

**FINANCE COMMITTEE REPORT
CITY OF WILLMAR
MONDAY, JULY 8, 2013**

The Finance Committee of the Willmar City Council met at 4:45 p.m. on Monday, July 8, 2013, in Conference Room No. 1 at the City Office Building. Chair Denis Anderson called the meeting to order.

Members Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Audrey Nelsen	Member
	Kevin Halliday	City Clerk-Treasurer

Others present included Planning & Development Services Director Bruce Peterson, Police Chief David Wyffels, Mayor Frank Yanish, Grizzly’s Grill N’ Saloon Representatives Peter Poepping and Chris Minor, El Tapatio Mexican Restaurant Representative Omar Valencia, and Accounting Supervisor Carol Cunningham.

Item No. 1 – Public Comment

Chair Anderson acknowledged that no one present wished to address the Committee at this time.

Item No. 2 – “Shop With a Cop” Grant (Resolution)

Police Chief Dave Wyffels explained to the Committee that the Willmar Police Department has participated in the Wal-Mart Foundation’s Local Community Contribution Grant Program since 2004. Willmar’s grant has always been used for the “Shop With A Cop” Christmas gifting program through which officers volunteer time assisting needy children in the selection and wrapping of Christmas gifts for family members and loved ones. Normally, there is an application process for this grant which will be opening soon for 2013. However, during a recent store promotion, Wal-Mart representatives contacted the Willmar Police Department to express their intent to award the grant again this year, prior to the opening of the grant process. Consequently, it is being requested that the Council accept the \$1,000 donation from Wal-Mart for the purpose of continuing the “Shop With A Cop” program and to complete the online grant application portion when it becomes available. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the Willmar Police Department to apply for and receive a Wal-Mart Foundation Local Community Contribution of \$1,000 for the “Shop With A Cop” program.

Item No. 3 – Liquor License Violations (Information)

Pursuant to a June 13, 2013, liquor compliance check conducted by the Willmar Police Department, staff presented to the Committee the list of retail liquor establishments that violated Municipal Code Sec. 3-2 Selling or Giving Intoxicating Liquor to Persons to Whom Sale is Prohibited. Two establishments incurred their first violation for which representatives were present to explain measures being taken to eliminate future violations, including enrolling all employees in compliance check training programs annually. The two establishments involved were Grizzly’s Grill N’ Saloon, represented by Owner Peter Poepping and Manager Chris Minor;

and El Tapatio Mexican Restaurant, represented by Omar Valencia. This matter was for information only.

Item No. 4 – WCER Adult Soccer League Budget Amendment - (Resolution)

Staff explained to the Committee that Community Ed & Rec has established a new Adult Soccer League. Subsequently, the Leisure Services 2013 Budget needs to be amended to reflect additional expenses required to run this new league for an estimated total of \$7,619. It is being proposed that the budget be increased by \$6,424 for Temporary Employees, \$195 for General Supplies, and \$1,000 for Awards/Indemnities. Concerns were raised requesting cost center accounting by program under the Leisure Services Department. 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 amending the 2013 Leisure Services Budget in the amount of \$7,619 to reflect an increase in Temporary Employees Salaries/Benefits of \$6,424, in General Supplies of \$195, and in Awards/Indemnities of \$1,000.

Item No. 5 – Reappropriate Capital Funds for Signal Cabinet/Controller Equipment – (Resolution)

Staff presented a request to re-appropriate Capital Funds for the Signal Cabinet and Controller Equipment at 19th Avenue and 1st Street South estimated at \$30,000. This equipment was replaced earlier this year with the intent to bond for the cost with the street program. However, it has been determined that using bond funds would not be cost effective. It is anticipated that actual costs for the Stormwater Improvements for the old Wastewater Treatment Plant Retrofit Project will be substantially less than budgeted. Subsequently, it is proposed that \$30,000 be transferred from excess funds budgeted for that project to cover the additional amount needed for the Cabinet/Controller Equipment at 19th Avenue and 1st Street. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the reappropriation of excess funds from the Stormwater Improvements for the Old Wastewater Treatment Plant Retrofit Project to the Signal Cabinet/Controller Equipment replacement at 19th Avenue and 1st Street in the amount of \$30,000.

Item No. 6 – Reappropriate Capital Funds for Fuel System Dispenser Project (Resolution)

Staff presented a request to re-appropriate Capital Funds for the Fuel System Dispenser Installation and Repair at the Public Works Garage estimated at \$21,562. This equipment was originally budgeted in 2013 for \$30,000. However, staff obtained quotes and it was discovered that the original estimates were too low. A front-end loader was purchased earlier this year for an amount substantially less than budget. It is being proposed that the additional \$21,562 required for the Fuel System be reappropriated from the excess funds available from the front-end loader purchase. Following discussion, it was moved by Council Member Fagerlie, seconded by Council Member Nelsen, and passed to make the following:

RECOMMENDATION: to introduce a resolution authorizing the reappropriation of excess funds from the front-end loader purchase to the Fuel System Dispenser Installation and Repair in the amount of \$21,562.

Item No. 7 – Reports (Information)

The Committee received the May, 2013, Rice Trust Report. This matter was taken for information only.

Item No. 9 – Old Business (Information)

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

Item No. 10 – 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, Chair Anderson declared the meeting adjourned at 5:26 p.m.

Respectfully submitted,

Carol Cunningham
Accounting Supervisor