

FINANCE COMMITTEE

MINUTES

The Finance Committee of the Willmar City Council met on Monday, July 13, 2015, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Audrey Nelsen Member

Others present: Finance Director Steve Okins, IS Coordinator Ross Smeby, Public Works Director Sean Christensen, and Community Education and Recreation 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 Consideration of Funding Source For Executive Search Firm Proposal (Information)

Staff explained to the Committee that the City Council selected the David Drown Associates proposal of \$14,000 to begin the search for the new City Administrator. It was noted that this item will be charged to the Professional Services line item in the 2015 Mayor/Council Budget. This matter was for information only.

Item No. 4 Auditorium Access Policy (Motion)

IS Coordinator Ross Smeby explained to the Committee that to date there has been no procedure or policy on the issuing of keys or allowing of access to the Auditorium. The proposed Auditorium Access Policy was distributed to the Committee which clearly defines how someone will request keyed access to the Auditorium and sets the policies and rules for persons using the Auditorium.

Following discussion, Council Member Fagerlie moved to approve the Auditorium Access Policy as presented. Council Member Johnson seconded the motion which carried.

Item No. 5 Local Government Information Systems (LOGIS) Agreement (Resolution)

Staff explained that the City of Willmar currently does not have an effective or supported Permitting System. Multiple departments do depend on the software for this information. The IS Department, in cooperation with the Planning and Development Services Department and City Clerk, have explored multiple systems. The system from LOGIS would best fit our needs and is currently used by multiple governmental agencies. The initial purchase, training and setup cost estimate is \$19,979, which includes the Business Licenses and Code Enforcement Modules.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and Interim City Administrator to execute the LOGIS Agreement for the purchase of a Permitting System in the amount of \$19,979 as presented. Council Member Johnson seconded the motion which carried.

Item No. 6 Information Systems 2015 Capital Improvement Reallocation (Resolution)

Staff explained that due to several building maintenance and project needs at the WRAC-8 Studio, the IS Coordinator is requesting that \$16,000 from the Thin Client CIP Project be reallocated to fund these

projects. A motion to re-appropriate the funds for these projects was approved at the July 8, 2015, Cable Advisory Board Meeting. That motion was amended to specifically include funding for these projects and to obtain a second quote for window treatments. It was noted that \$125,000 was initially budgeted for the Thin Client Project. Other projects that may require funding from this would include a new AS 400 Financial System, Data Storage Array for the IS Department, and HVAC equipment at the WRAC-8 Studio.

Following discussion, Council Member Fagerlie moved to introduce a resolution to reallocate the 2015 Capital Improvement Program Thin Client Funds to the Charter Fiber Rack move, Leightronix Switcher, Studio Sign, Roof Repair, and new Bulletin Board Server for \$16,000. Council Member Johnson seconded the motion which carried.

Item No. 7 Approve Sale of Public Works Pickup to Willmar Public Schools (Resolution)

Staff explained that the Public Works Department replaced the 2003 Ford F350 Pickup with a 2015 Ford F350 in accordance with the Vehicle Replacement Program through the Southwest West Central Service Cooperative Agreement as approved at the April 20, 2015, Council Meeting. Sale prices for vehicles in the region with similar age, accessories, and general condition were researched prior to setting the price at \$7,000.

Following discussion, Council Member Fagerlie moved to introduce a resolution to approve the sale of the Public Works 2003 Ford F350 Pickup to the Willmar Public Schools for \$7,000. Council Member Johnson seconded the motion which carried.

Item No. 8 Reallocate Funds for the County Office Building Parking Lot (Resolution)

Staff explained that the reconstruction of the COB West Parking Lot was included in the 2015 CIP and the Cooperative Construction Agreement with Kandiyohi County was approved by the Council on April 20, 2015. The agreement details the City reimbursing the County for 50% of the cost, estimated at \$90,000 for the City's portion, in exchange for 12-20 spots in the lot. Bids were received for the project on July 7th, with the low bid from Duininck, Inc., in the amount of \$203,328.91, increasing the City's cost to \$101,664.46. Staff is requesting \$15,000 of unused funds from the purchase of four Kubota mowers be re-allocated for this expense. It was noted that \$127,628 was budgeted in the 2015 CIP for the purchase of the mowers with the actual cost totaling \$72,695.

Following discussion, Council Member Fagerlie moved to introduce a resolution to reallocate \$15,000 from unused funds from the purchase of four Kubota mowers to this COB West Parking Lot Project. Council Member Johnson seconded the motion which carried.

Item No. 9 Community Donation for Dog Park – Northland Group (Resolution)

Staff explained to the Committee that the Northland Group contacted KC Dog, supporters of the dog park, and offered a donation of \$212 to assist with expenses related to the creation of the dog park at Lions Park. It was noted that Northland Group was founded in 1982 and provides business process outsourcing services focused on accounts receivable management and collection services for national credit grantors and debt buyers.

Following discussion Council Member Fagerlie moved to introduce a resolution to accept the donation of \$212 from Northland Group to assist with expenses related to the creation of the dog park at Lions Park, and to direct the Interim City Administrator to send a letter of appreciation. Council Member Johnson seconded the motion which carried.

Item No. 10 Westwind Park – Top Dress for Soccer Field Development Agreement (Resolution)

Staff explained to the Committee that Westwind Park has been unutilized since the development was created. Given the shortage of youth soccer field areas, staff believes this park is ideal to create some youth practice fields. In addition to this work we will need to seed and fertilize the field to be ready for soccer in the

summer of 2016. Duinick was the sole bidder for the Westwind Project in the amount of \$15,076. This project was previously approved in the amount of \$30,000 in the 2015 CIP. It was noted that Duinick recently completed top dressing Hodapp Field, making that field much more playable.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and Interim City Administrator to execute the Westwind Park Soccer Field Project Agreement with Duinick, Inc., in the amount of \$15,076. Council Member Nelsen seconded the motion which carried.

Item No. 11 Movies In The Park Program Budget (Resolution)

Staff explained to the Committee that Movies In The Park was a concept that started in 2014 and was successfully supported by the Community last year. Staff was part of the decision to move that program to the CER Department for the 2015 season which includes four movies, one at the auditorium and three at Robbins Island. Donations have been received in support of that program in the amount of \$3,750 and letters of appreciation have been sent to those donating. Staff is requesting the Leisure Services Professional Services budget be increased by \$3,750 for this program. Costs include movie rentals, screen/projector rental, inflatable rentals and advertising costs.

Following discussion, Council Member Nelsen moved to introduce a resolution to increase the 2015 Leisure Services Operating Budget for Professional Services by \$3,750 for the Movies In the Park Program. Council Member Johnson seconded the motion which carried.

Item No. 12 Bicycle Alliance of MN Consulting Agreement – Budget Amendment (Resolution)

Staff explained to the Committee that the services of Bicycle Alliance of Minnesota have been enlisted to audit the biking/trail infrastructure in Willmar for a total of \$5,000. This work is a key component to our future application to achieve a designation of a Bicycle Friendly Community. The Willmar Lakes Area CVB and Kandiyohi County SHIP programs each donated \$1,000 to support this work. Staff is requesting that the Leisure Services Professional Services Budget be increased by \$2,000 to accommodate this expenditure.

Following discussion, Council Member Fagerlie moved to introduce a resolution to increase the 2015 Leisure Services Operating Budget for Professional Services by \$2,000 for Bicycle Alliance of MN Consulting Agreement and to direct staff to send a letter of appreciation to the Willmar Lakes Area CVB and Kandiyohi County SHIP for their donations. Council Member Johnson seconded the motion which carried.

Item No. 13 Reports (Information)

The Committee received the following reports: 04/30/15 Rice Memorial Hospital and 12/31/14 Kandiyohi Area Transit Annual Financial Report. This matter was taken for information only.

Item No. 14 Miscellany: Mayor's Proposed 2016 Budget Presentation 08/31/15. Chair Anderson noted that the Mayor will be presenting his proposed 2016 Budget at the Finance Committee Meeting with Full Council attendance on August 31, 2015.

There being no further business to come before the Committee, the meeting was adjourned at 5:55 p.m. by Chair Anderson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor