

CITY OF WILLMAR

FINANCE COMMITTEE MEETING 4:45 P.M., MONDAY, JULY 8, 2013 CITY OFFICE BUILDING CONFERENCE ROOM #1

Chair: Denis Anderson
Vice Chair: Tim Johnson

Members: Rick Fagerlie
Audrey Nelsen

AGENDA

- 1) Meeting Called to Order
- 2) Public Comment
- 3) "Shop With A Cop" Grant - Resolution
- 4) Liquor License Violations
- 5) WCER (Adult Soccer League) Budget Amendment – Resolution
- 6) Reappropriate Capital Funds for Signal Cabinet and Controller Equipment Resolution
- 7) Reappropriate Capital Funds for Fuel System Dispenser Installation and Repair - Resolution
- 8) Reports:
 - A) May, 2013 Rice Trust
- 9) Old Business (Project Updates)
 - A)
 - B)
- 10) New Business
 - A)
 - B)
- 11) Adjourn



CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION

Agenda Item Number: 3

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: Willmar Police

Agenda Item: "Shop With A Cop" Grant

Recommended Action: Request approval allowing the Willmar Police Department to apply for and receive a Wal-Mart Foundation's Local Community Contribution (LCC) grant/contribution in the amount of \$1000.00.

Background/Summary:

The Willmar Police Department has applied for, received, and participated in the Wal-Mart Foundation's Local Community Contribution (LCC) grant since 2004. The grant has always been used for the "Shop-With-A-Cop" Christmas gifting program for many years. This is a program where officers volunteer time assisting needy children in the selection and wrapping of Christmas gifts for family members and loved ones. The source of funding for the gifts is through the Wal-Mart grant.

The grant application is an "online" process. Wal-Mart will be soon be opening the 2013 application process but recently during a store promotional event on June 21, 2013, Wal-Mart contacted the Willmar Police Department stating they liked the program so much that they wished to award of \$1000.00 to the Willmar Police Department ahead of time during their promotion for this program and did so.

Recognizing a normal process for Council approval of grants, the Willmar Police Department is requesting to be allowed to accept the \$1000.00 donation from Wal-Mart for the purpose of continuing the "Shop-with-a-Cop" program and completing the online grant application portion of this award when it becomes available to do so. Amounts funded through the grant in the past have been \$1000.00 for the Shop-With-a-Cop program.

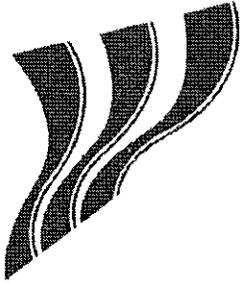
Alternatives: Decline the \$1000.00 offered by Wal-Mart designated to be spent on the "Shop-with-a-Cop" program.

Financial Considerations: None. All money is received from Wal-Mart and goes directly back to Wal-Mart in the form of purchases for qualifying families. Officers participating in the shopping event often provide additional monies of their own to allow participating children to get a gift for themselves in addition to the purchase made for family members receiving gifts. However, no money is ever spent from public funds.

Preparer: Chief of Police David Wyffels

Signature: *David F. Wyffels*

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4
Meeting Date: July 8, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: July 15, 2013

Approved Denied
 Amended Tabled
 Other

Originating Department: City Clerk-Treasurer

Agenda Item: Liquor License Violations

Recommended Action: Receive Testimony to Make Recommendation to Full Council.

Background/Summary:

Pursuant to the Municipal Code Sec. 3-10 [Minimum penalties for violations of state or city ordinances resulting from the sale of alcoholic beverages] the last alcohol compliance check resulted in two (2) violations of On-Sale establishments.

- 1) A first violation for license holders **Grizzly's Grill N' Saloon and El Tapatio Mexican Restaurant** and as such an appearance at a City Council Committee Meeting is required to explain measures being taken to eliminate future violations.

Alternatives:

Financial Considerations: Not Applicable

Preparer: City Clerk-Treasurer

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 5

Meeting Date:

Attachments: Yes No

CITY COUNCIL ACTION

Date:

- Approved
- Amended
- Other
- Denied
- Tabled

Originating Department: WCER-Leisure Services

Agenda Item: Adjust Leisure Service budget to reflect new program Adult Soccer League

Recommended Action: To adjust the Leisure Service Budget to address the additional expenses created to run this new soccer league that was not in place when our budget was created. We are asking for the following;

- Temporary Employees budget to be increased by \$6,424.00
- General Supply budget to be increased by \$195.00
- Awards and Indemnities to be increased by \$1,000.00

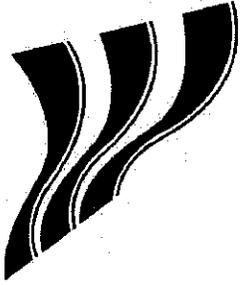
Alternatives: The alternative that would take place is to go over the budgeted resources in those line items.

Financial Considerations: \$7,619.00

Preparer: Steve Brisendine-WCER Director

Signature: *Steve Brisendine*

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 6
Meeting Date: July 8, 2013
Attachments: Yes No

CITY COUNCIL ACTION

Date: July 15, 2013

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Engineering

Agenda Item: Re-appropriation of Capital Funds for Signal Cabinet and Controller Equipment.

Recommended Action: To re-appropriate funds for the cabinet and controller from Stormwater Improvements – Old WWTP Retrofit in the amount of \$30,000.00

Background/Summary: The signal cabinet and controller at 19th Avenue and 1st Street South were scheduled for replacement in 2013, with funding to come from bonds. The work is complete, but funding was not included in the bond sale. It is necessary to re-appropriate capital funds to cover the \$29,501.85 spent to complete the work.

- Alternatives:**
1. Re-appropriate funds
 2. Look for another financing source

Financial Considerations: The expenditures were budgeted for 2013

Preparer: Bruce D. Peterson, AICP

Signature:

Comments:



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 7

Meeting Date: July 8, 2013

Attachments: Yes No

CITY COUNCIL ACTION

Date: _____

- Approved Denied
 Amended Tabled
 Other

Originating Department: Public Works

Agenda Item: Re-appropriation of capital funds for fuel system dispenser installation and repair.

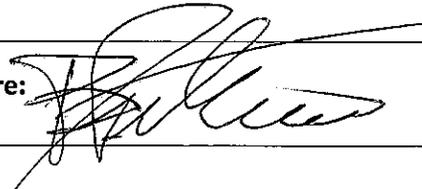
Recommended Action: To re-appropriate funds to cover excess costs for fuel system dispenser installation and repair from unspent capital dollars (from the prior purchase of the front end loader) in the amount of \$21,612.00.

Background/Summary: The fuel dispensing system was budgeted in the 2013 capital budget. When staff took quotes on it, it was discovered that the original estimates were too low. This is work that needs to be done, and the unspent front end loader funds are a logical source for re-appropriation of capital dollars.

Alternatives: 1. Re-appropriate funds
2. Look for another financing source

Financial Considerations: The expenditures are part of the overall 2013 capital budget.

Preparer: Bruce D. Peterson, AICP

Signature: 

Comments:

Memorandum

TO: Charlene Stevens, City Administrator

FROM: Bruce Peterson, Planning and Development Services Director

DATE: May 28, 2013

RE: Public Work Garage Fuel System Dispenser Installation and Repair

Staff is in the process of proceeding with the installation and repair of the fuel dispensing system at the Public Works Garage.

I am requesting approval to accept the quote from Westmor Industries for \$51,562.00 to install (2) new submersible pump man ways at the tank, (2) new man way covers, 100' of new 1.5" double wall flex piping over to the islands, electronic line leak on piping, (2) new dispenser man ways, (2) 4' X 6' islands, and (2) new Gasboy dispensers. Westmor Industries has estimated the down time on fuel system repairs and installation to be about two weeks. The 2013 Public Works Capital Outlay Program has included \$30,000.00 for these repairs. Staff is requesting \$21,612.00 be transferred from unused funds after the prior purchase of a Front End Loader in the 2013 Capital Outlay Program.



**Investment Management
& Trust**

Activity Summary as of 5/31/2013

RICE CUSHMAN A CHAR TR

Account 180205

Market Value Reconciliation

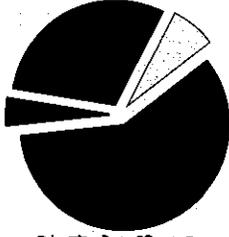
	Since 05/01/2013 (\$)	Year to Date (\$)
Beginning Market Value	2,750,921.62	2,616,990.01
Disbursements		
Withdrawals	0.00	-31,002.36
Expenses	-275.00	-498.75
Fees	-1,740.62	-8,610.17
Total Disbursements	-2,015.62	-40,111.28

Income		
Investment Income	2,217.87	19,066.01
Total Income	2,217.87	19,066.01

Value on May 31, 2013	2,770,238.89	2,770,238.89
Total Change in Portfolio Value	19,115.02	174,294.15

Asset Allocation

Asset Category	Market Value	% Total
Cash & Money Markets	66,157.82	2.39
Fixed Income	834,459.87	30.12
Alternative	192,257.12	6.94
Equity	1,630,731.76	58.87
Other	46,632.33	1.68
Total	\$2,770,238.89	100.00%



Income Summary

	This Period (\$)	Year to Date (\$)
Taxable Income	2,217.87	19,066.01
Total Income Summary	2,217.87	19,066.01

Gain/Loss Summary

	This Period (\$)	Year to Date (\$)
Short-term	0.00	138.65
Long-term	6,404.05	9,100.16
Total Gain/Loss Summary	6,404.05	9,238.81



Investment Management
& Trust

Selected Period Performance
RICE CUSHMAN A CHAR TR
Account 180205
Period Ending: 05/31/2013

<u>Sector</u>	<u>Market Value</u>	<u>1 Month</u>	<u>Year to Date (5 Months)</u>
Total Fund	2,729,761	.85	7.52
Total Fd Net Fee	2,729,761	.78	7.17
Fixed Income	839,472	-1.02	.19
BarCap Int Aggregate Bd		-1.26	-.53
Domestic Equity	1,308,217	2.57	15.13
S&P 500 Index		2.34	15.38
Russell 2000 Index		4.00	16.46
Intl. Equity	323,738	-.38	4.57
MSCI EAFE (US\$ & Net) Index		-2.41	7.94
Short Term Cash	65,757	.00	.00
Citigroup 1 Month Treas Bill		.00	.01
Alternative Investments	192,257	.00	1.90
Citigroup 3 Month Treas Bill		.01	.04
Uninvested Cash	321	.00	.00

While the information and statistics given are believed to be complete and accurate, we cannot guarantee their completeness or accuracy. Past performance is no guarantee of future results.