

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, SEPTEMBER 9, 2013**

The Finance Committee of the Willmar City Council met at 6:20 p.m. on Monday, September 9, 2013, in the Willmar Municipal Utilities Auditorium. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member
	Charlene Stevens	City Administrator
	Steve Okins	City Finance Director

Others present included Police Chief Dave Wyffels, Fire Chief Gary Hendrickson, West Central Tribune Journalist David Little; and Accounting Supervisor Carol Cunningham.

Item No. 1 – Airport Capital Fund Re-Appropriation Request (Resolution)

Staff explained to the Committee that \$44,000 was budgeted under Professional Services for the Airport for 2013. There is an anticipated shortfall in that line item due to timing conflicts between adopting the 2013 budget and letting the contract for Eric’s Aviation. There are also anticipated expenditures for required engineering services through Bolton & Menk. It is being requested that \$50,000 be transferred from the Capital Improvements budget earmarked for airport tiling to cover this shortfall. Concerns were raised about not completing the tiling project this year; however, since it has been a drier year to date, flooding hasn’t been an issue. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Johnson and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the \$50,000 transfer from the 2013 Capital Improvements Airport Budget to the Airport Professional Services Budget.

Item No. 2 – Tax Forfeited Property Update (Motion)

Staff explained to the Committee that the City was notified about a parcel located within city limits that has been forfeited to the State of Minnesota for non-payment of property taxes. The County has appraised the value of this property at \$3,000. Per Minnesota Statute 282.01, Kandiyohi County is requiring the City to either approve the parcel for public auction or request a conveyance to the City for public use. This is a small corner lot that has no public use, therefore, staff is not recommending conveyance to the City. It was noted that this issue was discussed and tabled at the last Finance Committee meeting to enable staff to research more information about this parcel. The street address is 500 13th Street SW, the property has not yet been sold, the individuals improving the property are aware that it is in State forfeiture, and the outstanding amount of back taxes totals \$4,000. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen and passed to make the following:

RECOMMENDATION: to make a motion to authorize the Mayor and City Administrator to execute the form approving the parcel for public auction.

Item No. 3 – Future Agenda Items (Information)

Future agenda items scheduled for September 23, 2013, include: 1) Presentation of the 2012 Audited Financial Statements; and 2) Discussion of Professional Services. Agenda items scheduled for September 30, 2013, include another Council Work Session to discuss Capital Improvements

Item No. 4 – Old Business (Information)

Chair Anderson acknowledged there was no old business for the Committee to discuss at this time.

Item No. 5 – New Business (Information)

Chair Anderson acknowledged there was no new business for the Committee to discuss at this time.

There being no further business to come before the Committee, the meeting was adjourned at 6:28 p.m. upon motion by Council Member Fagerlie, second by Council Member Nelsen, and carried.

Respectfully submitted,

Carol Cunningham
Accounting Supervisor