

## FINANCE COMMITTEE

### MINUTES

The Finance Committee of the Willmar City Council met on Monday, June 9, 2014, in Conference Room No. 1 at the City Office Building.

Present:	Tim Johnson	.....	Vice-Chair
	Rick Fagerlie	.....	Member
	Audrey Nelsen	.....	Member
	Bruce Deblieck	.....	Member

Others present: Finance Director Steve Okins, City Clerk Kevin Halliday, Mayor Frank Yanish, "West Central Tribune" Journalist David Little, and Accounting Supervisor Carol Cunningham.

#### Item No. 1      Call to Order

The meeting was called to order by Vice-Chair Johnson at 4:45 p.m.

#### Item No. 2      Public Comments

There were no comments from the public.

#### Item No. 3      Northwoods League, Inc., and Willmar Baseball, LLC, Lease (Resolution)

Staff explained that 2014 is the last year of the first five-year agreement with the Northwoods League and Willmar Baseball LLC for use of the Bill Taunton Stadium at Baker Diamond. A new five-year lease is being proposed effective August 25, 2014 through August 25, 2019, and has been reviewed by the City Attorney. It was noted that rents were increased by \$18,540 over the previous agreement for the five-year period and that these rates are comparable with statewide cities of like-size. The new agreement details more specific rent payment guidelines and insurance requirements, has more City control on playability of the field, details concession stand rules, grants Community Ed & Recreation additional signage, prohibits political signage and candidate endorsement, and controls the Facility Close Down dates. Staff time for maintenance of the facility and recycling issues were discussed. It was suggested that an announcement could be made in the 7<sup>th</sup> inning asking patrons to take their garbage to the receptacles when leaving the game.

Following discussion, Council Member Fagerlie made a motion to introduce a resolution to authorize the Mayor and City Administrator to execute this five-year agreement with the Northwoods League and Willmar Baseball LLC. Council Member Deblieck seconded the motion which carried.

#### Item No. 4      Arvig Enterprises, Inc. License Agreement (Resolution)

Staff explained that Arvig Enterprises has contracted with State and County Officials to install redundancy connections and they need to install wires in the City Right-of-Way. Pursuant to Article VII, Section 8.01 of the City Code, it is required that Arvig obtain a license from the City to perform this task. Pursuant to Minnesota Statutes Sections 237.162 and 237.163, it is required that Arvig enter into a License Agreement with the City of Willmar to use the City Right-Of-Way. In order to cover administrative costs, it is staff's recommendation to establish a fee of \$2,000 to be charged per project for this and future agreements of this nature.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and City Administrator to execute the License Agreement with Arvig Enterprises, Inc, as presented and to establish the \$2,000 fee per project agreement. Council Member Nelsen seconded the motion which carried.

Item No. 5      County Ditch Repairs in City Limits (Resolution)

Staff explained to the Committee that the City has received invoices for ditch repairs within the City limits in the amount of \$156,270.29, however, the 2014 Budget includes only \$20,000 for these repairs. It is being proposed that the remaining \$136,271 be funded through the Surface Water Management Fund leaving approximately \$72,000 remaining in that fund. The invoiced costs being levied are based on the prior year's expenses which include both ditch maintenance and the cost of the viewers to perform the Redetermination of Benefits of County Ditches.

Following discussion Council Member Nelsen moved to introduce a resolution to reallocate \$136,271 from the Surface Water Management Fund to fund the excess costs for County Ditch Repairs. Council Member Fagerlie seconded the motion which carried.

Item No. 6      Reminder June 23<sup>rd</sup> CIP Work Session (Information)

Staff reminded the Committee that a CIP Work Session is scheduled for June 23, 2014, at the Municipal Utilities Auditorium.

Item No. 7      Old Business (Information)

There was no old business.

Item No. 8      New Business (Resolution)

Staff explained that James Anfinson wishes to construct a concrete driveway on his residential property in southwest Willmar. This driveway would encroach on the City's public right-of-way which is on a road that has no improvements constructed to date. Pursuant to that, an Encroachment License Agreement, prepared by the City Attorney, was presented to the Committee for their review. In order to cover administrative costs, it is staff's recommendation to establish a fee of \$450 to be charged per project for this and future agreements of this nature.

Following discussion, Council Member Deblieck moved to introduce a resolution to authorize the Mayor and City Administrator to execute the Encroachment License Agreement with James Anfinson, as presented and to establish the \$450 fee per Encroachment License Agreement.

There being no further business to come before the Committee, the meeting was adjourned at 5:26 p.m. by Vice-Chair Johnson.

Respectfully submitted,



Carol Cunningham  
Accounting Supervisor