29 years in municipal management in Minnesota and South Dakota including city manager for Brookings and Yankton, SD; city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Kate Hansen – Operations Manager

Kate brings 20 years of project management and administration experience spanning private business, nonprofit, and government. She is a certified Project Management Professional (PMP) and holds a B.A. in Theatre from Chapman University, with an emphasis in stage management. Having served as a fire district administrator, political campaign manager and elected official, Kate possesses multi-faceted experience in local government. She has also served on the Board of Directors for multiple non-profits.

Sarah Marsh – Content Designer

Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two books honored by the National Council for the Social Studies.

Brenda Gabbittas – Project Manager

Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

WORK PLAN & APPROACH

GMP Consultants have conducted hundreds of successful executive searches refining our process along the way. We provide the workplan, but you are in charge, we customize every recruitment to meet your needs. We partner with you with the goal of finding a highly qualified candidate who is the perfect "fit" for your organization.

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule

We meet with the City Administrator and staff to review:

- Review and modify as needed the project scope of work and process
- Establish a project schedule
- Identify the geographic scope of the recruitment
- Review the compensation package
- Identify key stakeholders
- Review and discuss any additional issues as needed

Profile Research and Stakeholder meetings

Our goal is to thoroughly understand your police department, current challenges, preferred qualifications as well as the timeline for this recruitment. We would like to come in person to tour the Department and ask to meet with:

- City Administrator
- City's Leadership Team
- Department Leadership Team
- Union Leadership
- Outside Stakeholders
- Community Leaders (including a facilitated public meeting if needed)
- Review All Relevant Documents

Develop, Review, and Approve a Detailed Recruitment Profile

We create a tailored *police chief recruitment profile* highlighting the strengths of your job opportunity. If requested, we will assist in reviewing the position compensation and will make recommendations that are consistent with comparable agencies and the market. Examples of prior police chief recruitment profiles are included in this proposal and typically feature the following:

- Why Apply?
- Quality of Life Opportunities
- The Department
- Police chief Position
- The Ideal Candidate Traits
- Challenges & Opportunities
- Compensation & Benefits
- Your social media (if applicable)

STRATEGIC MARKETING

Our goal is to not only reach candidates who are actively looking for a new job but those police chiefs who are happy in their current assignment but who could be intrigued and interested in your opening. We research and develop a personalized national advertising strategy designed to reach all potential qualified candidates for your Department. The Advertising Strategy is comprised of four components:

- Targeted National Advertisement
- Mailed "Invitation to Apply" Flyers
- Email Outreach
- Personal Calls by Lead Consultants

Targeted Advertisement - We develop and place custom national advertising highlighting your police department and the police chief opening in websites, job boards, and periodicals such as:

- Intl. Association of Chiefs of Police (IACP)
- Minnesota Chiefs of Police Association
- Minnesota Board of Peace Officer Standards and Training
- Public Safety Executives Association (PSEA)
- League of Minnesota Cities
- Wisconsin Chiefs of Police Association
- Michigan Association of Chiefs of Police
- Illinois Association of Chiefs of Police
- Indiana Police Chiefs Association
- Careers in Government
- GMP Job Board
- GMP LinkedIn Page

Invitation to Apply Letter & Customized Candidate Database – We create a customized *Invitation to Apply Flyer* (examples are included) and then develop a database of potential police chief candidates. We will mail approximately 700 to 900 *Invitation to Apply* flyers to police chiefs in departments of comparable size in the 9 surrounding midwestern states.

Email Outreach – We will send email announcements to 270 Minnesota senior police professionals and 700 emails to police chiefs nationwide.

Personal Calls by our Lead Consultants – We will reach out to potential candidates who might be a good fit or who are looking for their next challenge. We will also reach out to our personal knowledge of police chiefs to make them aware of your opportunity.

CANDIDATE SCREENING

Candidate Application Materials

- **Application** - Candidates are asked to submit a cover letter, application, resume and five professional references of peer, subordinates and supervisors
- **City Communication** - We provide the City with a summary of the advertising strategy, the number of applications and the number of candidates selected for a preliminary interview
- **Board Review of Applications** – Occasionally some Agencies wish to review all the application materials prior to the selection of candidates for a preliminary interview. We are happy to facilitate this process if asked, but have found that many cities appreciate not having to review applications of not qualified applicants and trust in our selection of the most promising applications including several that might be considered to have questionable qualifications in an effort to be thorough

Preliminary Candidate Interviews – Once a candidate has indicated an interest in the position, we review all candidate application materials and:

- **Most Promising Candidates** - Identify the most promising candidates for a preliminary interview
- **Internet Review** - Conduct an in-depth internet inquiry on each candidate to identify any concerning issues to be reviewed with the candidate
- **Preliminary Interview** – Your lead consultant conducts a preliminary interview with the most promising candidates (we can record these for City's review if asked)
- **Written Summary** - Provide a written summary of our observations of the candidates strength, weakness and potential fit with the City and Department
- **Recommendations** - Provide our recommendations on each candidate for consideration

Work Session - We meet with the City Administrator to review the results of the preliminary interviews. Our goal is to provide as much information on each of the most promising candidates providing the needed data to make quality decisions on each applicant

- **Information Provided Prior** - Prior to the meeting we provide with sufficient time to review:
 - Each of the interviewed applicant's cover letter, resume, essay questions
 - The consultant preliminary interview notes
 - The results of the internet search
 - A candidate summary sheet with the consultant's recommendations
 - A complete file of remaining candidates' application materials if requested
- **Review with the City Administrator** - We review and discuss each candidate's application materials and interview results with the City Administrator
- **Finalist Candidate Selection** - The City Administrator selects those candidates to move forward for a final interview.

- **Final Interview Design** - We help you decide on the structure of the interviews, including the panel participants and facilitators, our goal is to tailor the process to fit your needs
- **Coordinating Candidate Travel** - We identify which candidate travel expenses your organization wishes to cover
- **Interview Questions** - Identify any potential interview topic areas of interest to the Committee from which we can develop potential interview questions

FINAL INTERVIEWS

Prior to the final Interviews we will:

- **Conduct References** - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers
- **Conduct Background Checks** - Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check
- **Facilitate Candidate Travel** – Based on your guidance we coordinate the most cost-effective travel arrangements
- **Develop a Master Interview Schedule** – We work with you to identify interview venues and then develop a master interview schedule
- **Develop Draft Interview Questions** – Provide draft interview questions for the City Administrator’s review and for each advisory panel (if used)
- **Provide Final Interview Materials** – We will provide all final interview materials for each candidate in a file for printing by the City as well as the Master schedule
- **Coordinate Final Interviews** – We will work with the City to coordinate all of the details of conducting the final interviews

Final Interviews

- **Facilitate the Final Interviews** - We are on site to facilitate the final interview process
- **Facilitate Panel Debrief** - After interviews are complete we facilitate a debrief with all advisory panels on each candidate’s strengths and areas needing support as information for the City Administrator.
- **Board Candidate Evaluation** - We facilitate the City Administrator’s evaluation of the candidates and potential consensus on a preferred candidate including any additional candidate referencing or research

Candidate Selection & Appointment - Once the City Administrator has identified a preferred candidate

- If asked we facilitate and identify potential contract elements with the City Administrator
- We assist with the job offer and contract negotiations leading to an employment agreement
- Notify all of the unsuccessful finalists
- **Celebrate the Selection of your new Police Chief!**

PROFESSIONAL REFERENCES

City of Battle Ground, WA

Erin Erdman (*now City Manager in Kennewick, WA*)
 City Manager
 CityManager@ci.kennewick.wa.us
 509 585 4238
Police Chief (2)
Community Development Director

City of Brainard, MN

Ms. Kris Schubert - Human Resource Director
 kschubert@ci.brainard.mn.us
 218 828 2307
Utilities Director
City Administrator

Gunnison County, CO

Matthew Birnie, County Manager
 MBirnie@gunnisoncounty.org
 970-641-3061
 Six department/assistant county manager
 recruitments

City of Blaine, MN

Michelle Wolfe, City Manger
 mwolfe@blainemn.gov
 763 785 6121
Finance Director
Human Resource Manager

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting	Week 1	City & GMP: Meet to discuss timeline & search process
Profile Development	Week 1-2	GMP: Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	GMP: Post online ads; send direct mailing
First Review	Week 8 -9	GMP: Conduct preliminary interviews with most promising candidates
Work Session	Week 10	City: Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	GMP: Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	City: Hosts finalist interviews City: Makes hiring selection

PROFESSIONAL FEES

The fee for conducting a Police Chief search is \$17,500 with a not to exceed price of \$25,000. Professional fees cover all consultant and staff time required to conduct the recruitment. Expenses are additional. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf. All expenses are submitted at actual cost with no mark up. Expenses include:

- Websites, job boards and other advertising (approx. \$1,800 - 2,200)
- Direct mail announcements (approx. \$1,700 - 2,000)
- Consultant travel: Mileage at IRS rate and \$75 per hour
- Background checks (approx. \$225 per candidate)

The City has the right to cancel the search at any time, the only responsibility would be the fees and expenses incurred prior to cancellation. Any additional work requested beyond services provide in the scope of work is billed at \$170 per hour. If a candidate is not selected and a second recruitment is needed, additional expenses may be applicable beyond the not to exceed figure.

GUARANTEE & WARRANTY

If a candidate is not selected, we will repeat the recruitment for the cost of expenses as needed until a candidate is selected.

Should the selected candidate leave the employment of the City within the first **24 months** of appointment, we will conduct an additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

POLICE CHIEF SEARCHES BY GMP'S CONSULTANTS & MANAGERS

City of Albany, OR Police Chief	City of Gearhart, OR Police Chief	City of Port Angeles, WA Police Chief
City of Arlington, WA Police Chief	City of Gillette, WY Police Chief	City of Prineville, OR Police Chief
City of Ashland, OR Deputy Police Chief	City of Grants Pass, OR Public Safety Director	City of Poulsbo, WA Police Chief
City of Battle Ground, WA Police Chief (2)	City of Issaquah, WA Police Chief	City of Red Lodge, MT Police Chief
City of Bend, OR Police Chief	City of Kalama, WA Police Chief	City of Richland, WA Police Chief
City of Blaine, WA Police Chief	City of Kirkland, WA Police Chief	City of Sandy, OR Police Chief (2)
City of Boardman, OR Police Chief	City of La Center, WA Police Chief	Toppenish, WA Police Chief
City of Bothell, WA Police Chief	City of Lake Stevens, WA Police Chief	City of Umatilla, OR Police Chief
City of Bremerton, WA Police Chief	City of Marysville, WA Police Chief	The Tulalip Tribes, WA Police Chief
City of Brier, WA Police Chief	City of Monroe, WA Police Chief	SNOPAC 9-1-1, WA Executive Director
City of Burlington, WA Police Chief (2)	City of Mountlake Terrace, WA Police Chief	ICOM 911, WA Executive Director
City of Canby, OR Police Chief	Clackamas Community College, OR Director of Campus Safety	SOUTHSOUND 911, WA Executive Director
City of Chehalis, WA Police Chief	Clatsop County, OR Community Corrections Director	COWLITZ 911, WA Executive Director
City of College Place, WA Police Chief	Clatsop County Sheriff's Office, OR Jail Commander	KITTCOM 911, WA Executive Director
City of East Wenatchee, WA Police Chief	City of Othello, WA Police Chief	MACC 911, WA Executive Director
City of Enumclaw, WA Police Chief	City of Pasco, WA Police Chief	SNOCOM 911, WA Executive Director
City of Ephrata, WA Police Chief		JEFFCOM 9-1-1, WA Director
City of Ferndale, WA Police Chief		SECOMM Communications Manager
City of Fife, WA Corrections Administrator		Director of Emergency Services

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com. Copyright © 2023 by GMP Consultants, . All rights reserved.

Welcome to BATTLE GROUND



Dear Colleague,

GMP Consultants is assisting the **City of Battle Ground, WA** in finding a **Police Chief**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
greg@gmphr.com / 206-714-9499



WHY APPLY?

This is a unique opportunity to lead a state-accredited police department in a growing community with a small town feel just outside the Portland-Vancouver metro area. No call is too small in Battle Ground. This is an agency with a strong reputation in northern Clark County, and law enforcement partnerships with the County and nearby cities are enviable. The administration prioritizes the health and wellness of Department members, directors collaborate on a daily basis toward City and Council goals, and the City is committed to maintaining Battle Ground's distinctive character. If you are looking for a friendly and supportive community, a stable and cooperative city council, and a great quality of life—this may be the right opportunity.



THE CITY OF BATTLE GROUND

Incorporated in 1951, the City of Battle Ground is a full-service city that operates under a Council-Manager form of government with a total budget of \$69.5 million and a team of 96 FTEs.

Erin Erdman was appointed as City Manager in 2019 and previously served as the City's Community Development Director. Departments include Community Development (Building & Planning Divisions), Executive, Finance, Municipal Court, Parks & Recreation, Police, and Public Works (Engineering & Operations Divisions).

THE POLICE DEPARTMENT

The Battle Ground Police Department (BGPD) is a WASPC accredited agency operating with an annual budget of \$6.9 million and a 2022 call volume of 6,100 dispatched events and 6,700 officer-initiated events. Staffing includes the Police Chief, 2 Lieutenants, 5 Sergeants, 20 officers, and 5 Support Staff.

BGPD is a family focused, community oriented full-service law enforcement agency that believes in proactively engaging with the public and creating new outreach opportunities for Department members. The Department has excellent support from the community and City leadership, who are committed to the City having the premier law enforcement agency in Southwest Washington.



THE IDEAL POLICE CHIEF

- Will be authentic and bring humility with a people-centered management approach.
- Will set goals and expectations while giving and receiving feedback and accepting responsibility.
- Embraces technology and works collaboratively to find solutions to challenges.
- Has broad knowledge of municipal operations and budget management.
- Has knowledge of essential human resource and risk management principles as they relate to law enforcement.
- Has strong interpersonal skills, social intelligence, and the ability to communicate professionally and effectively—both in person and in writing—throughout all levels of the organization.
- Will hold self and subordinates accountable to current policies, procedures, and profession best practices.
- Will bring fresh ideas, lead by example, have high integrity, and encourage teamwork at all levels.
- Has an excellent knowledge of Washington Administrative Code (WAC) and Revised Code of Washington (RCW).
- Will encourage personal and professional growth, mentor staff, and recognize quality work.
- Is dedicated to providing excellent customer service to citizens, City staff, and the City Council.
- Will treat all people with dignity and compassion, and respect different points of view.

**LEARN
MORE**

Visit: gmphr.com

Salary Range: **\$144,928 to \$184,389** annually DOQ

First Review: **October 29, 2023**

More Information: Tim Troxel, GMP Consultants
tim@gmphr.com / (206) 696-4542



POLICE CHIEF

CITY OF BURLINGTON, WA



WHY APPLY?

This is a fantastic opportunity to lead a community-centered police agency in beautiful Skagit County, one hour north of Seattle. Burlington is small enough to be nimble and yet accomplishes big things for the community. The Burlington Police Department is a well-managed organization with a young tenured staff and an excellent “can-do” culture with a strong emphasis on community policing. All commissioned supervisors have been promoted from within the agency and within the last 7 years. Police, Fire, Court and City Hall all are a short walk apart in a municipal campus setting. The City has a strong financial outlook with healthy reserves. The City Council and residents want what is best for Burlington and are very supportive of the Police Department and all City services. If you are looking for a friendly, supportive community with a small-town feel and a workplace with dedicated professionals who strive to provide excellent in-person police services, this may be the right opportunity.

Welcome to BURLINGTON



Burlington is a vibrant city of 10,730 located in the heart of the Skagit Valley on Interstate-5 mid-way between Seattle and Vancouver, Canada. Burlington is known for offering small-town livability with all the convenient amenities of a big city.

Since the 1880's, Burlington has served as the bustling crossroads of Skagit Valley. Known as "the Hub" of the valley, the city is located at the busy intersection of Interstate 5 and State Route 20 which supports a thriving service industry that includes Burlington Gallery, The Outlet Shoppes at Burlington, Fred Meyer, Home Depot, Costco, an AMC Loews cinema complex as well as many family-owned businesses located in the historic downtown. According to the Economic Development Alliance of Skagit County, more than 1,200 businesses call Burlington home and the growing retail market is approaching \$1 billion in annual sales. As a result, the daytime population can swell to 45,000-60,000 each day.

Burlington's prime location offers easy access to Seattle to the south, Vancouver, B.C. to the north, the San Juan Islands to the west, and the North Cascades National Park to the east. Within an hour's drive, residents can enjoy mountain hiking trails, downhill skiing or snowboarding, boating and river rafting, world-class fishing, beachcombing, or island hopping on the Washington State Ferries.

Quality of life is a major focus in Burlington. The City provides more than 200 acres of parkland and sports fields including Skagit River Park—one of the largest natural grass fields in the state. This 80-acre sports complex and city park can accommodate several hundred teams at a time for soccer, Frisbee, and other tournaments.

Burlington is also a stop along the Cascade Loop Scenic Highway—a beloved 440-miles road trip for both visitors and locals that travels through some of Washington state's most spectacular scenery. The Skagit Valley region is served by two international airports: Bellingham 30 miles to the north and Seattle-Tacoma 80 miles to the south.





THE CITY OF BURLINGTON

Burlington is a full-service city serving a resident population of 10,730 across 4.42 square miles with a 2024 budget of \$53 million and a team of 123 FTEs. Incorporated in 1902, the City of Burlington operates under a Mayor-Council form of government with seven elected Council members: six are elected from population-based Council Wards, and one is elected to serve at-large. All councilors are elected to four-year terms, including the Mayor. Departments include Administration, Finance, Community Development, Fire, Legal, Library, Municipal Court, Parks & Recreation, Police, and Public Works.

**FULL-TIME
EMPLOYEES**
123

2024 BUDGET
\$53 million

AREA
4.42 square
miles

POPULATION
10,730

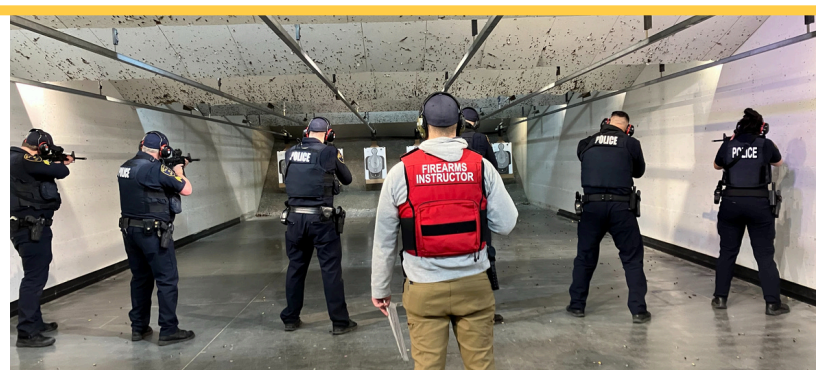
THE POLICE DEPARTMENT

The Burlington Police Department works diligently to enhance the quality of life in the Burlington community. The Department is comprised of 31 commissioned officers, 3 records specialists, 1 administrative assistant, 1 evidence technician, and 1 community service officer. The Department operates with a budget of \$6.6 million and receives 10,000 – 11,000 calls for service each year.

The Police Chief is supported by an administrative assistant, administrative commander, and patrol commander. The administrative commander position is currently vacant and is being temporarily filled by the administrative sergeant. With the Mayor's approval, the new Police Chief will determine the best organizational structure to meet the future needs of the City, Department, and community.

The Department is served by 4 patrol sergeants, an administrative sergeant, and a detective sergeant who oversees 2 detectives. Burlington also contributes officers to the North Cascades Swat Team, the interlocal Crisis Negotiation Team, and the Regional Drug Enforcement Taskforce. Specialty positions include the field training officer, bicycle patrol, community resource officer, drone operator, and multiple instructor positions (taser, firearms, defensive tactics, patrol tactics, pepperball, emergency vehicle operator, tac med, and active threat response). Patrol officers work a 12-hour Pitman schedule and in 2023 the Department implemented a take home car program.

Promotions within the last seven years have included the administrative sergeant, detective sergeant, and all commanders and patrol sergeants. The leadership team is cohesive and eager to continue to provide exceptional community policing services. The Police Station is in a campus setting alongside City Hall, the Fire Station, and Municipal Court. In 2023, the Department created an in-house workout facility with all new equipment.





THE POLICE CHIEF

The Chief of Police is responsible for overall leadership and management of the City’s police department including its patrol, traffic, detective, records, internal investigations, field training, and other functions. The Chief is responsible for supervising the commissioned and non-commissioned staff of the Police Department and participates in department head and City Council meetings and other designated activities.

Responsibilities involve providing leadership to all staff in meeting the Department mission in service to the community through planning, directing, managing, and overseeing the activities and operations of the Police Department. The Chief oversees and participates in the development of the Department’s budget, following the goals and objectives of the City Council and ensuring that the Department functions within budget appropriations. In addition, the Chief provides highly responsible and complex administrative support to the City Administrator involving coordination of assigned administrative duties with other departments and outside agencies, as well as public relations activities with the community.

THE IDEAL CANDIDATE

- Is innovative with a demonstrated ability to see the big picture.
- Embraces technology and will exhibit enthusiasm, creativity, and bring fresh ideas.
- Will build on the agency’s positive work culture and relationships.
- Will lead by example, treat all people with dignity and compassion, and respect diverse points of view.
- Will hold self and agency employees accountable for performance and profession best practices.
- Will be interactive, authentic, and demonstrate humility with a people-centered management approach.
- Has strong interpersonal skills, emotional intelligence, and ability to communicate openly, professionally, and effectively—both in-person and in writing throughout the entire city.
- Is a tactful team player and collaborates with peer department heads, agency staff, and elected officials with mutual respect.
- Mentors future leaders and encourages continuing education and training by all staff.
- Brings tenured, stable leadership and a successful work history in public safety management.



OPPORTUNITIES & CHALLENGES

- 1) The new Chief will work with City administration to develop and improve outreach efforts and communication with Burlington's Hispanic and Latino communities.
- 2) Burlington has a unique customer base. While the nighttime population is just over 10,000, the daytime population can swell to 60,000 as retail and other businesses attract people from outside of Burlington. Providing services with the current patrol staffing levels continues to put a strain on resources.

EDUCATION & EXPERIENCE

- A bachelor's degree in a law enforcement associated field from an accredited college or university is preferred. A master's degree is strongly preferred.
- Must have 10 years of experience as a commissioned police officer with a minimum of 5 years as a midlevel supervisor or above in the command structure.
- Progressive senior management and/or administrative experience is preferred. Experience as a Chief is strongly preferred.

Any combination of education and experience, which provides the applicant with the desired skills, knowledge, and ability required to perform the job, may be substituted for these qualifications.

OTHER REQUIREMENTS:

Must be eligible under law to hold the position, meet all requirements and obtain a State of Washington Peace Officer Certification within six months of hire, and have completed the Washington State Basic Law Enforcement Academy or be eligible for a certificate of equivalency from the Washington State Training Commission within 12 months of hire.



COMPENSATION & BENEFITS

The City of Burlington is offering an annual salary range of \$155,695 to \$198,264 for this position, dependent upon experience and qualifications. The comprehensive benefits package includes Medical (City pays 100% employee and 90% dependents), Dental/Vision (City pays 100% full family), and LEOFF 2 Retirement. Employees receive 12 paid holidays per year, 8 hours of sick leave per month, and annual vacation accrual increases. No WA state income tax.



RESOURCES

[2024 City Budget](#)

[City Comprehensive Plans](#)

[Burlington Chamber of Commerce](#)

[Visit Burlington](#)



TO APPLY

Apply Online: gmphr.com

First Review: **September 8, 2024**

More Info: Tim Troxel, GMP Consultants
tim@gmphr.com / (206) 696-4542



Proposal to provide Professional Executive Search Services for the City of Willmar Chief of Police Position

OCTOBER 22, 2024

Provided to Leslie Valiant, City Administrator
By Government Professional Solutions (GPS)



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Appendix 19

October 22, 2024

Leslie Valiant, City Administrator

lvaliant@willmarmn.gov



Dear Leslie,

Government Professional Solutions, LLC (GPS), welcomes the opportunity to submit this proposal for executive search services to help the City of Willmar find and hire the best candidate to serve as its next Chief of Police. We understand that the City already possesses fine internal candidates, and the Council wishes to acknowledge and respect these candidates, while still performing a comprehensive search. We have experience in just these types of situations and are very careful to respect all candidates as they participate in a fair and competitive process.

GPS offers you a distinctive alternative to the traditional executive search firm. We are a government consultancy comprised of only senior level, former city managers with MPA degrees. Our services are based on best practices built from a combined 30+ years of experience in the public sector and city management. Having completed several police chief searches across the country, we are familiar with the markets and the cities where you will want to look for talent. More importantly, we have forged close relationships with law enforcement professionals throughout the Midwest and will attract highly qualified candidates to Willmar because of those personal connections.

We believe, and hope you will agree, that we are the best partner to guide you through this very important executive search process for several reasons:

- **Our ability to leverage an extensive network of public officials across the U.S.** Throughout our decades of public service, we have developed and continue to grow long-lasting relationships with countless public executives, managers, and staff.
- **Our experience hiring and supervising police executives across the country** We have connections across the country that ensure we have access to the highest quality public servants in the country.
- **Our commitment to giving you customized and personal service of the highest quality.** GPS Partner, Chris Lowe, will be the lead consultant working on this project and will work closely with you to customize a search approach that best serves your specific objectives. This means you know exactly who you are working with from start to finish, that you can count on receiving senior level expertise, and that the process will be seamless.

Chris Lowe prepared this submittal and can be reached by email or phone (info below).

Thank you very much for your consideration of our firm and proposal.

Sincerely,

A handwritten signature in purple ink that reads "Bret Bauer".

Bret Bauer, Partner and Co-Founder
104 Harbor Haven St.
Gun Barrel City, TX 75156
(316) 207-0688
bbauer@governmentpros.com

A handwritten signature in purple ink that reads "Chris Lowe".

Chris Lowe, Partner and Co-Founder
18605 Arrowwood Dr.
Monument, CO 80132
(785) 766-9104
clowe@governmentpros.com

Approach

Government Professional Solutions (GPS) does not operate like most national search firms. Our approach is collaborative, customized, personal, and relationship based. As former city managers who have served full-service cities and their elected officials, we understand first-hand how the executive search function must fit within the larger mission of the local government and the community. We are passionate about public service and we know at the core, that means our focus is about getting to know people - those in your community, and those wishing to serve your community.

City managers who know how to hire Police Chiefs

As former city managers and candidates ourselves, we know how to get in front of top candidates. We are connected to modern, accomplished Police Chief candidates, both directly and indirectly through our extensive network of public officials. We have worked with many of them as colleagues and have personally networked with them at industry association and other events. We have served with them on boards and held leadership positions in the same organizations. Most importantly, we know both the seasoned veterans AND the young up-and-coming professionals who are highly sought after by cities.

We also know the newsletters, publications, and websites these professional candidates subscribe to because we subscribe to them ourselves, and we understand which sources are trusted most.

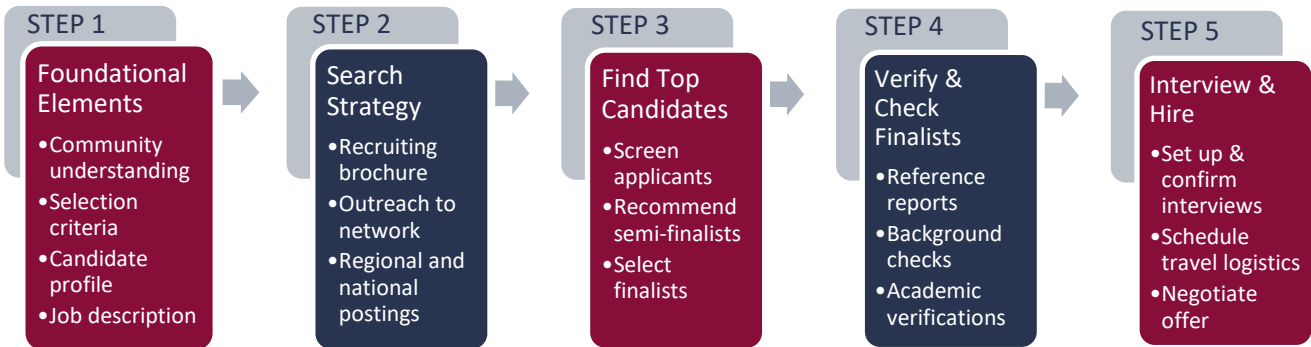
Finally, because of our lengthy and direct experience in the public sector, we are also able to screen candidates quickly and efficiently. An initial conversation by one of our senior level partners quickly yields an accurate assessment of capability and fit. This enables us to focus the majority of our energy and resources on those candidates who have the highest probability of becoming semi-finalists in the search.

A single dedicated senior level consultant by your side

Because our recruitment searches are conducted start to finish by one of our partners, you get an extremely efficient process. A single senior level person dedicated to every step of your project means no gaps or delays in information transfer among multiple staff members and consultants. It means that both you and the candidates get a very direct and responsive line of communication. Also, it means you get a level of experience and personal service you know you can count on. We also limit the number of searches that our partners perform at one time, so that our sole focus can be on serving your community in this vital search. No other search firm provides this level of service and attention in our experience.

GPS Partner, Chris Lowe, will be the lead consultant on this project.

GPS will customize a search process that best serves your specific objectives and situation. Below is the general workflow we will follow



STEP 1: DEVELOP FOUNDATIONAL ELEMENTS

Understanding you and the community

The first, and most important step of our process is to spend time getting to know you and your community.

In our experience we have found that too often the process of finding the next leader for an organization is a cookie-cutter process focused on developing a community profile and quickly finding a candidate. As public executives, we understand how important it is to understand your community and to have a complete, professional, and thorough process to find top level talent for your future leaders. That is why we structure time to spend in your community to experience its amenities, economy, people, and infrastructure, and to get to know your organization and community, both individually and as a collective group.

Developing the ideal candidate profile begins with a survey sent to you and designated staff prior to our first meeting. Members individually complete these surveys to help begin to paint the picture about what you want to see in your next Chief of Police. We can also distribute similar customized surveys to stakeholders that you identify to make sure there is broad-based support for the process.

We then meet on-site with you, designated staff, and stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your position. We work with you to thoroughly understand (or help identify) the position’s requirements, current challenges, strategic priorities, and expectations.

Information obtained from these efforts, coupled with our review of any provided resources, is used to prepare selection criteria, a job position, and a candidate profile,

Timeframe:

1 week

Deliverables:

Community understanding

Selection criteria surveys

Job position

Candidate profile

all of which will be approved by you before recruitment begins. Spending time getting these items right is critical to ensuring an efficient and effective process to follow.

STEP 2: DESIGN A CUSTOM SEARCH STRATEGY

We work collaboratively with you to develop a comprehensive outreach strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. We will recommend a strategy that includes national, state, regional, and local elements.

Leveraging our network

Central to that strategy is to leverage our extensive network of public officials. Often, we know qualified candidates who are not actively seeking new employment and will not necessarily respond to an advertisement. As we've discussed, we have personal relationships with law enforcement professionals throughout the Midwest and the nation. Our networks are not huge database email lists like many of the big recruiting firms have. Our networks are colleagues and personal friends who we have worked with and developed relationships with for years. The candidates on our lists know us and trust us to lead them to great opportunities. National firms do not have these types of lists or relationships.

Another tool we leverage is a comprehensive recruitment brochure that can accompany all networking and outreach efforts. This brochure typically includes the candidate profile defined in Step 1, a summary of city challenges and priorities, and information that positions your location as a highly attractive place to live and work. *(Please see example provided in the Appendix)*

Leveraging the ICMA & other professional organizations

From our decades in city leadership and as candidates ourselves, we depend on the International City/County Management Association (ICMA), as do the type of candidates you want for this position. We have personally found our own jobs as well as hired people through the ICMA. As 15-year members of the organization, we are highly familiar with its leadership, processes, and network. ICMA also publishes a monthly magazine, PM, which we often use for advertising. In addition, we also use the International Association of Chiefs of Police (IACP) and the Minnesota Chiefs of Police Association as well as the League of Minnesota Cities. Most Police Chiefs are members, and it is the first stop for anyone in the industry looking for a new job.

We value diversity and our recruitment process reflects that. We work with the National Organization of Black Law Enforcement (NOBLE) and the Local Government Hispanic Network (an affiliate of ICMA) to ensure we are casting an inclusive net.

Timeframe:

1-2 weeks

Deliverables:

Timeline

Recruitment
brochure

Advertisement

STEP 3: FIND TOP CANDIDATES

Upon approval of the custom search strategy and marketing tools, we promptly begin the search process, starting first and foremost with our network.

Application packets will be received and categorized according to the rating criteria established by you and your team to ensure that the candidate pool has the matching skills and background. You will receive weekly updates on the development of the candidate pool. Information on all applicants will be retained and organized for recordkeeping purposes and will be transmitted to you upon completion.

Each candidate submitting a resume is sent a timely acknowledgement, including an approximate schedule for the recruitment. Throughout the process, communications are maintained with each candidate regarding information about the recruitment progress and their status.

We will screen candidates against the position and criteria defined in Step 1 and recommend a list of 10-15 semi-finalists to you.

Two important tools we use during this process are a candidate questionnaire and a due diligence questionnaire, both customized to your unique position and situation (please see examples of each in the appendix). The candidate questionnaire goes to all semi-finalists and provides additional information about their background and experience. The due diligence questionnaire goes only to finalists.

We also ask semi-finalists to engage in video storytelling where they are given an opportunity to tell us about their journey in public service. This is intended to help us, and you better assess who they are as people and as leaders. This approach can help in developing a more comprehensive understanding of the candidate's ability to think on their feet as well as their personal and professional demeanor.

We will provide you with a semi-finalist report that includes copies of all marketing media, the master applicant list, as well as a cover letter, resume, completed questionnaire, and videos (if used) for each semi-finalist.

From there, we will review semi-finalist information with you and ask you to select finalists for interviews.

Timeframe:

5-6 weeks

Deliverables:

Custom questionnaires

10-15 semi-finalist recommendations

Timely and regular communications to candidates

Regular updates to you and your team

Semi-finalist report

STEP 4: VERIFY AND CHECK FINALISTS

When you approve a group of finalists for on-site interviews, we will begin the process of conducting reference checks, background checks, and academic verifications. A confidential reference report is prepared for each finalist to complete our understanding of his or her management and leadership characteristics and professional work performance.

Timeframe:

2 weeks

For the background checks, we will collect information on the candidates in the following areas:

- City/County/State Criminal
- Federal District Criminal
- Employment Verification
- Reference Verification
- Sex Offender Registry
- Motor Vehicle Driving Record
- Educational Verification

Deliverables:

Reference check results

Background check results

Academic verification results

STEP 5: INTERVIEW AND HIRE

Upon completing the candidate verifications and checks, we will work collaboratively with you to develop the final interview process.

We will provide you with a Final Candidate Report prior to commencement of interviews. This report will include a copy of the interview schedule, as well as cover letter, resume, completed questionnaires, and reference/background results for each finalist to be interviewed. It will also include our individual analysis of each candidate compared to the ideal candidate profile developed with you.

Accompanying the final report will be guidelines for interviewing the finalists, suggested interview questions, and a customized interview grading tool for your interview panel(s). We will attend finalist interviews to support continuity of the process.

We will work with you to develop an interview process that is thorough and inclusive of your organization and community. Successful options we have used in the past include: a community meet and greet (this allows community members, elected officials, and staff to meet and visit with the finalists), community interview panel to serve as one of the events for finalists during the in-person interview process, and/or a community dialogue event.

*Additional options available to you are:

- Assistance with developing a compensation package and related employment considerations
- Assistance with employment agreement negotiation.

Finally, we will notify candidates of the final decision and will confirm final process close out items with you.

Timeframe:

2-3 weeks

Deliverables:

Interview and travel itinerary schedules

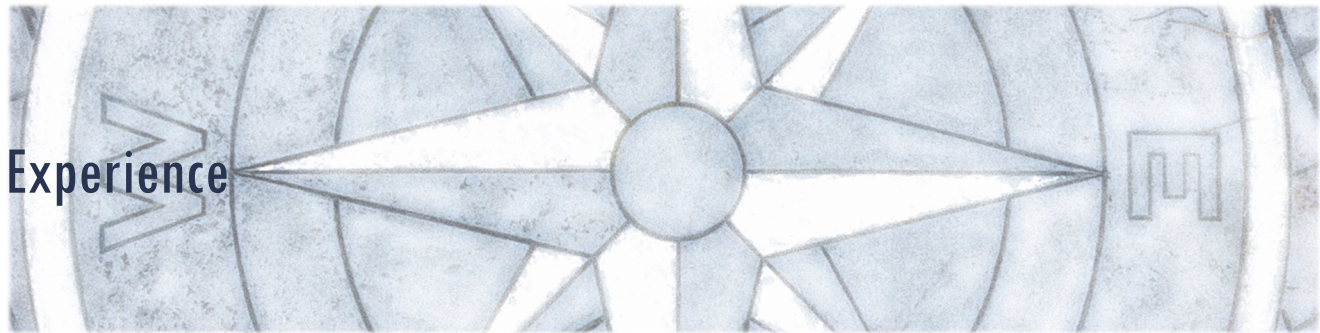
Final Candidate Report

Interview guidelines

Suggested interview questions

Interview grading tool

Candidate notifications



30+ years combined experience in city management

GPS is comprised of only senior level, former city managers with MPA degrees. Our partners share a passion for serving the public and bring a combined 30+ years of experience in leading communities. Their public service careers include serving as City Manager, Town Manager, or Assistant City Administrator in Missouri, Kansas, Texas, and Colorado.

Resumes of Partners, Bret Bauer and Chris Lowe, are included in the appendix. Chris Lowe will be the consultant assigned to this project and will execute all tasks involved. No outside consultants are expected to be used.

17 years of successful recruiting history

RECENT RECRUITMENTS

Chief of Police-Alliance, NE
City Manager-Janesville, WI
Town Administrator-Elizabeth, CO
Chief of Police-Hutto, TX
Chief of Police- Paonia, CO
City Manager-Brentwood, TN
City Manager- Prospect, TX
City Administrator-Grand Island, NE
Utility Director-Grand Island, NE
Police Chief-Gun Barrel City, TX
City Administrator-Lochbuie, CO

At GPS, we have been conducting executive level recruitments for over 17 years. We believe the perspective we bring as former city managers and candidates, combined with the principled approach we developed based on decades of combined experience, enables us to help you find and hire the right candidate for the job the first time around.

As former city managers, we are very familiar with the types of discussions to have and questions to ask of candidates as we have been in those positions ourselves and tackled the same types of opportunities and challenges they most likely will face. Not to mention, we have also been on the candidate side as we have applied and been hired for these very same types of positions.

More than an executive search firm

GPS was founded with one central objective: to use our industry experience and decades of public service to help cities and counties improve their communities. Since 2006, GPS Partners Bret and Chris have been expanding their government experience and network in cities across the country to position themselves to be the best trained public servants available to serve cities and counties on a diverse range of projects, challenges, and opportunities.

Our breadth of services includes:

- Executive Search
- Budgeting
- Human Resources
- Leadership Development
- Utility Management
- Project Management

The compass in our logo depicts our goal of providing guiding direction to our public clients and we strive to be a steady partner throughout that journey. We firmly believe in the value of trusted relationships, and want to be your trusted partner, not just another vendor.

The GPS Guarantee

We are confident in our process and offer an 18 month guarantee against resignation or termination for any reason for any candidate that was developed through our search process. Any subsequent search will be done for actual cost.

I'm writing this letter of recommendation on behalf of Bret Bauer, Partner & Co-Founder of Government Professional Solutions ("GPS") who I have had the pleasure of working with over the past 7 months related to our Chief Financial Officer placement with the City of Hutto, and our most recent placement for a Director of Public Works. Bret (along with his colleague Chris Lowe) have been extremely thorough with the recruitment process from inception to negotiating, and extending the offer.

*GPS is a boutique recruiting firm specializing in government positions, due to their many years of experience working in the public government sector. Bret's experience of serving in city management roles has been extremely beneficial, as he understands the needs of city government experience for these types of placements, which is most valuable during the screening process. This streamlines my time as the City Manager to focus on City issues, as I know we are in good hands, as Bret takes the time needed to figure out exactly the type of background and personality we are in search of for any given position, and only presents those top-notch candidates meeting our criteria. GPS creates the hiring brochure, which is necessary to initially attract potential candidates, and is meticulous in their overall screening process and always carves out time to answer any questions I might have during the process. They have great attention to detail, and a great pool of candidates. This is the reason I have continued to use GPS for other placements within the City of Hutto. I would highly recommend Government Professional Solutions to any City or Government entity looking to recruit for executive-level positions. **Warren Hutmacher, City Manager of Hutto, Texas (2021)***



Demonstrated ability to complete a thorough and detailed report

We hope the steps outlined in the Approach section of this proposal have demonstrated that our process is highly thorough and detailed. Additionally, we trust the background, experience, and reputation presented about our firm, and in particular the partner assigned to this project, Chris Lowe, have demonstrated the accountability and integrity we bring to this important effort.

Likewise, we are confident the final candidate reference report we provide to you will be comprehensive and detailed, and will equip you with everything you need to carefully and thoroughly interview final candidates and make a sound and supported final decision. The report will include:

Information on each finalist:

- Cover letter and resume
- Completed questionnaires
- Reference/background results
- GPS analysis/evaluation
- Video Storytelling (if used)

Additional supporting information:

- Recruitment brochure
- Interview schedule
- Interview guidelines
- Suggested interview questions
- Customized interview grading tool

References

Owner/address/telephone contact	City of Alliance, NE /Seth Sorensen, City Manager 324 Laramie Avenue, P.O. Box D, Alliance, NE 69301 (308) 762-5400, ssorensen@cityofalliance.net Pop. 9,000, Annual Budget \$9.75M
Project name	Executive recruitment for Chief of Police
Project description	Performed national executive recruitment services to recruit for a Chief of Police to be a part of Alliance's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Elizabeth, Colorado / Tammy Payne, Mayor 151 S. Banner Street, Elizabeth, CO 80107 (303) 646-4166, tpayne@townofelizabeth.org Pop. 1,900, Annual Budget \$11M
Project name	National Town Manager Search
Project description	Advertise, evaluate, interview, and hire a new Town Manager and CD Director
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for these recruitments
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Paonia, Colorado / Corinne Ferguson, Town Administrator 214 Grand Avenue, Paonia, CO 81428 (970) 527-4101 Pop. 1,500, Annual Budget \$9M
Project name	National Police Chief Search
Project description	Advertise, evaluate, interview, and hire a new Chief of Police
Position or capacity on the project	GPS Partner, Chris Lowe, was Project Lead for this project
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Hutto, Texas / Warren Hutmacher, City Manager 500 W. Live Oak Street, Hutto, TX 78634 (512) 759-4015, warren.hutmacher@huttotx.gov
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	Pop. 27,500, Annual Budget \$123M
Project name	National Police Chief recruitment
Project description	Advertise, evaluate, interview, and hire a new Public Works Director
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Grand Island, NE / Aaron Schmid, Director of Human Resources 100 East First Street, Grand Island, NE 68801 (308) 385-5444, aarons@grand-island.com Pop. 52,335, Annual Budget \$273M
Project name	Executive recruitment for City Administrator
Project description	Performed national executive recruitment services to recruit for a City Administrator to be a part of Grand Island's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of Janesville, WI / Paul Benson, Council President 18 N. Jackson Street, Janesville, WI 53548 (608) 352-8010, bensonp@ci.janesville.wi.us Pop. 65,942, Annual Budget \$128M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a City Manager to be a part of Janesville's Executive Team.
Position or capacity on the project	GPS Partner, Chris Lowe, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	Town of Prosper, TX / David Bristol, Mayor 250 W. First Street, Prosper, TX 75078 (972) 965-0446, dbristol@prospertx.gov Pop. 37,746, Annual Budget \$102M
Project name	Executive recruitment for Town Manager
Project description	Performed national executive recruitment services to recruit for a Town Manager to be a part of Prosper's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Owner/address/telephone contact	City of DeSoto, TX / Brandon Wright, City Manager 211 East Pleasant Run Road, DeSoto, TX 75115 (972) 230-9644, bwright@desototexas.gov
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	Pop. 55,913, Annual Budget \$129M
Project name	Executive recruitment for City Manager
Project description	Performed national executive recruitment services to recruit for a Public Utilities Director to be a part of DeSoto's Executive Team.
Position or capacity on the project	GPS Partner, Bret Bauer, served as Project Manager for this recruitment
Related litigation, administrative proceedings, or claims	None

Testimonials

*"When we needed to hire a search firm for our next City Manager, our HR director recommended several firms. What initially attracted me to GPS was their track record of working with communities of different sizes and different areas of the country. We really wanted to find the best candidate and didn't want to limit ourselves. Next, I really loved that the two partners were both former city managers and had been through this process before on the other side. Chris and his team at GPS exceeded my expectations. First, they worked with us to create a process that worked for our City Council. They were very organized and kept us up to date on their work. Then they brought us a really strong group of candidates. And when I compared our candidate pool to some other local communities who were also going through the hiring process, I was very impressed. Finally, when it came to do the interviews and final negotiations, Chris's expertise and advice was instrumental. He helped us hire the right person and served as a liaison to make the negotiation process go more smoothly. **I give Chris and GPS the absolute highest recommendation.**" - Paul Benson, Council President of Janesville, Wisconsin*

"I cannot recommend Government Professional Services enough for their help with our own candidate search. Chris and team were timely, supportive, informational and helpful without ever being overbearing or imposing. He spent time conversing with us and finding out exactly what we needed and were looking for and giving us great advice so that we could narrow down our search and still have the best quality candidates and the positive outcome that we needed. We would not hesitate to use them again and encourage others to procure their services as well." -Corinne Ferguson, Town Administrator

*"Government Professional Solutions (GPS) and specifically Bret Bauer exceeded my expectations during our search for a new Town Manager. Bret brought years of experience in municipal government as well as a vast network of potential candidates to the search. Not only did he accomplish the task, he did it in a professional, expeditious and cost effective method. His attention to detail and clear sense of the urgency of the need was critical to our council and to the candidates. **I strongly recommend GPS and will utilize them if needed in the future.**" - David Bristol, Mayor of Prosper, Texas*

*"As a Trustee of the Town of Elizabeth, Colorado, I am pleased and honored to write on behalf of Chris Lowe and his partner, Bret Bauer, of Government Professional Solutions. GPS was chosen to conduct the search effort for a permanent Town Administrator who could restore confidence for the staff and the community within an atmosphere of doubt. **The decision to engage Chris and Bret was easy, given their individual backgrounds in city management and boots on the ground experience.** Almost immediately upon their selection, our currently serving Interim Administrator accepted a permanent position closer to his home, and the Town was once again without daily leadership. Chris offered GPS' services to serve in this role while they continued the search for a permanent Administrator. My personal view is that this was an unexpected blessing, as in this way Chris could not only utilize his professional expertise in the search effort but would also come to know the subtle nuances*

of our Board, the organization, and the community to identify the perfect pool of candidates. Additionally, the Board engaged GPS to conduct the search effort to fill the vacant position of Community Development Director. **Chris led us on a remarkable journey of discovery as to how to function at our highest level as a Board of Trustees, beginning with a series of strategic planning workshops to identify first: who we are as a community; and secondly: what are the values we embrace and how can we best preserve and protect them.** Chris allowed us to explore myriad ideas while sharpening the focus on how those ideas reflect our values and goals. Never had we participated in such an important exercise, and the experience established unity and helped build consensus among Board members that had earlier struggled with distrust and dissonance. Chris and Bret shepherded us through the process of evaluating the many highly qualified candidates they attracted for us to consider, and we selected someone whom I believe will be not only a neighbor but an exceedingly engaged contributor serving our community of residents and business owners. This of course signaled a conclusion to the tremendously productive time spent with Chris, but it is my hope that we will maintain our relationship with future engagements, especially with respect to strategic planning and budget workshops that were invaluable and frankly life-changing for our Board and staff. **I wholeheartedly recommend Government Professional Solutions for their firsthand professional expertise and experienced understanding of the unique challenges facing municipalities. They truly create the solutions needed for those striving to do their best for the communities in which they serve.**" - Tammy Payne, Trustee of Town of Elizabeth, Colorado

"Chris Lowe, with Government Professional Solutions, was **professional, enthusiastic, and showed great dedication to the Town's search for their next Town Administrator**, while taking on the role as the Interim Town Administrator. He provided team management skills and a hands-on approach to ensure the sustainability of the town, staff and board." - Megan Vasquez, Mayor of Town of Elizabeth, Colorado

"I'm writing this letter of recommendation on behalf of Bret Bauer, Partner & Co-Founder of Government Professional Solutions ("GPS") who I have had the pleasure of working with over the past 7 months related to our Chief Financial Officer placement with the City of Hutto, and our most recent placement for a Director of Public Works & Engineering. Bret (along with his colleague Chris Lowe) have been extremely thorough with the recruitment process from inception to negotiating and extending the offer. **Bret's experience of serving in city management roles has been extremely beneficial, as he understands the needs of city government experience for these types of placements, which is most valuable during the screening process.** This streamlines my time as the City Manager to focus on City issues, as I know we are in good hands, as Bret takes the time needed to figure out exactly the type of background and personality we are in search of for any given position, and only presents those top-notch candidates meeting our criteria. GPS creates the hiring brochure, which is necessary to initially attract potential candidates, and is meticulous in their overall screening process and always carves out time to answer any questions I might have during the process. They have great attention to detail, and a great pool of candidates. This is the reason I have continued to use GPS for other placements within the City of Hutto. **I would highly recommend Government Professional Solutions to any City or Government entity looking to recruit for executive-level positions.**" - Warren Hutmacher, City Manager of Hutto, Texas

"In government, there are two types of leaders; those that are interested in getting the job done, and those afraid to tackle the tough problems. In my twenty plus years of work with governmental entities, I can say that Chris Lowe was among the best and most committed to getting the job done. Chris has a keen ability to find the right tool and the right path to solve a variety of problems, whether negotiation with an employee group, transition of the City to an updated or automated process or responding to a politically charged community issue. Strength of character and integrity are hallmarks of how Chris approaches his work. His research and presentations to elected officials are thorough, data driven, and effective. I have watched him build consensus

around difficult problems and implement solutions that have carried his communities forward through tough challenges. ***If your community has a problem in search of a solution, Chris Lowe can navigate those waters with your organization and help you find your port in a storm.***” - Douglas B. Harris, City Attorney, Harris, Harris, & Sommer, LLC

“I had the pleasure to offer Chris Lowe the position as City Administrator for Baldwin City, Kansas early on in my term as Mayor. I felt that the experiences and energy that he could bring to our community would be extremely impactful, but I had no idea on how impactful it would ultimately be. Chris was so eager to learn so much about our community. He jumped into our utility enterprise, which included electrical generation as well as water and wastewater treatment. He handled all the challenges that those entities bring to City Management, very effectively. He developed personal relationships that last to this day. He built and developed a great team of professionals that carried out the combined vision that he and the City Council had for the community. One can drive around our community and in a very short distance, can see the enormity of the projects that have Chris’s imprint. When you communicate the vision to Chris, you can be assured that he will bring that vision to life. He also is a consensus builder and works effectively to build relationships with other governmental agencies. I am proud that we had Chris in our community and so proud of the work he led to make our community even better.” - Ken Wagner, Former Mayor of Baldwin City, Kansas

Agreement to use City of Willmar standard contract

GPS is happy to execute a standard contract form provided by the City or if preferred, we can provide our standard engagement agreement consistent with Minnesota law. GPS further acknowledges that our firm maintains the minimum or greater, of the insurance limits desired.

Agreement to complete project according to project schedule

The timeline at right provides a general breakdown of tasks, milestones, and timeframes to support a thorough and successful recruitment process.

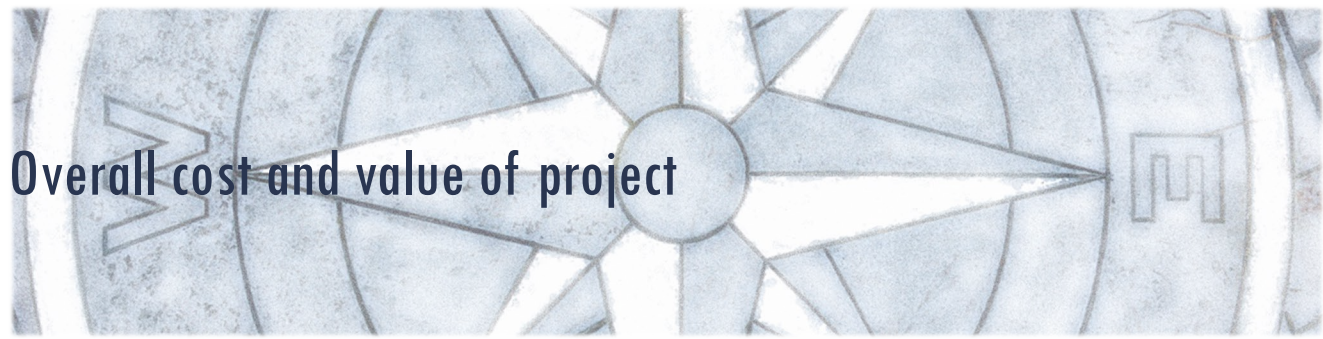
This timeline is a suggestion only and we will work with you to finalize and approve an exact timeline.

SUGGESTED TIMELINE

City of Willmar Chief of Police Executive Search Services

The City will be asked to approve a final timeline before any recruitment begins, if so desired





Overall cost and value of project

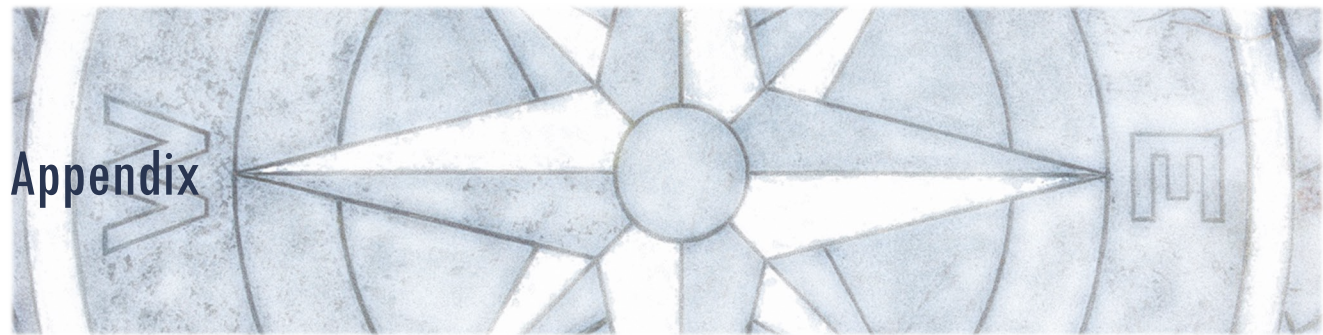
GPS offers a firm, fixed fee of \$22,500 *which includes all our expenses and costs*, for an executive level search.

In other words, the only thing you will pay GPS is the agreed upon fee. This includes **ALL** costs for professional data collection, graphic design, marketing, background and academic verification, advertising, video services and consultant travel and expenses. This means that the only other costs you will be responsible for are the costs associated with the candidates' (and spouses, if invited) travel, accommodations, and meals for the interview process.

Other firms will include all kinds of expenses on a not-to-exceed basis that can increase costs to the City. As former city managers, the owners of GPS wish to give you the best possible value as stewards of public finances, so we take those costs out of our fee. The advantage to you is you know exactly what you will pay and do not have to worry about reviewing costs associated with the project.

We will bill the fee as the phases are completed and according to the following schedule:

- \$13,500 upon execution of contract
- \$6,000 upon selection of group of semi-finalists
- \$3,000 upon completion of negotiations with final candidate



Appendix includes:

- Sample Final Candidate Report
- Sample recruitment brochure
- Sample questionnaire (candidate and due diligence)
- Resumes (Chris Lowe and Bret Bauer)
- Certificate of insurance

Final Candidate Report for



Below are the documents in this Final Candidate Report:

Ideal Candidate Profile
Recruitment Brochure
Marketing Media (Job Advertisement)
Master Applicant List (Selection Grading Criteria Matrix)
Interview Schedule
Cover Letter
Resume
Candidate Questionnaire
Due Diligence Questionnaire
Zoom Video Recording (already provided)
Background Summary
Internet Research
YouTube Research
Email Correspondence

Town of Prosper, Town Manager Candidate Profile

The Town Manager shall be someone with confidence borne from expertise and experience in Texas, possessing a calm and approachable demeanor. He/she will have outstanding leadership skills, a management style who can work as an active part of a team, be a strategic thinker and listener, is trustworthy, and dependable. He/she will be a servant leader and always demonstrate honesty, integrity, fairness, and diplomacy. The Town Manager will be friendly, humble, calm and collected, even during chaos, and will desire to immerse themselves in and be a part of this community. Someone who is an expert in being a good person.

The Town Manager will be a motivator who will work collaboratively with staff and empower them. This person will possess a positive and supportive management style who can build staff up. He/she will be the voice for staff with Council and the public. He/she will be respectful of all, mentor, set priorities, provide resources, have high expectations and ensure accountability. This person will encourage teamwork and is comfortable getting in the trenches to get the job done. While this person will be a leader of the staff he/she will also be a hands on project manager.

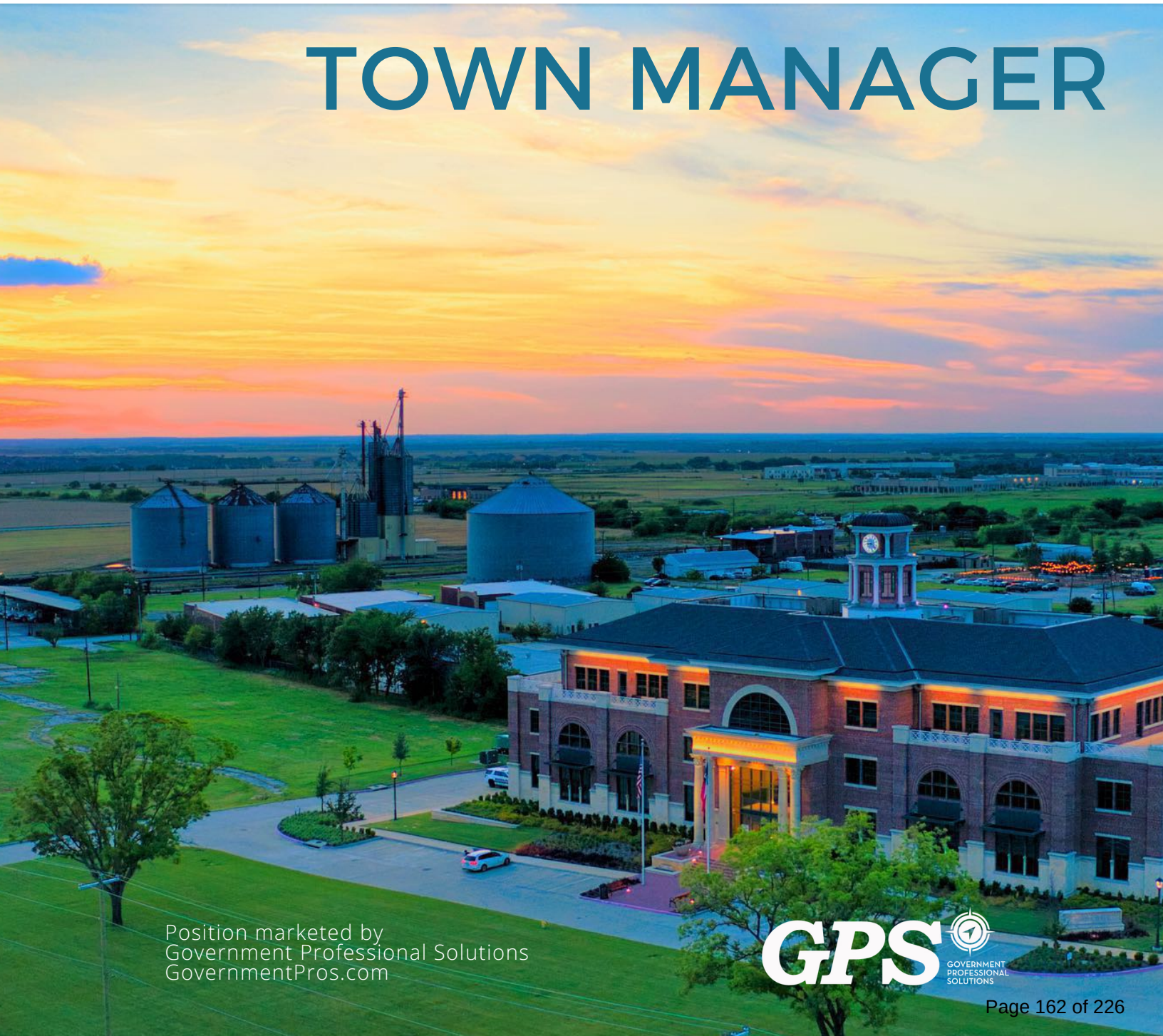
He/she will be professional, but also friendly and outgoing with a sense of humor. This person must have outstanding communication skills, both verbal and written. Will be gifted in making clear and concise presentations to the Town Council and public. The Town Manager must be able to lead and guide the Council without taking sides or playing politics, always providing their best professional recommendations. He/she will have a strong financial and budgeting background and will ensure the financial data is accurate every time, all the time. Experience managing a growth environment in residential and commercial development. Including planning, growing, and meeting infrastructure needs. He/she must have the skills to, in coordination with the economic development, develop, negotiate and implement incentive and development agreements.

The Town Manager will have a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field and a minimum of 7 years of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base or as an Assistant or Deputy in a larger community. A Master's degree in Public Administration or Business Administration or related field is preferred. Current member of ICMA and TCMA in good standing.



The Town of Prosper, Texas is hiring a

TOWN MANAGER



Position marketed by
Government Professional Solutions
GovernmentPros.com



WELCOME TO THE TOWN OF PROSPER, TEXAS

Community

The Town of Prosper is a fast growing community offering a high quality of life, where neighbors know each other and kids can play in a safe, friendly community.

With its proximity to the Dallas/Fort Worth area, the Town of Prosper has been an especially attractive place to put down family roots for CEOs and executives, and top tech and medical talent. The Town's annual growth rate has been between 9% and 13% for the past five years.

Location

North of Dallas, Prosper is located less than 30 minutes from 2 major airports: Dallas Love Field and Dallas/Fort Worth International. The Town is just 35 miles from Downtown Dallas and 55 miles from Fort Worth. Prosper's land area is 27 square miles.

Demographics

Population: 35,430, with a total buildout projection of 70,000 residents by 2040

	Median Household Income	\$153,777
	Median Earnings/Worker	\$85,560
	Median Housing Value	\$436,600
	Median Monthly Owner Cost with Mortgages	\$2,921/month
	Median Monthly Rent	\$1,482/month
	Owner-Occupied Housing	86.5%
	Prosper Residents with Health Insurance	95.4%

History

The Town of Prosper began as a farming community in Collin County in the early 1900s. In its early years, the town was also a central stop for the railroad between Dallas and Sherman. Prosper was incorporated in 1914 with a population of 500.

Entertainment and recreation

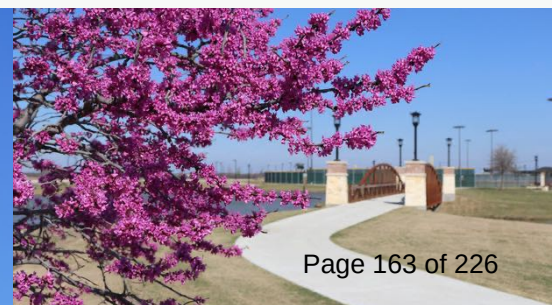
Prosper prides itself on having parks and recreation facilities that promote healthy lifestyles for all ages and enhance property values.

The Town is home to more than 350 acres of park, including open spaces, recreational venues, athletic facilities, and tennis courts. More than 30 miles of hike and bike trails weave throughout Prosper with plans for additional trails.

Frontier Community Park features a major sports complex with lighted natural and turf fields for a variety of sports. Other features include trails, pavilion, concessions, catch and release pond, splash pad, and Windmill Playground.

With Prosper's signature, historical grain silos adjacent to an impressive Town hall, inviting Food Truck Park, and welcoming outdoor space, Downtown Prosper is home to one-of-a-kind boutique stores, restaurants, and services. Downtown Masterplan was recently adopted and is currently being implemented.

Prosper also offers a wide array of nationally recognized retail stores and restaurants.



Business and Commerce

The Town of Prosper is a fast growing community with a strong pro-business mindset. The area's top employers are:

- Prosper ISD
- Lowe's
- Kroger
- Cook Children's
- Town of Prosper
- Dick's S.G./Field & Stream
- Walmart
- Longo Toyota
- Chick-fil-A
- Texas Health Resources



Education

Among Prosper residents 25 and older, 58% have earned a Bachelor's degree or higher level of education. Another 27% of the 25+ population have an Associate's degree or at least some college, and 98% are high school graduates.

Most of Prosper's geographic area is located in the boundaries of the Prosper Independent School District (PISD). Prosper ISD is located in both Collin and Denton Counties and serves students living in Prosper, Celina, McKinney, Frisco, and Aubrey.

Prosper ISD is a top rated public school system, ranking #10 on *Niche.com's* 2023 Best School Districts in Texas. As an accredited district, PISD develops and graduates motivated, academically prepared individuals with the strength of character to make contributions to a rapidly-changing society through an educational system that maintains high expectations, provides quality instruction, and establishes a safe, orderly learning environment.

Prosper ISD continues to be one of the fastest-growing school districts in Texas. In 2021-2022, the district had more than 22,000 students and more than 2,600 staff members serving 14 elementary schools, 4 middle schools, and 2 high schools. By buildout, the district is expected to have 28-30 elementary campuses, 9-10 middle schools, and 4-5 high school campuses.

Support for Prosper ISD is strong. A school bond election in May 2019 was approved by 85% of those who voted. The majority of the \$1.337 billion bond – specifically 84% – funds the building of new school facilities.

Prosper ISD is among only 250 school districts in the United States and Canada, and only 17 school districts in the State of Texas named to the College Board AP District Honor Roll. 29 Advanced Placement (AP) courses, 20 Pre-AP courses, and 10 dual credit courses are offered at the high school level.

Prosper is home to championship teams, and to Children's Health Stadium. Opened in August 2019, the \$52 million facility houses the football stadium, natatorium, and meeting facilities.

Government

The Town of Prosper is a home rule town with a mayor and six council members who are elected at large for three-year terms. The Town Manager serves as Chief Administrative Officer to Prosper and is responsible to the council.

"Prosper is a place where everyone matters." The Town of Prosper strives to be a place where every resident has a voice, where decisions are made in the best interest of everyone, and where government is open and transparent. The municipal departments each play a role enriching the Town and supporting the residents.

Prosper Community Vision

Prosper is a community committed to excellence. It is a high-quality, family-oriented community maintaining a visually aesthetic open feel with job-producing, economically sustainable commercial development directed to the Town's major transportation corridors, all while maintaining strong fiscal responsibility, and meeting the infrastructure needs of the Town.

Prosper Strategic Vision 2036

- Prosper 2036 has a small town relationship/feeling that is a family-friendly community.
- Prosper 2036 is a beautiful and safe community.
- Prosper 2036 is a high-value residential community with a quaint and cool downtown and a dynamic tollway corridor.
- Prosper 2036 has leisure experiences for all.

Fiscal Year 2021-2022 Budget Highlights

- First year accelerated implementation of \$210 million bond program (\$40 million versus \$21 million)
- \$.01 decrease in property tax rate
- No increase in utility rates for Town customers
- Continued growth in property tax and sales tax
- Continued staff additions to public safety

Fiscal Year 2022-2023 Appropriations Highlights

- Total Appropriations-Operating Budget: \$95,616,751
- General Fund: \$51,833,412
- Debt Service Fund: \$12,911,163
- Water & Sewer Fund: \$28,112,759
- Drainage Utility Fund: \$2,500,000
- Capital Improvement Fund: \$58,295,000
- Capital Dedication Levy: \$6,700,000

Current Project Highlights

- Many road projects
- Water and sewer infrastructure
- New fire stations
- Downtown Masterplan implementation
- Raymond Community Park and other park projects
- Implementing town-wide ERP systems
- Updating Comprehensive Plan



Under the direction of the Town Council, the Town Manager serves as Chief Administrative Officer of the Town and oversees the daily operations of the Town. The Town Manager is responsible to the Town Council for administration of all the affairs of the Town, with only those exceptions that are named in the Town Charter. Example duties include:

Town Council

- Attend all Town Council meetings, with the right to take part in discussion.
- Keep Town Council fully advised as to financial conditions and future needs, and make recommendations.
- Prepare agenda items for, and give presentations to Town Council and Boards and Commissions.
- Inform Town Council of all work-related activities.

Administration

- Direct and supervise administration of 347 total number of town employees, all departments, offices, and agencies, except as otherwise provided by law or the Town Charter.
- Consult and direct all Town employees in solving administrative and operational problems, and developing and implementing changes in organizational structure, policies, or procedures to meet operational and fiscal goals.
- Make reports concerning the operations of Town departments, offices, or agencies.

Economic Development

- Develop and negotiate Town economic development agreements as needed in coordination with the Prosper Economic Development Corporation.
- Oversee, through various departments, construction projects designed to enhance Town infrastructure effectiveness and support economic development projects.
- Promote Town programs, activities, services, and business opportunities.

Financial

- Oversee preparation of and recommend the annual budget and capital program, and administer the budget as adopted.
- Administer operating and capital budget duties, including establishing policies for carrying out budget directives and reviewing operating and capital budgets periodically to analyze trends.

- Assure Town operations are performed within budget; prepare cost control activities; monitor revenues and expenditures to assure sound fiscal control; and ensure efficient use of Town budget funds, personnel, materials, facilities, technology, and time.

Human Resources

- Appoint, suspend, and remove all Town employees and appointive administrative officers, except as otherwise provided by law.
- Provide guidance and support to all departments regarding employee development and furthering the organizational culture of the Town.

Planning

- Develop long and short-range plans for all Town operations.
- Identify more efficient and effective ways of accomplishing Town service delivery.
- Plan, coordinate, and direct the work of Town departments through delegation of authority and responsibility to department executive directors and directors.

Policy and Procedure

- See that all state laws and Town ordinances are effectively enforced.
- Review applicable federal, state, and local laws, ordinances, and regulations for compliance and make recommendations.
- Administer policies and procedures within the Town and ensure that appropriate linkages exist between budget goals, purchasing procedures, and funding limitations and service levels adopted to meet specific departmental and Town Council goals.
- Adhere to personnel, safety, and other policies and procedures.

Public Relations

- Develop positive relationships and coordinate Town affairs with federal, state, and local entities and agencies, civic and private groups, and residents.
- Working with staff, respond to and resolve resident and development inquiries and concerns and negotiate and resolve controversial issues.

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field required (Master's degree preferred).
- Minimum seven years experience of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base, or as an Assistant or Deputy in a larger community.
- Current member of International City/County Management Association (ICMA) and Texas City Management Association (TCMA) in good standing.
- Strong financial and budgeting background with ability to ensure financial data is accurate every time, all the time.
- Strategic thinker.
- Experience managing a growth environment in residential and commercial development, including planning, growing, and meeting infrastructure needs.
- Skills to develop, negotiate, and implement incentive and development agreements (in coordination with economic development).
- Gifted at making clear and concise presentations to Town Council and the public.
- Outstanding communication skills, both verbal and written.
- Outstanding leadership skills.
- Servant leader who always demonstrates honesty, integrity, fairness, and diplomacy.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style that builds staff up, is respectful of all, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Hands-on project manager who encourages teamwork and can work as an active part of a team.
- Able to lead and guide Town Council by providing options and building consensus; always providing the best professional recommendations.
- Calm and approachable demeanor, active listener, and remains cool and collected.
- Trustworthy and dependable.
- Professional, while also friendly and outgoing with a sense of humor.
- Desire to immerse oneself in and be a part of the community.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$230,000 to \$260,000. Position also includes a car allowance, TMRS with a 2 to 1 match as well as a generous contribution to a health, dental, vision, and life insurance package.

To apply, please email your cover letter and resume in .pdf format by Friday, November 18, 2022, 5 pm CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

For additional information about the Town of Prosper, please visit:

ProsperTX.gov

Facebook.com/prosperTX

Prosperedc.com

Prosper-isd.net

The Town of Prosper is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the Town's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Town of Prosper, Texas
Town Manager

The Town of Prosper is a fast growing community offering a high quality of life, where neighbors know each other and kids can play in a safe, friendly community.

With its proximity to the Dallas/Fort Worth area, the Town of Prosper has been an especially attractive place to put down family roots for CEOs and executives, and top tech and medical talent. The Town's annual growth rate has been between 9% and 13% for the past five years.

The Town Manager is responsible to the Prosper Town Council for maintaining and operating the Town in a professional manner and administration of all Town affairs. This position manages and directs the day-to-day operations of the Town based on the ordinances and policies established by the Town Council. The Town Manager oversees operation of the Town's departments, including Building Inspection, Communication & Community Engagement, Economic Development, Engineering, Finance, Fire, Health & Code Compliance, Human Resources, Library, Municipal Court, Parks & Recreation, Planning, Police, Public Works, Purchasing, Stormwater Management, Town Secretary, Utility Billing/Trash & Recycling, and Water Conservation. This position is responsible for a \$95.6M operating budget.

This position also works closely with community members, local school members, and is highly visible at community events.

Please use the following link to apply: [Please Click Here to Apply](#)

For more information about this position, please reach out to Bret Bauer, GPS Partner at bbauer@governmentpros.com
(316) 207-0688

Town of Prosper, Town Manager Candidate Selection Criteria (Matrix)

Evaluator: Bret Bauer

Scoring: 1-10 with 10 being the highest

Categories are weighted & equal 100

	Experience: Relevance of previous management experience & success with a similar organization	Education: Relevant Education and/or Training	Philosophy & Approach: Candidate's ability to manage and implement Council objectives	Accomplishments: Previous accomplishments demonstrating leadership, teamwork, empowering staff & innovation	Versatility: Broad organizational knowledge (including budgeting, managing growth & economic development, strategic planning & leadership development)	Longevity: Candidate's previous record of serving an organization long-term	Presentation: Candidate's overall resume/application approach (organization, legibility, literacy)	TOTAL SCORE	Semi-Finalist	Finalist
	(25%)	(15%)	(20%)	(10%)	(20%)	(5%)	(5%)			
	6.0	10.0	7.0	7.0	7.0	6.0	10.0	7.45		
	5.0	9.0	5.0	6.0	6.0	6.0	10.0	6.40		
	0.0	10.0	3.0	4.0	3.0	3.0	9.0	4.10		
	8.0	10.0	8.0	8.0	8.0	7.0	10.0	8.45		
	0.0	9.0	3.0	5.0	3.0	3.0	10.0	4.10		
	7.0	10.0	7.0	8.0	7.0	9.0	10.0	8.00		
	9.0	10.0	8.0	8.0	9.0	9.0	10.0	8.95	Yes	Yes
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	5.0	10.0	6.0	7.0	5.0	6.0	10.0	6.75		
	4.0	10.0	4.0	5.0	3.0	6.0	10.0	5.60		
	6.0	10.0	6.0	6.0	6.0	5.0	10.0	6.95		
	6.0	9.0	4.0	4.0	4.0	9.0	9.0	6.00		
	8.0	10.0	7.0	8.0	5.0	10.0	10.0	8.00		
	6.0	9.0	6.0	7.0	6.0	7.0	9.0	6.95		
	5.0	10.0	5.0	6.0	5.0	6.0	10.0	6.45		
	0.0	9.0	3.0	4.0	3.0	5.0	10.0	4.05		
	7.0	10.0	8.0	7.0	8.0	7.0	10.0	8.05		
	6.0	9.0	6.0	7.0	8.0	9.0	10.0	7.40		
	5.0	10.0	5.0	5.0	7.0	6.0	10.0	6.60		
	0.0	0.0	0.0	0.0	0.0	3.0	9.0	0.60		
	0.0	10.0	0.0	0.0	0.0	0.0	9.0	2.45		
	8.0	10.0	7.0	8.0	8.0	7.0	10.0	8.30		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	8.0	9.0	8.0	8.0	10.0	8.90		
	5.0	10.0	4.0	4.0	3.0	7.0	10.0	5.75		
	7.0	10.0	8.0	8.0	7.0	5.0	10.0	7.95		
	7.0	10.0	7.0	8.0	8.0	10.0	10.0	8.20		
	0.0	9.0	0.0	0.0	0.0	8.0	10.0	2.70		
	9.0	10.0	8.0	8.0	9.0	8.0	10.0	8.90	Yes	No
	9.0	10.0	9.0	8.0	9.0	9.0	10.0	9.10		
	5.0	9.0	5.0	7.0	5.0	6.0	10.0	6.40		
	6.0	10.0	5.0	7.0	6.0	9.0	10.0	7.15		
	5.0	10.0	6.0	5.0	6.0	6.0	10.0	6.60		
	0.0	10.0	0.0	2.0	0.0	5.0	9.0	3.00		
	7.0	10.0	7.0	7.0	8.0	8.0	10.0	7.95		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10	Yes	No
	0.0	9.0	0.0	4.0	0.0	7.0	10.0	3.25		
	5.0	10.0	6.0	5.0	7.0	7.0	10.0	6.80		
	0.0	10.0	0.0	2.0	0.0	4.0	10.0	3.00		
	7.0	10.0	6.0	7.0	6.0	6.0	10.0	7.40		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	6.0	9.0	6.0	6.0	7.0	9.0	10.0	7.10		
	7.0	10.0	7.0	7.0	7.0	8.0	10.0	7.80		
	0.0	10.0	0.0	5.0	0.0	9.0	9.0	3.65		
	8.0	10.0	8.0	7.0	7.0	8.0	10.0	8.20		
	0.0	10.0	0.0	4.0	0.0	6.0	10.0	3.40		
	0.0	10.0	0.0	4.0	0.0	7.0	9.0	3.40		
	0.0	10.0	0.0	3.0	0.0	5.0	10.0	3.20		
	9.0	10.0	9.0	8.0	8.0	8.0	10.0	8.90	Yes	Yes
	0.0	10.0	0.0	4.0	0.0	6.0	9.0	3.35		
	0.0	10.0	0.0	3.0	0.0	4.0	10.0	3.15		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	8.0	7.0	8.0	8.0	10.0	8.35		
	0.0	0.0	0.0	4.0	4.0	3.0	9.0	1.80		
	9.0	10.0	7.0	8.0	8.0	8.0	10.0	8.60		
	7.0	10.0	7.0	7.0	7.0	5.0	10.0	7.65		
	7.0	9.0	6.0	7.0	7.0	7.0	10.0	7.40	Yes	No
	5.0	10.0	5.0	7.0	6.0	6.0	10.0	6.75		
	6.0	10.0	0.0	7.0	5.0	6.0	10.0	6.10		
	7.0	10.0	7.0	6.0	7.0	7.0	10.0	7.60		
	8.0	10.0	7.0	7.0	7.0	10.0	10.0	8.15		
	9.0	10.0	9.0	8.0	9.0	8.0	10.0	9.05	Yes	Yes
	7.0	9.0	7.0	6.0	7.0	5.0	10.0	7.30		
	5.0	9.0	0.0	6.0	3.0	6.0	10.0	5.20		
	7.0	10.0	8.0	6.0	7.0	7.0	10.0	7.75		
	5.0	10.0	4.0	5.0	4.0	5.0	10.0	5.95		
	6.0	10.0	5.0	5.0	5.0	6.0	10.0	6.55		
	0.0	10.0	0.0	2.0	0.0	5.0	10.0	3.05		
	7.0	10.0	8.0	8.0	8.0	7.0	10.0	8.20		
	9.0	9.0	9.0	8.0	8.0	8.0	10.0	8.70	Yes	Yes
	6.0	9.0	7.0	7.0	6.0	7.0	10.0	7.15		
	0.0	0.0	0.0	0.0	0.0	0.0	10.0	0.50		
	6.0	10.0	6.0	5.0	5.0	6.0	10.0	6.70		
	7.0	10.0	8.0	7.0	8.0	8.0	10.0	8.10		
	3.0	9.0	0.0	2.0	0.0	5.0	10.0	3.60		
	7.0	10.0	6.0	6.0	5.0	6.0	10.0	7.10		
	6.0	10.0	5.0	4.0	5.0	6.0	10.0	6.40		

Town of Prosper, TX

Town Manager Interview Schedule

Friday, January 6, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:30 a.m.

Time	*Town Tour/w Designated Town Staff (Meet @ Town Hall)	**Candidates Lunch/w Town Staff (PD Multi- Purpose Room)	***Presentation Exercise (Town Hall Council Chambers)	Town Council & Staff Presentation Debrief (Town Hall Council Chambers)	****Community Meet & Greet (Town Hall Lobby & Chambers)	*****Council End of Day Debrief (Town Hall Executive Conference Room)
9:00 a.m. - 11:15 a.m.	All Finalists					
11:15 a.m. - 11:30 a.m. Break						
11:30 a.m. - 12:30 p.m.		All Finalists				
12:30 p.m. - 1:00 p.m. Break						
1:00 p.m. - 2:00 p.m.			Finalist A			
2:15 p.m. - 3:15 p.m.			Finalist B			
3:15 p.m. - 3:30 p.m. Break						
3:30 p.m. - 4:30 p.m.			Finalist C			
4:45 p.m. - 5:45 p.m.			Finalist D			
5:45 p.m. - 6:15 p.m.				Staff, GPS		
6:30 p.m. - 8:00 p.m.					All Finalists	
8:00 p.m. - 8:30 p.m.						TC, GPS, ITM

NOTES: * Tour bus and routing planned by Robyn and team; Staff tour guides will be Stuart, Robyn and Hulon. (Bob to do a ride along only)

** Lunch provider / menu...**TBD**; Robyn has lead on coordination.

*** Presentation is to be 20 minutes plus Q&A time; Subject - "Describe the tools, actions and infrastructure required on the part of the Town to prepare the DNT commercial corridor for development."

***Presentations to be recorded by Leigh and posted with to TC SharePoint Site within each candidates folder; post not later than 6:00 p.m.

**** Invitation only; invitees list by TC; e-mail invite to be desinged by Communications team; **e-mail invite to go out NLT December 21st**; candidate spouses invited; use 4 high top tables in lobby (2) and chambers (2) for the candidates and let invitees move to each area to meet candidates.

*****Michelle - Post meeting with executive session for Town Manager search.

Hotel - OMNI @ The Star; Ron has called Marla for rate / reservation assistance.

Saturday, January 7, 2023

Meet at Prosper City Hall Lobby - 250 W. First Street, Prosper, Texas 75078

Participating Team Members Meet at 8:00 a.m.

Time	Meet/w Town Council (Town Hall Executive Conference Room)	Meet/w Interim Town Manager (Town Manager's Office)	*Candidates Lunch/w Town Council (Town Hall - Community Room)	**Council Interview Debrief (Town Hall Executive Conference Room)	
8:30 a.m. - 9:30 a.m.	Finalist A	Finalist D			
9:45 a.m. - 10:45 a.m.	Finalist B	Finalist A			Finalist A - [REDACTED]
11:00 a.m. - 12:15 p.m.	Finalist C	Finalist B			Finalist B - [REDACTED]
12:30 p.m. - 1:30 p.m.			All Finalists		Finalist C - [REDACTED]
2:00 p.m. - 3:00 p.m.	Finalist D	Finalist C			Finalist D - [REDACTED]
3:00 p.m. - 4:00 p.m.				TC, GPS, ITM	

NOTES: * Lunch provider / menu...**TBD**; Robyn has lead on lead on coordination.

**Michelle - Post meeting with executive session for Town Manager search.

Tuesday, January 10, 2023

Town Council Meeting - Selection of Town Manager

NOTES: Michelle - Post regular meeting with executive session for Town Manager search.

Have employment contract ready for review.

[REDACTED]

November 15, 2022

Mr. Bret Bauer
Co-Founder
Government Professional Solutions

Dear Mr. Bauer:

I am providing this letter and enclosed resume to show my interest in becoming the Town of Prosper Town Manager. I have over twenty-six years of progressive experience in city management, and I believe my background would be a positive fit for the Town of Prosper.

Currently, I am serving as the Nacogdoches City Manager and previously served for over three years as the Deputy City Manager in Denton, Texas and then over eight years as Deputy City Manager for the City of Coppell, Texas. From 2003 to 2009, I worked for the Town of Addison as the Assistant to the City Manager and then Assistant City Manager.

The following are excerpts of why I would be a good fit for Prosper:

- I currently serve as the City Manager in a diverse, full-service city of 33,000 residents that is the County seat and home to Stephen F. Austin State University (SFASU).
- The city budget is \$77 million, with 325 employees. Nacogdoches provides all city services including water, wastewater, and solid waste utilities and a general aviation airport with a flight school for SFASU.
- Prior to Nacogdoches, I served for 24 years in cities located in Dallas-Fort Worth. The most recent was with the City of Denton, which is a fast-growing, full-service, municipality of over 136,000 residents, 1700 employees, and \$1.2 billion operating and capital budget.
- My experience with economic development in fast-growing DFW and delivering excellent city services to a sophisticated and demanding citizenry.
- Years of experience working to bring reinvestment and activities to historic downtowns and working with Main Street and CVB groups.
- My expertise in capital planning and delivery with strategic planning for future growth.
- Working with several Mayors and City Councils over the years and having fostered a cohesive and positive Council-Manager-Staff rapport.
- My resourcefulness and collaboration with the business community, other cities, counties, school districts, universities, non-profits, Councils of Governments, transit authorities, and state agencies.
- Having an enjoyment and personal yearning for civic involvement and volunteerism.
- I deliver organizational excellence by building a city staff that responds with a sense of urgency, is solutions-oriented, is responsive to the City Council and resident's needs.

My philosophy is that municipal service delivery is customer-centric, while promoting a positive organizational culture that cares for each other and fosters professional and personal development.

The challenges cities face is enormous, the high-service demands, economic development growth, and infrastructure needs all with limited resources. I believe that my background working in close knit communities, my personality and work ethic, has prepared me to lead the Town of Prosper into the future.

Enclosed, you will find my resume so that you and the City Council can learn more about my background, work experiences, and qualifications. I welcome the opportunity to discuss further the Prosper Town Manager's position. Please do not hesitate to contact me at [REDACTED]. Thank you for your time and consideration.

[REDACTED]

[REDACTED]

[REDACTED]

SUMMARY OF QUALIFICATIONS

- A purposeful leader with over 26 years of service in municipal government, with twenty-two years of executive/senior leadership.
- An approachable and community-centered person with an emphasis on customer responsiveness.
- An open communicator that has developed an excellent rapport with Mayors & City Council Members, other government policymakers, community, and business leaders.
- Municipal government experience serving in areas including:
 - Budget/Finance -Policy implementation -Public/Private/Non-profit partnerships
 - HR/Employment relations -Parks & Recreation -Public Safety -Communications
 - Organizational leadership -Economic development -Strategic planning
 - Town & Gown relations -Planning & Development -Public Works/Utilities/Engineering
- Exceptional in a collaborative environment with an emphasis on leadership development and mentoring.
- Enjoys spending time with family, physical fitness, a foodie, travel, and music, all with a sense of humor.

PROFESSIONAL EXPERIENCE

CITY MANAGER

AUGUST 2020 - PRESENT

CITY OF NACOGDOCHES, TX (POPULATION 33,000)

- Serving as the Chief Executive Officer for a diverse, full-service organization with 325 employees, \$77 million annual budget.
- One of two City Council appointed employees.
- Provides the direction and leadership for all operational aspects of a complex organization.
- A change agent that develops a culture of excellence for residents, customers, business, and fellow employees.
- The final negotiator for economic development recruitments and retention projects.
- Redirected organization and resources towards City Council priorities and initiatives.
- Advanced the strategic review for long-term development for the city and historic downtown.
- Established an emphasis towards community connectedness and collaboration.

Key accomplishments:

- Directed the concept of establishing organizational core values.
- A fully integrated executive team with positive chemistry and shared leadership model with the CMO.
- Maximized City's financial resources towards re-staffing of key positions in Police, HR, Finance, Engineering, and Planning to enhance operations.
- Refocused resources towards the prioritization for infrastructure investment, neighborhood services, public safety, and quality of life.
- Increased sense of urgency on transparency in staff reporting, delivery of projects, increased citizen responsiveness, and service delivery.
- Negotiated Chapter 380 agreements for a new flight school at the Airport, new housing subdivision, and water park amenities.
- Re-established and fostered positive relationships with community partners: Stephen Austin State University, Nacogdoches ISD, TXDOT, Nacogdoches County, United Way, and Chamber of Commerce.
- Established listening and speaking tours to share city initiatives with the community and city employees.
- Directed the formulation of the City's first Capital Improvement Plan.
- Directed the initiation process for a Comprehensive Land Use Plan and Downtown Master Plan.
- Encouraged the initiation for private investment of downtown buildings and directed the support for evening and weekend entertainment activities.
- Maximized opportunities to re-establish special events with an emphasis towards community spirit and fun.

DEPUTY CITY MANAGER
ASSISTANT CITY MANAGER

APRIL 2019 – AUGUST 2020
MAY 2017 – APRIL 2019

CITY OF DENTON, TX (POPULATION 136,000):

Core Responsibilities include the following:

- Second in charge of a large, fast-growing, full-service, and diverse organization with approximately 1,700 employees and a \$1.2 Billion annual budget.
- Collaborated closely with City Council. Maximized a flow of communication between City Council, CMO, and operating departments.
- Supervised the Water/Wastewater Utilities, Solid Waste, Public Works, Engineering/Capital Projects, Fleet Services, Airport, and Transportation.
- Directed and assisted in the management and oversight of all operational aspects within the city.
- Strategized organizational needs to develop action plans to change organizational culture, enhance service delivery, and correct customer service deficiencies.
- Participated in economic development recruitment and negotiation efforts for major commercial and residential projects within the city.
- Served as the Staff liaison to City Boards and City Council Committees

Key accomplishments:

- Served as a lead in the City's COVID-19 Pandemic response.
- Served as a key participant in the city's largest General Obligation bond program (\$221M) in November 2019.
- Contributed as a negotiator in the city's largest economic development deal: Hunter & Cole Ranch
- Formulated a culture of accountability, customer service, transparency, and a sense of urgency for the city.
- Re-established and fostered positive relationships with key partners: University of North Texas, Texas Woman's University, Denton ISD, North Central Texas Council of Governments, TXDOT, and Denton County.
- Reformatted the Capital Improvement Program into a communicative, understandable, and accountable format.
- Led the negotiations for the Civil Service Meet & Confer agreement between the city and the Denton Police Officers Association.
- Negotiated professional contracts for engineering, architectural services, and pre-construction services.
- Established a Mid-Level Management Development Series that was co-facilitated by City Department Directors.
- Restructured departments to better serve citizens, eliminated duplicative efforts and outdated practices.
- Utilized business-based principles to recommend the elimination of unsustainable programs in Solid Waste.
- Established better relations with downtown businesses and new service delivery models.

DEPUTY CITY MANAGER

JANUARY 2009 – MAY 2017

CITY OF COPPELL, TX (POPULATION 40,000)

- Served as second in command of a medium-sized, diverse organization that comprises approximately 425 employees and a \$110 Million annual budget.
- Directed all City Departments which included: Human Resources, Engineering/Public Works, Parks & Recreation, Information Services, Finance, Police, Fire, Library, and Planning until July 2012. From July 2012 until May 2017 directed half of the organization with the hiring of a second Deputy City Manager.
- Led and participated in several quality of life and private development projects and efforts within the city.

Key accomplishments:

- Implemented and communicated the Coppel 2030 Vision goals and objectives.
- Advanced the city's re-imaging campaign through the Bold Vision/Big Impact Initiative.
- Resolved citizen complaints and other service issues.
- Collaborated for the successful deployment of a combined public safety dispatch system that serves the Metrocrest cities (NTECC).

- Implemented and deployed several enterprise-wide technology systems.
- Recruited and mentored executive-level employees.
- Recommended and implemented policy directives towards all city operations.
- Collaborated in the sales tax re-authorization referendums.
- Re-engineered the City's Information Technology Department.
- Assisted in the formulation of a combined public safety radio system and fire training facility.
- Spearheaded the City's *Living Well in Coppell* wellness initiative.
- Managed the contract transit services for seniors and disabled citizens.
- Oversaw the successful implementation of city facility and infrastructure construction projects.
- Directed the City's Annual Employee Conference.

ASSISTANT CITY MANAGER/CITY SECRETARY

OCTOBER 2006 TO JANUARY 2009

ASSISTANT TO THE CITY MANAGER

SEPTEMBER 2003 TO SEPTEMBER 2006

TOWN OF ADDISON, TX (POPULATION 15,000)

- Managed the Parks & Recreation, Visitor Services, Conference Centre, and Municipal Court Departments including the Town's top-rated Internship Program.
- Managed municipal elections, council agenda postings, minutes, and public information requests.
- Coordinated the Addison Citizens Advisory Committee process.
- Developed and managed the Town Manager's and City Council operating budgets.
- Acted as the staff liaison to the Dallas Area Rapid Transit (DART).
- Performed all legislative affairs for the Town.
- Responsible for the bi-annual Citizen Academy program.
- Project manager for public affairs campaign to secure passenger rail service into Addison.

ASSISTANT DIRECTOR – COMMUNITY SERVICES

JUNE 1999 – SEPTEMBER 2003

CITY OF HURST, TX (POPULATION 35,000)

- Reported to the Deputy City Manager.
- Oversaw the day-to-day functions within the Department.
- Prepared all staff reports for City Council, Library, Historical, and Park Boards.
- Developed and monitored the Community Services Department annual budget.
- Oversaw the Community Development 4B sales tax and miscellaneous project funds.
- Conducted project and contract management for departmental projects.

MANAGEMENT ANALYST

FEBRUARY 1998 TO MAY 1999

INTERIM PURCHASING MANAGER

OCTOBER 1997 TO FEBRUARY 1998

FLEET ANALYST

MARCH 1996 TO OCTOBER 1997

CITY OF CARROLLTON, TX (POPULATION 105,000)

- Coordinated entire City budget process.
- Conducted reports related to cost accounting, water/sewer rates, and cost of service studies.
- Supervised Purchasing Division staff and operations.
- Developed and managed equipment replacement schedule and coordinated equipment bid specifications and procurement and administered Alternative Fuels Program for compliance.

ADMINISTRATIVE INTERN

JANUARY 1995 – SEPTEMBER 1995

CITY OF LUFKIN, TX

- Conducted special projects for the City Manager's Office and other departments.

EDUCATION

PROFESSIONAL AND COMMUNITY ACTIVITIES

Professional Memberships:

- International City/County Management Association (ICMA)
- Texas City Management Association (TCMA)
- East Texas City Management Association (ETCMA)
- Texas Municipal League (TML)

Professional Activities:

- UMANT President (2002); Vice-President (2001); Treasurer (2000); Membership Co-Chair (1999)
- ICMA Workplace Diversity Conference Scholarship Recipient (2001)
- ICMA Emerging Leaders Task Force (2005)
- Graduate of the Senior Executive Institute (SEI) Program at the University of Virginia, July 2006
- ICMA Local Government Management Fellow, Board Member (2006-2019)
- Leadership ICMA Graduate, September 2007
- TCMA Committees: Public Relations, Membership, Mentoring, and Professional Development
- NTCMA At-Large Board Member (2005-07 and 2017-2019)
- 2012 Recipient of the UMANT Joy Sansom Mentor Award
- Participant in the Commandant's National Security Program at the US Army War College, July 2013
- Graduate of the North Texas Commission's Leadership North Texas Class VII
- 2016 Recipient of the Alumnus of the Year University of North Texas, Master of Public Administration

Community Involvement:

- Nacogdoches Rotary Club Member (2020-present)
- Nacogdoches Booster Club Member (2020-present)
- Nacogdoches Charitable Foundation (2021-present)
- Dallas ISD: Site-Based Committee: Anne Frank Elementary, DISD (2003-09)
- Coppell YMCA Board of Managers (2012 to 2017)
- Coppell Rotary Club Member (2010 to 2019)
 - Club Secretary (2012-13), President-Elect (2013-14), President (2014-15)
- Coppell ISD:
 - Mentor to students at Austin Elementary (2011 to 2017)
 - Facilities Visioning Committee: (2015)
 - School Bond Committee: (2015-2016)
 - Band Volunteer: (2016 to 2018)
 - Site-Based Committee: Coppell High School (2016-2018)
- University of North Texas
 - Public Administration Advisory Board (PAAB), Member (2010-2022)
 - Public Administration Advisory Board, Chair (2013-2016)
 - Latino Alumni Network Leadership Group (2019-present)

Candidate Questionnaire

Town Manager

Town of Prosper, Texas



Candidate Information

Full Name (First, Middle, Last):

[REDACTED]

Phone/Email Information

Cell:

[REDACTED]

Nicknames:

N/A

Home:

[REDACTED]

Email:

[REDACTED]

Please answer each of the following questions completely and thoroughly.

1. How many employees and what size budget do you oversee?

There are 325 employees at the City of Nacogdoches.

The current budget size is a total of \$82,357,000.

(Operational funds: \$51,956,000; Capital \$30,401,000)

2. Please explain why you left your last three positions.

I left Addison to become the Deputy City Manager in Coppell. I left Coppell to become the Assistant City Manager in Denton. I left Denton to become the City Manager in Nacogdoches.

3. Are there any gaps in your employment history? *No, there are no gaps in my employment history.*

If so, please explain in detail. N/A.

4. What is your proudest professional accomplishment?

Becoming a first-time City Manager in Nacogdoches which is also the community of my undergraduate alma mater and where I chose to get into the city management profession.

5. Briefly describe your experience and skills in developing/maintaining community partnerships.

At every leadership position where I have worked, I have developed a good rapport with the local entities such as the school district, the County, the universities, and Chambers of Commerce. My approach is to learn who are the active groups to engage and reach out proactively to understand their mission, their names and faces, and stay connected. I join civic and business organizations, maintain active memberships, and serve in leadership roles. I serve on various community boards/committees, enjoy volunteering, and speak at events when called upon.

6. Briefly describe your experience and skills in economic and community development.

In Coppell, Denton, and Nacogdoches I have played an influential role in economic development and community development. Each of these communities had different funding structures for these efforts.

Coppell: We relied on sales tax rebates, tax abatements, and land banking for incentivizing economic development. We created a robust tax base as Coppell landed several high-profile businesses in the city. This increased the tax base significantly which leveraged the use of the 4B sales tax for crime control, street maintenance, and parks & recreation amenities. Coppell through the use of land banking created Old Town Coppell which is their version of a small downtown setting with Charleston style homes, a performing art center, a farmer's market, city facilities, a central park, cottage style businesses, and successful restaurants. The 4B sales tax was expanded to allow the full renovation and expansion of the city's park system for active and passive recreation use. I worked directly with the Billingsley Company in the formation and operation of the Cypress Water Municipal Management District which is a 940-acre master planned community of multi-family, retail, office, a lake amenity, and DART rail stop.

Denton: In Denton, we relied on sales tax rebates, tax abatements, tax increment financing (TIF), and impact fee credits for economic development. Staff also incorporated an expedited development review process where developers paid extra fees for a quicker turnaround. We worked closely with UNT and TWU on small area plans to ensure that adjacent neighborhoods were enhanced and protected from student traffic and parking. We boosted historic downtown Denton through the promotion of weekend and evening activities with pubs, restaurants, and the music scene. We worked collaboratively with business owners and the County on a Downtown Master Plan to plan for the future while respecting the historic characteristics of the area and adjacent neighborhoods. A downtown TIF was created to bank revenues for future capital projects which could include a parking garage.

The continual construction on Denton streets and other major roadways such as I-35, SH 380 required staff to work with TXDOT to ensure proactive messaging was clear and timely. As a result, businesses and commuters affected by construction could be informed of travel disruptions. An entire communications plan and team was created just for informing the public and businesses regarding construction. We facilitated a bond committee that reviewed and recommended projects to the City Council. In November 2019, the citizens of Denton overwhelmingly approved a \$221M bond program for street repairs, public safety facilities, and parks.

The city also embarked on a large economic development project by the combining of the Hunter and Cole Ranches into a 6500-acre master planned community. This involved the formation of a municipal management district (MMD) to ultimately build 15,000 single family homes, 5,000 multi-family units, 400 acres of commercial, and 100 acres of industrial developments. We negotiated land banking for the future expansion of city facilities, cash commitments from the developer held in escrow for their pro-rata share of building city facilities, open and recreational space for the public, and guaranteed impact fee rates for utility expansions.

Nacogdoches: In Nacogdoches, the city relies on an economic development fund that has accumulated monies from contributions from the General, Utilities, and Solid Waste funds. The City's economic development efforts are served by the Nacogdoches Economic Development Corporation (NEDCO). NEDCO's President and the City Manager work closely as they occupy office space in City Hall. Nacogdoches does not have a 4B sales tax.

During my time as the City Manager, we have revamped the economic development policies to make it more transparent and protect these funds from unrelated uses. The city negotiated a public private partnership for the creation of a new undergraduate degree aviation program between the city and the airport, with Stephen F. Austin State University, and HCH Aviation LLC to build a state-of-the-art hangar, purchase multiple planes, and a simulator. The city created a housing incentive program to encourage single family development by offering a rebate for each home built after the City issued the certificate of occupancy. The program is zero-risk to the city and designed to bridge the cost gap of public infrastructure that serves the development. The city renegotiated a past incentive agreement with a

water park operator to ensure that performance measures were incorporated to guarantee amenities are built as promised to the public. We are currently in three-way negotiations with a large land owner in the County to voluntarily annex so that a prospective industrial user can obtain city utilities for their future development. This development deal once completed will be a major contributor to the City's tax base and a large utility user.

Upon my arrival in late 2020, the staff has embarked on strategic community planning and investing in infrastructure for the future. The city is currently working on an update to the Comprehensive Land Use Plan and Downtown Master Plan. The Comp Plan scope is also comprised of an Interstate 69 corridor study and housing analysis. The Downtown Plan will ensure that the historic downtown is preserved while taking a critical look at housing, pedestrian access, landscaping, traffic flows, parking, lighting, and other infrastructure needs. The city is very fortunate to have the Hotel Fredonia, a full-service hotel, as an anchor in Downtown. The hotel has been successful from its complete renovation as a result of the Qualified Hotel Project incentive program that allows the city's portion of the hotel tax and the state's hotel tax and sales tax to be rebated to the hotel for a 10-year period.

Over the course of the last 18 months, the city created its first Capital Improvement Program that identified a full review of its capital needs for the next 10-12 years. The City Council held several dedicated workshops to review this material in preparation to address deferred infrastructure investments. The plan is a proposed General Obligation bond program in November 2023 and the issuance of revenue bonds in 2024.

7. Briefly describe your experience and skills in preparing, monitoring, and adhering to a budget.

My entire career in city management has involved working with the budget. In the executive roles I have had over the past 16 plus years, I have relied on the finance and/or budget staff to organize and coordinate the budget. We have established internal service funds to address fleet and other capital equipment needs. While budgeting is done on an annual basis, it is imperative to financially plan 3-5 years into the future. This demonstrates the long-term effects of decisions especially given the stringent revenue caps for cities.

Based on the priorities set by City Council, I work to ensure these are well communicated to the departments at the budget kickoff. The departments are informed of the nature of the revenue situation in advance as they prepare their budgets for the following year. The budget team, City Manager's Office, and departments collaborate on establishing the recommended budgets for the City Council. Council budget workshops are scheduled to allow departments to present a brief overview of the budget by sharing their goals and accomplishments, the issues facing the department, and next year's budget requests. This provides the Council a review of operations to ensure transparency and accountability of the departments.

Regarding the monitoring and adherence of the budget, the city has adopted a number of financial policies. While the City Manager has broad authority, I fully respect and adhere to these policies to ensure there is integrity in our systems and processes. For example, we will never fall below our 25% fund balance policy. In fact, I prefer to maintain extra cushion for contingency purposes. Budget to actual reports is reviewed monthly by Finance and available to the CMO and departments. If there is an outlier, the Finance Director will report it. On a quarterly basis the City Council is sent a recap of the budget and budget amendments are taken to City Council for their approval. All expenditure items taken before the City Council are scrutinized and approved by Finance prior to action being taken. The Annual Comprehensive Financial Report (ACFR) is completed in a timely manner with little to no management findings. The outside auditing firm will validate cash balances from bank records and financial reports.

In summary, my recommended budgets to City Council are balanced as we budget conservatively for revenues and budget aggressively for expenditures. We will live within our means, we maintain healthy reserves, and we do not use one-time monies for recurring expenditures and hope for the best.

8. Briefly describe your experience in providing written and verbal communication to employees and elected/appointed officials?

In my role as City Manager and past positions, I have presented quite often to a myriad of groups as a representative of the city. On a regular basis I send out written communications to our employees. As part of an employee newsletter, I write a "Manager's Message". I enjoy meeting with employees to share what is happening in the community and organization. I have a monthly Manager's meeting which is comprised of 25+ management staff for them to share about any ongoing issues and projects within their operations. As part of the recent Police Chief recruitment, I met with over 50 police department employees to seek their input on the attributes of a new chief. I personally met one on one with employees and surveyed them to get more specific feedback as well.

I meet privately with the Mayor and City Council to review any issues they may need addressing and/or provide them updates. I have extensive experience presenting items before City Council and do present on a regular basis depending on the matter. I speak regularly to community groups, civic organizations, and sit on panels representing the city. The City Manager's Office produces a weekly Friday Update which is a brief recap of recent activities for the week and an outlook for upcoming activities and events.

9. What do you feel are your greatest strengths as a public servant?

Problem solving skills and my quest to find workable solutions to issues.

I am a participatory manager.

I employ a shared leadership style.

10. What areas do you perceive you need to be working on to become a better leader?

I can be impatient at times.

I can lose sight to celebrate successes and mourn our losses.

I should try to have more fun at work and do need to let my guard down at times.

11. Describe your philosophy and approach to building a strong team environment?

As the new Town Manager, I would take the time to learn the organization and develop relationships across all levels. It is important to establish a rapport with the staff and develop a sense of trust.

I encourage an organizational culture that is servant minded, that exceeds expectations and delivers on its commitments. We establish core values and/or guiding principles (our non-negotiables) where everyone regardless of stature is treated with dignity and respect.

I want to be surrounded with people who have the aptitude to learn but more importantly have the positive attitude to serve others. I provide the team with the tools and resources to allow them to do their jobs well. This can be accomplished by taking the time to vision and to think strategically and broadly. Then work towards building the support systems to set the goals, objectives, and outcomes for success.

I am approachable and a good listener so others feel welcome to seek assistance and bring issues when they arise. I challenge people to make decisions and recommendations while also holding them accountable, and incorporate teachable moments when decisions do not go the right way.

Finally, I prefer to work in an environment where we as a group can get to know each other on a personal level. We would learn together and from each other through group book readings, attending trainings/seminars, and enjoying each other's company by socializing together during and after work hours. I enjoy fostering a mentor/mentee relationship as we all can learn from each other through our interactions and experiences.

12. Briefly describe the role of City/Town Manager's in this day in age?

Today's municipal organizations are very complex with many issues happening at once and subject matter experts on staff dealing with these issues. The Manager needs to be less technical and more conceptual with their skillset. The Manager needs to be adaptive to a constantly changing environment, as they seek input and options on difficult issues, and work to build consensus on competing interests in a political environment without being political. The Manager has to be a skilled communicator that tailors the message to resonate with their audience.

Also, in a small/medium size organization, the Town Manager is the culture leader by setting the tone for the organization. The Manager influences the organizational culture and how employees are treated and services are delivered to the community. If the tone set by the Manager is incongruent with culture of the organization, then there needs to be alignment or there could be difficult times ahead.

13. As a part of our overall application process, we may conduct social media, online presence, news, blogs, or similar inquiries or reviews, using Google or similar search engines. Is there any information you have not disclosed, addressed, in this or any other document relating to this search, or which you have not discussed, shared or disclosed with the GPS search consultant, that someone may construe as negative or consequential as it relates to the position for which you have applied?

No, there is nothing that I am aware of that has not been disclosed.

14. The established salary range for this position is \$230,000 - \$260,000, with a great benefit package. Do you have any concerns about agreeing to a salary in this range? *There are no concerns on my part.*

15. How did you hear about this position? (Please be specific)

I saw the posting in the ICMA weekly newsletter and contacted Mr. Bauer to inquire more information. Around the same time, I was contacted by colleagues in the DFW area about the posting. Before I considered applying, I did reach out to Bob Scott to hear more about the organization and he was very complimentary.

16. Have you interviewed, over the past six (6) months, with any other employers, or are you a finalist in any recruitment processes for similar position at this time? If yes, what is the status of any current search processes in which you are involved?

I was a finalist for the City Manager in Addison, Texas but was not named. I am not involved in any other searches.

Due Diligence Questionnaire

Town Manager

Town of Prosper, TX



Candidate Information

Full Name (First, Middle, Last): [REDACTED]	Phone Information
Nicknames: N/A	Cell: [REDACTED]
	Home: [REDACTED]
	Office: [REDACTED]

Please answer each of the following questions completely and thoroughly.

- Have you been subject to a formal charge regarding a conflict of interest, violation of ethical conduct, malfeasance, or misfeasance in the performance of duties? **No** If so, please explain the circumstances.
- Have you ever been the subject of an investigation, or censured by a grand jury, board of inquiry or similar body? **No**
If so, please provide details, explain the circumstances and final outcome.
- Have you been subject to any disciplinary actions, including suspension, probation, or demotion in your adult working career? **No**
If so, please provide relevant details, explain the circumstances and the final outcome.
- Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? **No** If so, please provide relevant details, and explain the circumstances. **N/A**
- If you have been in your current, or most recent organization, for less than two years, please describe why you are interested in a career move at this time? **N/A**
- Have you ever filed for bankruptcy, or taken similar adverse financial action, that may limit your ability to be in a position of fiduciary responsibility, including being bonded? **No**
- Is there anything, in your personal or professional background history that our Firm, an employer or citizen could possibly, or perceive, view, or interpret as factually or potentially embarrassing to anyone? **No**
Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? **No** If so, please explain, provide details of the circumstances and current disposition. **N/A**
- Please list all your social media outlets and the usernames for those social media outlets.
Facebook: [REDACTED]
Twitter: [REDACTED]
Snapchat: [REDACTED]

Instagram: [REDACTED]

LinkedIn: [REDACTED]

Pinterest: [REDACTED]

Nextdoor: [REDACTED]

Reddit: [REDACTED]

9. Do you understand that we may disqualify your candidacy from this search if valid, verifiable, and reliable information emerges, contrary to any information you provide us during this process? **Yes**



www.sfasu.edu

Leading the way: Career in city management brings ██████ back to Nac

When ██████ walked the SFA commencement stage in 1995, he had a small U-Haul trailer packed and connected to his Chevy Blazer, and he was ready to drive back to the DFW area and begin his career. He wasn't sure he would ever return to Nacogdoches, but he was positive about the career he wanted to pursue.

"As a 20 year old, I knew I wanted to work in city management," ██████ said.

██████ confidence was based on his interactions with Dr. Richard Herzog, an SFA faculty member who encouraged him to consider a career in public administration and introduced him to the Lufkin city manager in neighboring Angelina County.

██████ went on to work for several Texas cities, including Denton, Coppell, Addison, Hurst and Carrollton. He earned a master's degree in public administration from the University of North Texas and became involved in professional organizations that include the International City/County Management Association and the Texas City Management Association. And, in the midst of a pandemic, he returned to Nacogdoches as city manager in August 2020.

"Coming back to Nacogdoches has been so rewarding," ██████ said. "I was excited and humbled that the city council had the confidence to appoint me as city manager. Everyone I have met has been friendly and extremely supportive. I am proud of what has been accomplished in our community and on campus during the past 25 years. It has blown me away."

In addition to his academic coursework, ██████ said his participation in the Student Activities Association served as valuable career preparation.

"Having a leadership position during my junior and senior years allowed me to work with fellow students and faculty members to coordinate bringing concerts and other entertainment options to campus," he explained. "The opportunities taught me the collaborative nature of working with other employees and volunteers to meet expectations and execute a successful event."

██████ said the challenges cities face are enormous, with high service-delivery demands and minimal and declining resources. But the day-to-day stresses of the job prepared him well for his first months in Nacogdoches, when in addition to the COVID-19 pandemic, he led the city through hurricane preparation in August and two of the largest winter-weather events in recorded history.

"Regardless of how much you plan, each day is never the same," he said. "We have emergency plans in place to deal with inclement weather, and with Hurricane Laura and the snowfalls and winter storms."

However, ██████ said COVID-19 was a different story.

"Through the devastation of the pandemic, we've learned that good and effective leadership is vital in making it through tough times," he said. "Local governments have finite resources, so working across jurisdictional boundaries is imperative when budgets are squeezed and resources evaporate. The role of the city manager is

to be flexible in approach, clear hurdles, advocate for resources, create avenues for communication and get out of the way so that the subject matter experts can do their jobs. Along the way, the manager should be encouraging and motivating to an exhausted staff, because all of this work is in addition to everyone's normal duties. I can't imagine myself in any other career."

Once again [REDACTED] is using the skills he learned at SFA to ensure that the city, the university, the Nacogdoches Independent School District and Nacogdoches County bring collaboration to a new level to accomplish goals that may previously have seemed out of reach.

"The leaders of each of these entities are meeting regularly and have formed great friendships," he said. "We have set a positive tone and will work together to better our community. I have no doubt that, as a group, we can accomplish so much more than we could on our own."

One of those goals in 2021 is to bring back, within the safe parameters of health guidelines, many of the special events and festivals for which Nacogdoches is known.

"I know many people are ready to get out and travel again, so I encourage alumni to come and see what is going on in Nacogdoches and the exciting changes that are happening on the SFA campus. That charm and hospitality of our community has never been more appealing."

YouTube Links for



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1. 






THE CITY OF ALLIANCE, NEBRASKA IS HIRING A

CHIEF OF POLICE



Building the Best Hometown in America®

Welcome to the City of Alliance, Nebraska.

Alliance is an attractive, full-service city located in Box Butte County in the center of the beautiful Nebraska Panhandle. This area is a hunter and fisher's paradise with incredible natural beauty. The more than 8,000 residents of Alliance are proud of their history, amenities, and the quality of life the community provides. There is an abundance of outdoor recreation available year-round. Alliance is a progressive city known for its parks, arts, and numerous community attractions like Carhenge.

This historic community is the county seat, located about 2.5 hours from Cheyenne, Wyoming and Rapid City, South Dakota and 3.5 hours from Denver, Colorado. Alliance offers the very best of small town living with a vibrant school system, shops and restaurants, and a beautiful parks and recreation system. The City of Alliance is well on its way to achieving its vision of "Building the Best Hometown in America®" by creating excellence throughout the community.



THE COMMUNITY

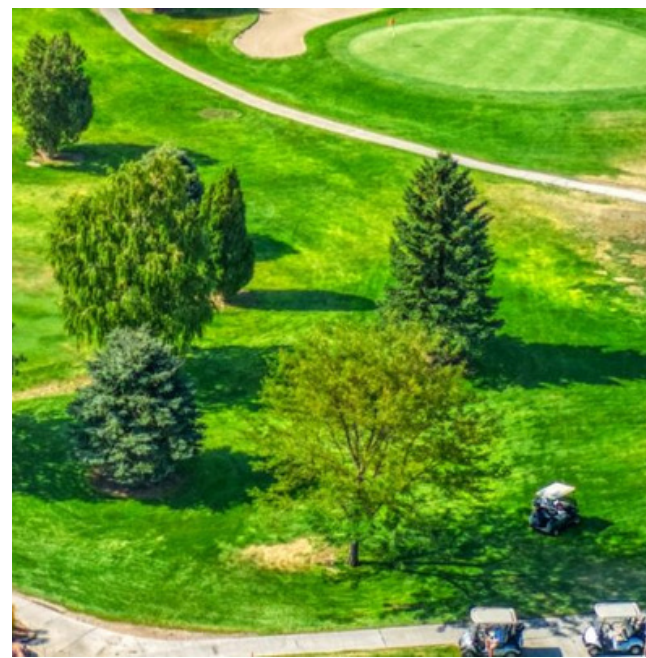
Once known as the “Queen of the Plains,” Alliance incorporated in 1893 and the population continued to swell. The City proved to be on the cutting edge in 1921 when it became one of the first cities in the nation and the first in Nebraska to adopt the city-manager form of government. A five-member City Council appoints the City Manager. Alliance is the County Seat of Box Butte.

The City had the moniker as the “Cattle Capital of Nebraska” through the 1930’s. During the 30’s the City also benefitted from a WPA project which resulted in a unique 135 acre park that remains a strikingly beautiful centerpiece of the community today. World War II brought an airbase to the community. Over 14,000 paratroopers and glider pilots trained for missions in Europe and Asia. The airfield is now a municipal airport that serves private and commercial flights with daily flights to Denver. During the mid 70’s, the cattle industry gave way to coal as the railroad switched to transport from the mines of Wyoming to electric plants throughout the Midwest. The railroad serves as anchor of Alliances’ industry, employing more than 1,000 people.

Alliance has a breathtakingly beautiful park system that runs through the center of town. The parkway is dotted with unique treasures such as the lighted Central Park Fountain built in 1935, the Sallows Military Museum, the Knight Museum and Sandhills Center, a Water Park, Dog Park, and Botanical and Sunken Garden all connected by a trail system that wraps around Laing Lake. The City has many ball fields and has hosted numerous regional events in baseball, softball, and track & field. Skyview Golf Course offers 18 holes of family friendly links style golf.

Alliance has a wide variety of events that span the year and the imagination. Young and old alike partake in community celebrations that begin in May with the Tri-State Motocross. Other events include the 385 Cruisers Car show and dance in June, the Lunatics Boat Race and Fireworks arrive on July 4th, followed by Heritage Days, Band on the Bricks musical entertainment and then Autumn on the Bricks Fall Festival in October. In 2014, the City accepted the donation of Carhenge, and this amazing attraction now brings in over 60,000 visitors per year. The Carnegie Arts Center attracts art shows from around the region and country in a picturesque setting.

CITY OF ALLIANCE, NEBRASKA
CHIEF OF POLICE



Alliance Public Schools – home of the Bulldogs - consists of facilities for early childhood education (pre-K), Emerson Elementary for grades K-2, Grandview Elementary for grades 3-5, Alliance Middle School for grades 6-8 and Alliance High School for grades 9-12. Alliance Public Schools is a district of approximately 1,400 students and is accredited by Nebraska Department of Education. The District strives to provide robust educational options to meet the needs of a diverse student population.

Western Nebraska Community College maintains a campus in Alliance. The Alliance Campus was initially established as a nursing school in 1957.

Though the campus was long ago integrated into the Western Nebraska Community College system, nursing remains a popular program in Alliance. The Alliance Campus also offers a large selection of courses each semester and is equipped with Interactive Video (ITV) distance learning classrooms so students can attend classes that are being held concurrently in Scottsbluff or Sidney. The Powerline & Construction Maintenance Technology program also routinely attracts many students each year. The Powerline Lab and Indoor Training Facility gives students an opportunity to train in the classroom, outdoors, or the new Indoor Training Facility.



THE POLICE DEPARTMENT

The Alliance Police Department consists of 17 sworn positions and nine civilian personnel. Supporting the Chief of Police are four Sergeants who are assigned to the Patrol Division, one to Administrative Support and a Public Safety Dispatch Supervisor. The Police Department also has a Drug Investigator, Criminal Investigator, K-9 Unit, and School Resource Officer.

The Department works closely with local, county, state, and federal law enforcement agencies, including the Western Nebraska WING Drug Taskforce. The Department responded to over 26,000 calls for service in 2021.

The Alliance Police Department remains an active law enforcement agency in the western Nebraska region. The annual department budget for 2024 is \$3.75 million.

Current Projects and Opportunities

- Police/Policy Manual Update
- Hiring/Training/Mentorship of Qualified Officers (The Department is currently understaffed; will be a primary focus)
- Community Engagement
- Building Morale within the Department

THE POSITION

Under supervision of the City Manager, the Chief of Police is an integral part of the City's leadership team. This public enforcement professional administers and directs the functions and personnel of the Police Department. Essential duties include:

- Plans and implements a law enforcement program for the City to carry out the policies and goals of City Management and Council.
- Assures personnel are assigned to shifts or working units, which provide optimum effectiveness in terms of current situations and circumstances governing deployment; coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases; directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Cooperates with County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Assures that assigned areas of responsibility are performed within budget; performs costs control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares and administers annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; implements disciplinary action as necessary; reviews progress and directs changes.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; examines work for exactness, neatness, and conformance to policies and procedures, adjust errors when necessary; maintains harmony among workers and resolves grievances.
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.
- Provides professional planning and development advice to supervisors and other officials, makes private and public presentations; communicates official plans, programs, policies and procedures to staff and the general public.
- Ensures the maintenance of accurate and complete records of department activities.



- Bachelor's degree in criminal justice or related field from an accredited college or university preferred.
- Minimum five years of progressively responsible management and supervisory experience in law enforcement, preferably in a similar-sized community, or equivalent experience in the private sector for an organization of similar size and complexity.
- Must be POST certified and either possess Nebraska Law Enforcement Certification or be able to obtain certification through reciprocity.
- Innovative and collaborative professional with proven management and leadership experience, as well as strong interpersonal and customer service skills.
- Community oriented and able to maintain positive relationships with citizens, schools, and businesses.
- Outstanding communication and leadership skills, a professional management style, and the ability to work without supervision.
- Servant leader versed in building relationships and morale who truly puts others first.
- Motivator with high emotional intelligence, with the ability to empower staff and work collaboratively with them while holding high expectations, and a willingness to be firm when necessary.
- High level of technical law enforcement expertise and values de-escalation and conflict resolution over conflict management with force.
- Encourages teamwork and is comfortable getting in the trenches to get the job done.
- Constantly seeks ways to improve operations and efficiency and possesses a process-oriented mentality.
- Outstanding written and verbal communication skills and able to make clear and concise presentations to City Council, the public, and the press.
- Maintains consistent partnerships within the community and demonstrates an understanding of multiple stakeholders' needs while prioritizing public trust and safety.

HOW TO APPLY

Compensation: Salary range: \$75,192 - \$102,086 annually depending on qualifications with a competitive benefit package. Relocation assistance is available. Position is open until filled.

Residency: No residency is required; however, the successful applicant should reside within a thirty minutes response time radius to respond to emergencies and to allow the applicant to participate fully in the life of the community.

To Apply: Email your cover letter with a two-sentence value proposition, and resume by November 22, 2023 to clowe@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Questions should be directed to Chris Lowe at (785) 766-9104 or emailed to clowe@governmentpros.com.

For additional information about the City of Alliance, please visit:

Cityofalliance.net

Alliancechamber.com

Alliancebulldogs.org

The City of Alliance is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Candidate Questionnaire

[Position]
[Location]



Candidate Information

Full Name (First, Middle, Last):	Phone Information
	Cell:
Nicknames:	Home:
	Office:

Please answer each of the following questions completely and thoroughly.

1. How many employees and what size budget do you oversee?
2. Please detail the specific city departments you have supervised.
3. Please explain why you left your last three positions.
4. Are there any gaps in your employment history? If so, please explain in detail.
5. What is your proudest professional accomplishment?
6. Briefly describe your experience and skills in budget development and administration.
7. Please describe your experience and skills in municipal financial management.
8. Briefly describe your experience and skills in long range strategic planning.
9. Please describe a personal experience in delivering or ensuring that excellent customer service was provided in your organization.
10. What do you feel are your greatest strengths as a leader?
11. What do you feel are your greatest strengths as a manager?
12. What areas do you perceive that you need to be working on to become a better leader and manager?
13. Please describe your philosophy and approach to building a strong team environment and motivating your employees to perform at their highest levels.
14. If you are selected for this position, what do you believe will be your greatest, most immediate challenge in your new role?
15. Please describe your personal management philosophy and guiding values.

Due Diligence Questionnaire

[Position]
[Location]



Candidate Information

Full Name (First, Middle, Last):	Phone Information
	Cell:
Nicknames:	Home:
	Office:

Please answer each of the following questions completely and thoroughly.

1. Have you been subject to a formal charge regarding a conflict of interest, violation of ethical conduct, malfeasance, or misfeasance in the performance of duties? If so, please explain the circumstances.
2. Have you ever been the subject of an investigation, or censured by a grand jury, board of inquiry or similar body? If so, please provide details, explain the circumstances and final outcome.
3. Have you been subject to any disciplinary actions, including suspension, probation, or demotion in your adult working career? If so, please provide relevant details, explain the circumstances and the final outcome.
4. Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? If so, please provide relevant details, and explain the circumstances.
5. If you have been in your current, or most recent organization, for less than two years, please describe why you are interested in a career move at this time?
6. Have you ever filed for bankruptcy, or taken similar adverse financial action, that may limit your ability to be in a position of fiduciary responsibility, including being bonded?
7. Is there anything, in your personal or professional background history that our Firm, an employer or citizen could possibly, or perceive, view, or interpret as factually or potentially embarrassing to anyone? Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? If so, please explain, provide details of the circumstances and current disposition.
8. Do you understand that we may disqualify your candidacy from this search if valid, verifiable, and reliable information emerges, contrary to any information you provide us during this process?



CHRIS LOWE

J.D., M.P.A.

Partner and Co-Founder

SUMMARY

Chris Lowe is a dynamic leader and creative problem-solver with a deep affinity for public service. He draws upon 15 years of experience in city management and over 20 years in the public sector to help guide public clients through myriad opportunities and challenges, from economic development and funding, to human resources and utility management.

EDUCATION

Juris Doctor, Marquette University, Milwaukee, WI

Master of Public Administration (MPA), Bowie State University, Bowie, MD

Bachelor of Arts, Political Science and Government, University of Kansas, Lawrence, KS

CONTACT

(785) 766-9104

clowe@governmentpros.com

LINKEDIN:

<https://www.linkedin.com/in/chris-lowe-823bb4173/>

ASSOCIATIONS

International City/County Manager's Association (ICMA)
Government Finance Officers Association (GFOA)

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 50 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and implemented performance measurement programs
- Developed and implemented compliant personnel policies, procedures manuals, and employee handbooks
- Negotiated collective bargaining agreements with unions

Budgeting & Finance

- Developed and managed more than \$75 million in municipality annual budgets
- Supervised competitive bond sales to finance public infrastructure improvements
- Led efforts to refinance bonded indebtedness, saving millions in debt service
- Created and implemented accounting manuals and investment policies

Community Strategic Planning

- Created full scope community strategic plans
- Conducted council retreats with goal setting priorities
- Led extensive community engagement efforts
- Conducted numerous stakeholder interviews

Economic Development

- Developed public private partnerships and negotiated economic development agreements, resulting in new community services, financial savings, and local business expansion
- Secured grant funding for various community improvements, from city lighting to transportation infrastructure
- Administered multi-million capital improvement programs



BRET BAUER

M.P.A.

Partner and Co-Founder

SUMMARY

Bret Bauer brings more than 15 years of public sector experience and best practices to his work with public clients. Serving in city management roles in Missouri, Kansas and Texas gave Bret significant experience in utility and budget management, human resources, and economic and community development. Bret's ethics and integrity have also earned him widespread recognition and trust.

EDUCATION

**Master of Public Administration (MPA),
Bachelor of Science, Criminal Justice**
Wichita State University, Wichita, KS

CONTACT

(316) 207-0688

bbauer@governmentpros.com

ASSOCIATIONS

International City/County Manager's Association (ICMA)
Government Finance Officers Association (GFOA)
Texas City Managers Association (TCMA), Ethics Committee 2019-Present, Membership Committee 2017-2019
East Texas City Managers Association (ETCMA), Board VP 2019-2020
American Public Works Association (APWA)
East Texas Economic Development District, Board of Directors 2018-Present

SPECIFIC EXPERIENCE

Executive Recruitment & Human Resources

- Personally recruited and hired more than 25 employees, including executives and department heads
- Conducted classification and compensation studies
- Developed and managed training exercises for county staff and residents on emergency preparedness and the National Incident Management System
- Conducted ethics training

Budgeting & Finance

- Managed multi-million-dollar municipal budgets, both departmental and annual
- Developed capital improvement programs and strategic plans
- Managed and oversaw payroll processes

Community Strategic Planning

- Created full scope community strategic plans
- Led extensive community engagement efforts
- Conducted multiple stakeholder interviews
- Conducted council retreats with goal setting priorities

Economic & Community Development

- Led numerous economic development successes in new development and redevelopment

Project & Program Management

- Managed and oversaw Public Works and Parks Departments
- Streamlined departments to operate more efficiently and effectively, including a Build/Code Enforcement department

Utility Management

- Developed, maintained, and managed National Pollutant Discharge Elimination System permits
- Recommended to serve on the Kansas Municipal Energy Agency



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SECURITY SERVICE INSURANCE/PHS 65815020 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:	
	PHONE (866) 467-8730	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE NAIC#	
INSURED Government Professional Solutions, LLC 104 HARBOR HAVEN ST GUN BARREL CITY TX 75156-4319	INSURER A : Hartford Underwriters Insurance Company 30104	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			65 SBA AG7X1Y	07/13/2024	07/13/2025	EACH OCCURRENCE	\$1,000,000
	CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	☒ General Liability						MED EXP (Any one person)	\$10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$1,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						GENERAL AGGREGATE	\$2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY			65 SBA AG7X1Y	07/13/2024	07/13/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS		SCHEDULED AUTOS				BODILY INJURY (Per accident)	
	HIRED AUTOS	☒	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	
	☒							
A	☒ UMBRELLA LIAB	☒ EXCESS LIAB	☒ OCCUR CLAIMS-MADE	65 SBA AG7X1Y	07/13/2024	07/13/2025	EACH OCCURRENCE	\$1,000,000
	DED	RETENTION \$ 10,000					AGGREGATE	\$1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			65 SBA AG7X1Y	07/13/2024	07/13/2025	PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	
	Professional Liability						E.L. DISEASE - POLICY LIMIT	
A	Professional Liability			65 SBA AG7X1Y	07/13/2024	07/13/2025	Each Claim Limit	\$100,000
							Aggregate Limit	\$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
104 HARBOR HAVEN ST
GUN BARREL CITY TX 75156-4319

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Proposal

OCTOBER 23, 2024

RFP

Chief of Police Recruitment

City of Willmar, Minnesota

Submitted by:

MICHELE MORAWSKI
CLIENT SERVICES MANAGER
790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093
224.415.3791
MMORAWSKI@MGT.US

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Executive Summary

October 23, 2024

Leslie Valiant, City Administrator
City of Willmar
333 6th Street Southwest
Willmar MN 56201



RE: PROPOSAL FOR CHIEF OF POLICE RECRUITMENT

Dear Ms. Valiant:

Thank you for the opportunity to provide you with a proposal for the Chief of Police’s recruitment and selection process for the City of Willmar (“Willmar”). Our proposal provides Willmar with firm qualifications, key experience, a detailed work plan and timeline, and associated fees to provide services that exceed expectations. We provide a tailored, personal approach to executive recruitment and selection, and can adapt to your specific requirements for the position.

MGT Impact Solutions, LLC (MGT) is a nationally respected leader in public sector management consulting and technology services with a long track record in support of state, local, and education clients. We are committed to enhancing public safety and community engagement by ensuring a transparent and effective recruitment process for Willmar. MGT takes the next step in offering integrated solutions that can accelerate our most important goal: dramatically improving lives by **advancing and lifting up the communities we serve**.

Our consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This diverse expertise enables us to engage effectively with candidates and stakeholders alike, building trust and collaboration throughout the recruitment process. With a proven track record of recruiting law enforcement executives, we are poised to attract top-tier candidates who will enhance the safety and well-being of Willmar’s residents. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Michele Morawski, Client Services Manager 790 Frontage Road, Suite 213 Northfield, IL 60093 224.415.3791 mmorawski@mgt.us

EXECUTIVE SUMMARY

Thank you for the opportunity to submit a proposal to the City of Willmar. Should you have questions on any aspect of this proposal, please contact **Michele Morawski** at **224.415.3791** or **mmorawski@mgt.us**.

Regards,



Patrick J. Dyer, Vice President
Authorized to bind the firm

Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since its inception, MGT has grown significantly in size and capacity, working extensively with state and local governments to address complex challenges, particularly in public safety and law enforcement leadership. Today, we bring a team of over **900 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running. MGT is uniquely positioned to address the needs of communities seeking strong, trustworthy leadership in public safety, as we have a deep commitment to fostering environments where diversity, community trust, and transparency thrive.

MGT is a privately held, employee-owned, and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most pressing problems, and so do we. Their "why" is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the "immediate" needs while changing systems to plan for future resilience and success.

OUR COMMITMENT

MGT embraces the most complex challenges on the leadership agenda with deep commitment, agility, and local expertise to make a measurable and profound impact. Our experience includes successful recruitment of executive positions in public safety, ensuring that each candidate not only meets high standards of professional expertise but also embodies the values of integrity, inclusivity, and community-focused leadership. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

TIPS 220601, 220802, 230105

TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.



 **50**
years

 **900**
consultants

 **30,000**
projects

A SOCIAL IMPACT COMMITMENT

DEFINED BY **IMPACT**

At MGT, making a profound impact on society is at the heart of who we are and what we do. We recognize that the City of Willmar is deeply committed to enhancing public safety, fostering community engagement, and creating a thriving environment for all residents. We are honored to partner with Willmar in this endeavor, ensuring that the recruitment of your next Chief of Police aligns with the city's values and vision for the future.

Our team is dedicated to empowering organizations through innovations in people, processes, and technology. We bring a strategic and compassionate approach to executive recruitment that not only identifies highly qualified candidates but also ensures that those candidates resonate with the unique needs and aspirations of your community. We understand that public safety leaders must not only possess strong law enforcement skills but also be advocates for diversity, community engagement, and transparency.

In every project, our focus remains on creating lasting, positive change. For Willmar, sourcing a leader who can uphold the city's commitment to safety and unity, nurture relationships within a diverse community, and support your efforts to innovate and grow. Together, we will work toward lifting and strengthening your solutions for a more connected and resilient Willmar.

MGT'S EXPERTISE

Our firm includes more than **900 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital

We provide engineering expertise to modernize IT infrastructure and ensure your technology implementation is properly designed, integrated, modernized, and maintained.



Cyber Security & Resilience

From real-time, 24/7 monitoring to proactive threat detection and rapid incident response, we can give you the tools to heighten your network's security posture and keep it there.



Performance & Operations

Bridging the gap between strategy and enduring change, we support efficient revenue allocation, promote economic development, and create fairness in hiring and contracting systems.



Our MGT Vision

To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:

- Higher Education
- Prek-12
- Government
- Nonprofits
- Commercial Industries

PEOPLE  We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.	PURPOSE  We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.	PERFORMANCE  We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.
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MGT's Differentiator: Full Suite of Services

Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the “security trenches” in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn’t sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients’ security posture.

 **100** in-house certified engineers
24x7 NOC and SOC

Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today’s public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+** interim employees placed
1,500+ executive recruitments
500+ consulting studies
In 48 states!

Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system’s program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50** million students served
38 state DOEs as clients

Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years** of trusted relationships
Proprietary software

Diversity, Equity, & Inclusion (DEI) Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact DEI. We are one of the largest providers of disparity studies and other DEI solutions designed to increase equitable and inclusive organizational outcomes.

 **225** disparity studies
DEI assessments & training
Equity Audits

Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 **Global clientele**
Staff are former policy makers



Detailed Methodology

A detailed plan specifically designed for you.

Project Understanding

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience in law enforcement executive recruitment and our ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search.

MGT's streamlined process is designed to be both thorough and efficient, allowing us to maintain high standards while reducing overall time-to-hire. Our clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.



Success Stories

"The coordination by the consultant helped to alleviate the workload of internal staff. Consultant was willing to customize the process based on the City's needs."

Proposed Work Plan

PHASE 1

POSITION ASSESSMENT, POSITION ANNOUNCEMENT, & BROCHURE

Activities

MGT treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to successful recruitment. We gain this insight and information through meetings (one on one and in small groups), surveys, and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

INFORMATION GATHERING

- One-on-one or group interviews with stakeholders identified by Willmar.
- Community forums (in-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

DETAILED METHODOLOGY

A combination of the items listed above can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$195/hour plus actual expenses if incurred). One organizational survey is included. A Community Survey can be conducted for \$2,500. Community Forums are conducted as an optional service.

Development of a **POSITION ANNOUNCEMENT** to be placed on websites and social media.

Development of a thorough **RECRUITMENT BROCHURE** for Willmar's review and approval.

Agreement on a detailed **RECRUITMENT TIMETABLE** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to the appointment of the finalist candidate.

PHASE 2 ADVERTISING, CANDIDATE RECRUITMENT, & OUTREACH

Activities

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. Our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase 2 will include the following:

- MGT consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to Willmar, focusing on:
 - Leadership and management skills.
 - Size of organization.
 - Experience in addressing challenges and opportunities also outlined in Phase 1.
 - The database will range from several hundred to thousands of names. An email campaign will be sent to each potential candidate.
- Placement of the Position Announcement:
 - Public sector online Career Centers.
 - **Social media:** LinkedIn (posted on MGT Executives LinkedIn news feeds to reach over 50,000 connections), Facebook, and Instagram.
 - MGT will provide Willmar with a list of advertising options for approval.

PHASE 3 CANDIDATE EVALUATION & SCREENING

Activities

Phase 3 will include the following steps:

- Review and evaluation of candidates' credentials with consideration to the criteria outlined in the Recruitment Brochure.

DETAILED METHODOLOGY

- Candidates will be narrowed down to those that meet the qualification criteria.
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience.
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate.
 - References provided by the candidate are contacted.
 - Internet/Social Media search conducted on each finalist candidate.

All resumes will be acknowledged and inquiries from candidates will be personally handled by MGT, ensuring Willmar's process is professional and well regarded by all who participate.

PHASE 4 PRESENTATION OF RECOMMENDED CANDIDATES

Activities

Phase 4 will include the following steps:

- MGT will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- MGT will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" resume for each candidate so that credentials are presented in a uniform way.
- Willmar will receive a log of all applicants and may review resumes if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

MGT will meet with Willmar to review the recruitment report and provide additional information on the candidates.

PHASE 5 INTERVIEWING PROCESS & BACKGROUND SCREENING

Activities

Phase 5 will include MGT completing the following steps:

- Develop the first and second-round interview questions for Willmar's review and comment.
- Coordinate candidate travel and accommodations.
- Provide Willmar with an electronic file that includes:
 - Candidates' credentials.
 - Set of questions with room for interviewers to make notes.
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities.

Background screening will be conducted along with additional references contacted:

MGT BACKGROUND SCREENING

- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Social Security Trace & Verification ✓ US Federal Criminal Search ✓ Enhanced Verified National Criminal <ul style="list-style-type: none"> – National Sex Offender Registry – Most Wanted Lists: Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA), Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Interpol – Office of Foreign Assets Control (OFAC) Terrorist Database Search – Office of the Inspector General (OIG), General Services Administration (GSA), System for Award Management (SAM), Food and Drug Administration (FDA) – All felonies and misdemeanors reported to the National Database | <ul style="list-style-type: none"> ✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Liens, and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned <p>Optional: Credit Report – Transunion with score (based on position and state laws)</p> <p>Optional:</p> <ul style="list-style-type: none"> – Professional License Verification – Drug Screen – Employment Verification |
|--|--|

MGT will work with you to develop an interview schedule for the candidates and coordinate travel and accommodations. MGT consultants will be present for all the interviews, serving as a resource and facilitator.

MGT will coordinate a 2-Step Interview process. The first-round interviews will include four to five candidates. The second-round interviews will include two or three candidates. MGT will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Willmar's facilities.
- Interviews with senior staff.

PHASE 6 APPOINTMENT OF CANDIDATE

Activities

- MGT will assist you as much as requested with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- MGT will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Based on our experience in conducting similar projects, we anticipate the proposed project can be completed within 14 weeks of project initiation, as illustrated in **Exhibit 1**.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase 1: Position Assessment, Position Announcement, & Brochure														
Phase 2: Advertising, Candidate Recruitment, & Outreach														
Phase 3: Candidate Evaluation & Screening														
Phase 4: Presentation of Recommended Candidates														
Phase 5: Interviewing Process & Background Screening														
Phase 6: Appointment of Candidate														

Commitment to Diversity, Equity, & Inclusion in Recruitments

MGT is a leader in diversity, equity, and inclusion (DEI) consulting services, strategic planning, and organization transformation. MGT's experience working in diverse communities across the United States and working with organizations seeking to change organizational culture is critical to the success of all our projects. We have a track record of building awareness, solutions, and direction for systemic change by generating transformative ideas and solutions, information, and practices into operational strategies, which help us stand out in all our projects.

MGT is also one of the original and premier disparity research firms in the country. Disparity studies were the first instance of bringing principles of diversity, equity, and inclusion into the public sector, through the procurement process, and since 1990, **MGT has conducted more than 230 public sector disparity studies**. These studies are designed to improve procurement departments, promote and advance equity, and improve economic outcomes for diverse communities that have been historically marginalized by analyzing policies, practices, and programs to increase the utilization of minority- and women-owned businesses. Clients that have conducted a disparity study are in the unique position to increase and improve systematic equity through procurement and contracting, which can ultimately promote economic empowerment by creating strong business and employment pipelines in communities of color.

MGT also has a long-standing commitment to DEI. Since the firm's inception they have supported, with their time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government, and CivicPride. Our Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training, and we are frequent

speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of the website at mgt.us.

MGT has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, and in several recruitment and selection processes throughout the country including Toledo, OH; Fort Collins, CO; Ann Arbor, MI; Oakland, MI; and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

MGT's Recommendations to RECRUIT and Retain Top Talent

RESPONSIVE: ROLL OUT THE WELCOME MAT! Candidates may struggle with relocating for a new position as well as being concerned about the “fit” with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

ENCOURAGING: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider “up and coming” candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

COMPETITIVE: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

RESOURCEFUL: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully assess requirements such as Certified Public Accountant (CPA), Professional Engineer, and others that will limit your talent pool – consider using the word “ideally” or “preferably.”

UNDERSTANDING: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

INNOVATIVE: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. MGT will assist you in being as innovative as possible in your outreach.

TRANSPARENT: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information. If we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.



Our Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

MGT employs a team of professionals with backgrounds in local government and the not-for-profit sector. With Willmar's staffing needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced consultants, **Jon Fehlman** and **Michael Brethorst**. They will act as your project manager and primary point of contact for this project. All project managers are supported by our Recruitment Team Leader, as well as a recruitment coordinator and reference specialist. Depending on availability at the time a contract is awarded, MGT reserves the right to assign another project manager to ensure the recruitment is completed within an appropriate time frame. Staff biographies are attached as **Appendix A**.

Project Manager & Main Point of Contact



JON FEHLMAN

Senior Consultant
707-536-8228
jfehlman@mgt.us



MICHAEL BRETHORST

Senior Consultant
847-380-3240
mbrethorst@mgt.us

Proposal Inquiries



CHARLENE STEVENS

Vice President –
Human Capital
Solutions
847.380.3240 x124
cstevens@mgt.us



MICHELE MORAWSKI

Client Services
Manager
224.415.3791
mmorawski@mgt.us

Why Choose MGT?

- ✓ **Unparalleled Expertise and Level of Service.** With executive recruitment experience in 44 states, and in communities ranging in population from 1,000 to 3,000,000, we are a leader in the field of local government recruitment and selection. More than 40% of our clients are repeat clients, and 94% of surveys show our overall performance rating as **Outstanding** – indicating a plan to use our services and/or highly recommend us in the future.
- ✓ **Delivering the Best.** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process includes extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensuring successful recruitment for Willmar. We will provide important information to potential candidates by developing a high quality, thorough Recruitment Brochure reflecting the knowledge we will have about your community and your organization. Before we recommend a candidate to you, **we ask probing questions** that will verify their expertise during video interviews, reference calls, and news and social media searches.
- ✓ **A Partner from Start to Finish.** We are your partners in this important process. We welcome you to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning, and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.
- ✓ **Services for Any Budget and Any Search.** We strive to meet the specific needs of our clients by offering several options for recruitment services to meet your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe **best fits your needs**.

Success Stories

"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study."





Cost

*Defined by Impact. Driven by People.
Dedicated to the Community.*

We take pride in customizing our client's needs — and we will work with you to ensure our fees are aligned with your expectations and budget.

Full Scope Recruitment

Summary of Costs	Price
Recruitment Fee	\$21,500
Recruitment Expenses (not to exceed) Expenses include candidate due diligence efforts	\$1,500
Advertising <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is only billed for actual cost.</i>	\$2,000*
TOTAL:	\$25,000**

***Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to Willmar for reimbursement.*

Possible in-person meetings could include:

- Recruitment brochure interview process
- Presentation of recommended candidates
- Interview Process

Any additional consultant visits requested by Willmar (beyond the three visits listed above) will be billed at \$195/hour. The additional visits may also result in an increase in the travel expenses billed.

*This fee does not include travel and accommodation for candidates interviewed.

Payment for Fees & Services

- **1st Invoice:** Contract Award (40% of the Recruitment Fee).
- **2nd Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date).
- **Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses).

Payment of invoices is due within 30 days of receipt.

Our Guarantee – Full Scope Recruitment

MGT is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond Phase I advertising is requested, Willmar will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to Willmar.

Upon appointment of a candidate, MGT provides the following guarantee: should the selected and appointed candidate, at the request of Willmar or the employee's own determination, leave the employ of Willmar within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.



Reference From Previous Client

A leader in local government recruitment and selection.

More than one-third of the organizations served by MGT have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

DILWORTH, MINNESOTA

L. Peyton Mastera, City Administrator

2 – 1st Avenue SE | Dilworth, MN 56529

(218) 287-2313 | peyton.master@ci.dilworth.mn.us

MGT provided recruitment and selection services for the Chief of Police in 2024

ELK RIVER, MINNESOTA

Calvin Portner, City Administrator

13065 Orono Parkway | Elk River, MN 55330

(763) 635-1001 | cportner@elkrivermn.gov

MGT provided recruitment and selection services for the Police Chief in 2024.

INDEPENDENCE, MISSOURI

Samantha Morris, Chief of Emergency Operations

111 E. Maple | Independence, MO 64050

(816) 325-7171 | smorris@indepmo.org

MGT provided recruitment and selection services for the Chief of Police in 2022.



Optional Assessment Center

Qualified Assessors to Identify Your Needs.

If requested, as part of the selection process MGT will perform an Assessment Center for candidates selected for interview. An Assessment Center is a useful tool for identifying and evaluating the strengths, areas for improvement, skills, and abilities of the candidates. MGT consultants will prepare all the related documents and scoring sheets for any three of the following exercises to be completed on the day of the Assessment Center:

- In-Basket Exercise
- Written/Oral Presentation Exercise
- Leaderless Group Exercise
- Structured Interview
- Budget Analysis Exercise
- Personnel Issues Exercise
- Other exercise of Willmar's choosing

Optional Assessment Center Fee: **\$8,500***

**The fee assumes the Assessment Center will be held on one day and be limited to no more than five candidates. For each additional candidate, the fee will increase by \$750.*

The fee includes the preparation of the Assessment Center material and a written report outlining the findings of the Assessment Center as reported by the Assessors. We will assist Willmar in selecting three professionals from outside the organization to serve as Assessors in evaluating each candidate's strengths and weaknesses. Willmar will be responsible for paying a \$750 stipend to each Assessor (and possible mileage or other transportation costs for the assessors).

The fee does not include lodging, travel, and meal expenses for the MGT facilitator(s) to be on-site for the Assessment Center. Actual expenses will be billed in addition to the fee. If Willmar chooses to add the Assessment Center option, the fees and expenses for this will be billed separately.



Optional Services

The Nation's Recruitment Leader.

Having a solid plan in place is the only way to reach your long-term vision and goals, and we want to see you thrive. Our variety of services can be personalized to make the most of your strengths and give you an extra layer of support where you need it. We offer the following additional service offerings:

GOVTEMPSUSA

Need an Interim? GovTempsUSA, a division of MGT, specializes in the temporary placement of positions in local government. The firm offers short-term assignments in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their careers.

RECORDED ONE-WAY VIDEO INTERVIEW OF CANDIDATES

Candidates we recommend for your consideration can complete a one-way video interview with three to five questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview at a cost of \$100 per candidate.

LEADERSHIP/PERSONALITY TESTING

MGT has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences Willmar is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC, and others. Depending on the evaluation type, selected fees can range between \$100 to \$500 per candidate.

360° EVALUATION

As a service to Willmar, we offer the option of providing you with a proposal for a 360° performance evaluation for the appointed position at six months into their employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder Willmar feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, MGT will prepare a proposal for this service.



Appendix A. Consultant Biographies

The biographies of our proposed consultants are provided on the following page.



Jon Fehlman Senior Consultant



Jon Fehlman, a seasoned Senior Consultant with MGT, brings over 30 years of distinguished experience in law enforcement and emergency management. Since joining MGT, Jon has been instrumental in consulting across various domains, including law enforcement, public safety, emergency management services, and 9-1-1 communications centers. He has spearheaded over 25 recruitments for police chiefs, public safety, and communications directors, along with conducting numerous assessment centers and staff studies. Jon's expertise extends to classification and compensation studies, where he has contributed to over 50 projects, reflecting his comprehensive understanding of organizational dynamics.

A sought-after speaker and trainer, Jon collaborates with the FBI Law Enforcement Executive Development Association (FBI LEEDA) to empower law enforcement professionals nationwide. He also serves on the advisory board of the Institute for American Police Reform (IAPR), offering invaluable insights into policing laws and policies, leadership development, and community partnerships. With extensive experience in critical incidents and a profound commitment to mental health advocacy, Jon's impactful contributions have earned him numerous accolades and commendations throughout his illustrious career.

Areas of Expertise

- Classification & Compensation Studies
- Recruitment and Assessment
- Law Enforcement and Public Safety
- Leadership Development
- Policing Laws and Policies

Education

- M.S., Emergency Management, California State University, Long Beach
- B.S., Workforce Education and Development, Southern Illinois University, Carbondale

Professional Development & Speaking Engagements

- FBI Law Enforcement Executive Development Association, Instructor/Consultant
- FBI National Academy (Class 245), Executive Development
- Graduate Certificate in Leadership (University of Virginia)
- National Internal Affairs Investigators Association Conference 2023 Presenter: Internal Affairs Role in Fostering and Maintaining Agency Leadership
- FEMA Courses in Emergency Management, Homeland Security Terrorism Liaison

Memberships & Affiliations

FBI Law Enforcement Executive Development Association
FBI National Academy Alumni Association
International Association of Chiefs of Police
National Sheriffs Association
American Society for Training and Development
National Association of Field Training Officers
National Alliance on Mental Illness
United Against Sexual Assault
Southern Illinois University Alumni Association
California State University Long Beach Alumni Association
Leadership Santa Rosa Alumni Association
Washington Association of Sheriffs & Police Chiefs
California Association of Hostage Negotiators
California Narcotics Officer Association

Professional Experience

Leadership Consulting Services, 2000-Present
City of Bainbridge Island, Chief of Police, 2008-2012
City of Santa Rosa, Lieutenant, 2006-2008; Sergeant, 2000-2006; Police Officer, 1996-2008
City of Laguna Beach, Police Officer, 1985-1996



Michael Brethorst

Senior Consultant

Michael Brethorst is a seasoned municipal management professional with over 20 years of experience and a robust background in executive recruiting, strategic planning, and community engagement. As a Senior Consultant at MGT, Mike leverages his extensive expertise to offer executive recruiting, compensation studies, and mentorship. His career has spanned various high-impact roles, including Chief Administrative Officer, Director, and Chief of Staff. A retired Lieutenant Colonel in the Army National Guard with 22 years of service, Mike has demonstrated leadership and dedication through multiple overseas deployments and as a Counterintelligence Special Agent.

In addition to his governmental roles, Mike actively contributes to his community as an Adjunct Professor. His experience includes managing departments such as Health and Human Services, facilities and construction, human resources, public utilities and public works, economic development, driving industrial park expansions, business retention, and downtown revitalization. Mike's commitment to professional development is evident in his mentoring of staff and young professionals. His broad experience, both domestically and internationally, showcases his ability to lead and inspire teams towards achieving significant community and organizational goals.

Areas of Expertise

- Executive Recruiting
- Strategic Planning Facilitation
- Compensation Studies
- Public Utilities and Public Works Management
- Human Resources Leadership
- Labor Relations and Negotiations
- Performance Evaluation Implementations
- Organizational Improvement

Education

- M.S., Public, Human Services and Health Administration, Minnesota State University Moorhead, Moorhead, MN
- B.S., Public Administration, Emphasis: Community and Economic Development, St. Cloud State University, St. Cloud, MN
- A.A., Fergus Falls Community and Technical College
- Military: Graduate, Command and General Staff College, Fort Leavenworth

Certifications

- Just Culture Certification Graduate Certificate
- Key Public Power Account Executive (KPPAE), American Public Power Association
- Business Retention and Expansion International, Certified Consultant

Memberships & Affiliations

Minnesota City and County Management Association (MCMA),
Current Member

Municipal Clerks and Finance Officers Association, Minnesota

American Legion – Detroit Lakes, MN

Veteran of Foreign Wars – Detroit Lakes, MN

Melrose Chamber of Commerce

Lions – Melrose, MN; Barnesville, MN

Professional Experience

University of Minnesota, Adjunct Professor, 2022-Present

Essentia Health, Director Financial Services, 2023-2024; Senior Employee Labor Relations Specialist, 2021-2023

Becker County, Detroit Lakes, MN, County Administrator, 2019-2021

City of Melrose, MN, City Administrator, 2011-2019

Department of Veteran Affairs, Fargo, ND, Administrative Officer (AO), 2008-2011

City of Barnesville, MN, City Administrator, 2004-2008

City of Brainerd, MN, Community Development Director, 2001-2004

Ada EDA, Ada, MN, Executive Director, 1999-2001



Appendix B. Client List

A list of the clients we have had the pleasure of partnering with that complement Willmar's recruitment request is provided on the following page.

Law Enforcement Client List

State	Client	Position Title	Year	Population
Alaska	Unalaska	Police Chief	2018	4,768
California	Bay Area Rapid Transit (BART)	Inspector General	2023	Multi
	San Jose	Director of Gaming Division	2019	1,025,000
Delaware	Milford	Chief of Police	2023	12,272
Georgia	Decatur	Police Chief	2021	25,000
Illinois	Arlington Heights	Chief of Police (Virtual)	2019	75,500
	Barrington Hills	Chief of Police	2024	4,232
	Buffalo Grove	Chief of Police	2013	42,909
	Buffalo Grove	Police Chief	2022	42,909
	Cary	Chief of Police	2010	17,840
	Chicago	Deputy Inspector General for Investigations (Professional Outreach)	2022	3,000,000
	Chicago	Deputy Inspector General for Public Safety (Professional Outreach)	2022	3,000,000
	College of Lake County	Chief of Police	2020	Multi
	Cook County	Independent Inspector General	2023	5,300,000
	Des Plaines	Chief of Police	2020	58,364
	Evanston	Chief of Police	2018	75,000
	Freeport	Chief of Police	2019	25,000
	Glencoe	Public Safety Director	2013	8,900
	Glencoe	Public Safety Director	2023	8,900
	Grayslake	Chief of Police	2011	24,400
	Hampshire	Police Chief	2022	6,347
	Highland Park	Chief of Police	2017	31,365
	Hinsdale	Police Chief (Professional Outreach)	2017	17,631
	Joliet Junior College	Director of Campus Safety and Security, Chief of Police	2020	700,000
	La Grange	Chief of Police (Virtual)	2017	15,610
	La Grange Park	Chief of Police	2014	13,579
	Lake Bluff	Chief of Police	2013	5,698
	Lake Bluff	Chief of Police	2018	5,698
	Lake County	Sheriff's Office Business Manager	2015	703,462
	Lake Forest	Chief of Police	2012	19,375
	Lake Forest	Chief of Police	2024	19,375
	Lake Forest	Detective Commander (Limited)	2023	19,375
	Lake Forest	Police Management Analyst (Limited)	2023	19,375
	Lincolnshire	Chief of Police	2016	7,500
	Lincolnwood	Chief of Police	2017	12,590
	Lisle	Chief of Police	2019	22,930
	Mokena	Chief of Police	2013	19,042
	Moline	Chief of Police	2017	43,100
	Moline	Chief of Police Selection Services	2010	43,100
	Naperville	Chief of Police	2021	148,000
	Northbrook	Chief of Police	2017	35,000
	Northbrook	Chief of Police	2020	35,000
	Northern Illinois University	Chief of Police	2013	44,098
	Northwestern University	Director of the Office of Professional Standards	2014	21,000

	Northwestern University Police Department	Commander (2 positions)	2018	21,000
	Northwestern University Police Department	Commander and Accreditation Manager	2017	21,000
	Oak Park	Deputy Chief of Police (2) (Virtual)	2023	52,000
	Oak Park	Police Chief	2022	52,000
	Oakton College	Chief of Police and Emergency Management	2019	46,000
	Park Ridge	Police Chief	2023	37,496
	Peoria	Chief of Police	2021	115,234
	Princeton	Chief of Police	2017	7,700
	Schaumburg	Chief of Police	2013	75,000
	Schaumburg	Deputy Police Chief	2018	75,000
	St. Charles	Chief of Police	2014	33,264
	Tinley Park	Chief of Police	2011	56,831
	Vernon Hills	Chief of Police	2017	25,911
	Villa Park	Chief of Police (Virtual)	2017	22,038
	Villa Park	Chief of Police (Virtual)	2020	22,038
	Warrenville	Chief of Police	2022	13,246
	Wauconda	Chief of Police	2015	14,125
	West Chicago	Chief of Police	2021	27,221
	Woodridge	Chief of Police	2011	33,256
	Wynstone Property Owners Association	Director of Public Safety	2013	1,500
Indiana	St. John	Chief of Police	2015	15,677
Iowa	Dubuque	Chief of Police	2021	59,700
Maine	Biddeford	Chief of Police (Virtual)	2022	21,277
	Portland	Police Chief	2023	68,000
Massachusetts	Somerville	Chief of Police	2024	81,045
Michigan	Ann Arbor	Deputy Police Chief	2017	117,700
	Midland	Chief of Police	2011	42,000
	Midland	Chief of Police	2019	42,000
	Pleasant Ridge	Police Chief	2023	2,654
Minnesota	Dilworth	Chief of Police	2023	4,918
	Elk River	Police Chief	2024	27,000
Missouri	Independence	Chief of Police	2022	123,000
Montana	Bozeman	Chief of Police	2015	39,860
Ohio	Kettering	Chief of Police	2014	55,870
	Upper Arlington	Chief of Police	2024	36,800
	Worthington	Chief of Police	2024	14,786
Pennsylvania	Allegheny County	Police Superintendent	2016	1,230,000
	Ferguson Township	Chief of Police	2022	18,300
	Ferguson Township	Police Chief	2017	18,300
	McCandless	Chief of Police	2016	28,457
	Mt. Lebanon	Chief of Police	2015	33,137
	Mt. Lebanon	Chief of Police	2022	33,137
Texas	Dallas	Auto Impound and Property Unit Administrator (Virtual)	2023	1,300,000
	Dallas	Personnel Division Administrator (Virtual)	2023	13,000
	Missouri City	Chief of Police	2024	74,139
Virginia	Chesapeake	Chief of Police	2022	245,000
	Hampton	Chief of Police	2021	137,436
	Prince William County	Chief of Police	2020	460,457
	Roanoke	Chief of Police	2019	100,220
	Roanoke	Deputy Police Chief (2 positions) - Operations and Support Services	2022	100,220

	Roanoke	Police Chief	2023	100,220
	Virginia Beach	Chief of Police	2020	442,707
Washington	Issaquah	Chief of Police	2022	39,378
Wisconsin	Bayside	Police Chief	2018	4,400
	Beaver Dam	Chief of Police	2010	16,291
	Beloit (City)	Chief of Police	2020	36,966
	Beloit (City)	Police Chief	2016	36,966
	Brown Deer	Chief of Police	2014	12,000
	Brown Deer	Chief of Police	2021	12,000
	Burlington	Chief of Police	2009	10,511
	Cleveland	Chief of Police	2022	1,593
	Cottage Grove	Chief of Police	2022	9,740
	DeForest	Chief of Police	2018	10,000
	Evansville	Chief of Police	2019	5,124
	Grafton	Chief of Police	2019	11,766
	Middleton	Chief of Police	2024	21,000
	Middleton	Chief of Police	2019	21,000
	Milton	Police Chief	2023	5,716
	Monona	Chief of Police	2020	8,000
	Plymouth	Chief of Police/Director of Public Safety	2022	8,540
	Polk County	Chief Deputy Sheriff	2016	43,476
	River Falls	Chief of Police	2015	15,200
	Sparta	Chief of Police	2014	9,600
	Sun Prairie	Chief of Police	2019	32,894
	Waukesha	Chief of Police	2019	71,158

MGT



City Council Action Request

Council Meeting Date:	November 4, 2024	Agenda Item Number:	12.A.
Agenda Section:	Closed Session	Originating Department:	Administration
Resolution:	No	Prepared By:	
Ordinance:	No	Presented By:	
Item:	Closed session pursuant to MN Stat. 13D.05, subd. 3 (c) to consider offers or counteroffers for the City's purchase or sale of Real Property		

RECOMMENDED ACTION:

Adjourn to Closed Session to discuss offers or counteroffers for the City's purchase or sale of Real Property.

OVERVIEW:

The City of Willmar will consider offers or counteroffers for the City's purchase or sale of Real Property located in Redwood County, Parcel ID 88-106-2130

BUDGETARY/FISCAL ISSUES:

ALTERNATIVES TO CONSIDER:

ATTACHMENTS:

None