

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, March 28, 2016, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Shawn Mueske Member

Others present: City Administrator Larry Kruse, Finance Director Steve Okins, Public Works Director Christensen, and CER Director Steve Brisendine.

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 OPG3, Inc., Agreement for Document Management System (Resolution)

Staff explained to the Committee the need for a Document Management System for the City of Willmar for the purpose of archiving and preserving documents and information. By State Statute, the City must retain many documents for various periods of time with many of these items, such as council minutes, required to be kept in perpetuity. An additional benefit would be increased staff workflow efficiency because an electronic document imaging system would provide easy access by employees to essential documents rather than researching the information either in the physical storage areas or by interrupting other departments to track down the information. Staff has explored multiple systems and has determined that a Laserfiche System through OPG3, Inc., at a cost of \$41,000 is the best suited for the City’s needs. Previous Council action authorized the use of City funds for this project but authorization for the Mayor and City Administrator to execute the agreement is also needed.

Following discussion, Council Member Mueske made a motion to introduce a resolution to authorize the Mayor and City Administrator to enter into an agreement with OPG3, Inc., in the amount of \$41,000 for implementing the Document Management System. Council Member Fagerlie seconded the motion which carried.

Item No. 4 Willmar Township Fire Protection Agreement (Resolution)

Staff reviewed with the Committee the proposed Fire Protection Contract with Willmar Township. The state-wide formula used to calculate the amount due from the Township is based on information from the previous year, which includes operating costs of the Fire Department, depreciation of the fire station and equipment, the number of firefighter hours used and market values of the area covered in Willmar Township. It was noted that the amount of the contract is down substantially from last year due to the reduced number of fire calls.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution authorizing the Mayor and the City Administrator to execute the agreement as presented in the amount of \$16,380.64. Council Member Mueske seconded the motion which carried.

Item No. 5 Civic Center Usage Agreement With Junior Hockey Team (Information)

Staff explained to the Committee that the City of Willmar has been approached by an ownership group interested in leasing the Civic Center Cardinal Arena for use by a Tier 3 Junior Hockey Team. The lease would include approximately 200 hours of ice time for practices, ice usage for 22 home games, locker room and office space for a preliminary estimate of \$40,000 per year. In addition, the team is proposing to pay the City \$8,000 annually for advertising in the Cardinal Arena facility. The final contract is still being worked out but a draft copy has been sent to the City Attorney for his review. Once the final numbers are known, the final lease agreement will be sent to Attorney Scott again for his approval. It was noted there may be some scheduling issues to work out with high school hockey games but staff does not believe this agreement will negatively impact any current users and most likely will have a positive impact on all users and overall use of the Civic Center. Local groups, such as the Willmar Hockey Association, have indicated their support of having a Junior Hockey Team in Willmar. Fiscally, it is anticipated that costs will increase at the arena due to the increased usage, however, it is believed that the additional revenues generated should offset the applicable increase in expenditures. Council Members requested that the owners be present at the next Council Meeting and that a detail be provided of how the lease amounts were determined as well as copies of the letters of support from the various local groups. This matter was taken for information.

Item No. 6 Reports (Information)

The Committee received the following reports: 12/31/15 Rice Trust Fund and Moody's Investors Service Credit Rating. Discussion included a request for a ten-year history of Willmar's tax base which staff will provide from the annual assessing reports. This matter was taken for information only.

There being no further business to come before the Committee the meeting adjourned at 5:42 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor