

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, February 22, 2016, in Conference Room No. 1 at the City Office Building.

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| Present: | Denis Anderson | | Chair |
| | Ron Christianson | | Member |
| | Audrey Nelsen | | Member |
| | Shawn Mueske | | Member |

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, Information Systems Coordinator Ross Smeby.

Item No. 1 Call to Order

The meeting was called to order by Chair Anderson at 4:45 p.m.

Item No. 2 Public Comments

There were no comments from the public.

Item No. 3 Reallocate CIP Funding (Resolution)

Staff requested the reallocation of Capital Improvement Program funding for Thin Clients and use it for the City Council and staff tablets in the amount of \$18,000 and purchase of a Document Management System in the amount of \$41,000. City Staff further requested that the \$18,000 for tablets be tabled.

Mr. Smeby explained the need for a secure electronic document management system. The system would ensure the protection of documents, help in auditing, contains all City’s documents, and aid in record retention.

Following discussion, Council Member Mueske introduced a resolution to authorize the Mayor and City Administrator to repurpose \$41,000 from the Information Systems Thin Client Capital Improvement Project to the Document Management System Project. Council Member Nelsen seconded the motion which carried.

Item No. 4 New City Website (Resolution)

Staff presented to the Committee an agreement with Revize Software Systems to create a new City website with an estimated cost of \$24,700.

Mr. Smeby explained the need for a new website with software that will provide a variety of applications for citizens’ engagement, staff productivity, mobile devices, and accessibility features.

Following discussion, Council Member Mueske introduced a resolution to authorize the Mayor and City Administrator to enter into an agreement with Revize LLC in the amount of \$24,700

to create a new city website. Council Member Christianson seconded the motion which carried.

Item No. 5 Donations to Law Enforcement Explorer Program (Resolution)

Staff presented to the Committee a donation of \$250 to the Willmar Police Department Law Enforcement Explorer program from Duininck Concrete Company. It is a requirement that the Council accept all donations by resolution.

Following discussion, Council Member Christianson introduced a resolution accepting the \$250 donation from Duininck Concrete Company and to direct the City Administrator to send a letter of appreciation. Council Member Mueske seconded the motion which carried.

Item No. 6 Donation Protocols (Motion)

Staff presented to the Committee a proposed change in protocol for staff to acknowledge all donations by letter and regularly inform the Council for acceptance of these donations by resolution. It was proposed that staff will accumulate all donations to be presented at the end of the year for formal approval for audit purposes and State compliance.

Following discussion, Council Member Mueske made a motion to approve the Donation Protocol as amended to be presented quarterly to the Council for formal approval. Council Member Nelsen seconded the motion which carried.

Item No. 7 LED Retrofit Lighting Project (Motion)

Chair Anderson presented to the Committee an agreement for the purchase of LED conversion kits from Etterman Enterprises for \$17,420.13 and installation by Kim's Electric for \$6,840 for the Public Works Garage totaling \$24,260.13. The 2016 Capital Outlay Program has included \$35,000 for LED lighting.

Following discussion, Council Member Christianson made a motion to approve the agreements for the LED conversion kits. Council Member Nelsen seconded the motion which carried.

Item No. 8 Accept Project and Authorize Final Payment Project 1404 (Resolution)

Chair Anderson presented to the Committee a recommendation to accept and authorize final payment to Vreeman Construction in the amount of \$42,798.46 for Project No. 1404 for the 12th Street SE new construction from 11th Avenue SE to Willmar Avenue SE.

Following discussion, Council Member Christianson made a motion to approve the final payment of \$42,798.46 to Vreeman Construction. Council Member Mueske seconded the motion which carried.

Item No. 9 Purchase of Turnout Gear (Motion)

Chair Anderson presented to the Committee a recommendation to approve the purchase of five complete sets of NFPA approved firefighting turnout clothing at an estimated cost of \$2,029 each with a total cost estimated at \$10,145.

Following discussion, Council Member Mueske made a motion to approve the purchase of the NFPA approved firefighting turnout clothing for a total estimated cost of \$10,145. Council Member Christianson seconded the motion which carried.

Item No. 10 Rice Memorial Hospital Financial Statement (Information)

Chair Anderson presented to the Committee for review the Rice Memorial Hospital Financial Statement, with the Rice Memorial Hospital Board addressing the City Council at a future Council Meeting. This matter was for information only.

Item No. 11 Revised Draft of City Purchasing Policy (Information)

Staff presented to the Committee an Arden Hills purchasing policy in legislative print with changes setting levels of authority made from the February 8, 2016, meeting. Council Member Nelsen made a motion to table any action on the proposed policy and asked staff to bring back information to clarify the processes and timing of the Capital Improvement and Vehicle Replacement Policies. Council Member Christianson seconded the motion which carried.

There being no further business to come before the Committee the meeting was adjourned at 6:15 p.m. by Chair Anderson.

Respectfully submitted,

Steven B. Okins
Finance Director