

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, September 12, 2016, in Conference Room No. 1 at the City Office Building.

Present:	Denis Anderson	Chair
	Tim Johnson	Vice-Chair
	Rick Fagerlie	Member
	Shawn Mueske	Member

Others present: Finance Director Steve Okins, City Clerk Kevin Halliday, Police Chief Jim Felt, Community Ed & Rec Director Steve Brisendine, Kandi Entertainment Center General Manager Joseph Hart, Applebee's Area Director Josh Dostal, and Foxhole Brewhouse Co-Owner Ryan Fuchs.

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 Liquor License Violations (Information)

Staff reported to the Committee that the Willmar Police Department conducted alcohol compliance checks on on-sale and off-sale liquor establishments in the City of Willmar. As a result, all of these businesses passed the compliance check with the exception of Kandi Entertainment Center, Applebee's Neighborhood Grill & Bar, and Foxhole Brewhouse. This is the first failed compliance check for all three establishments. A first violation requires the license holder to appear at a City Council Committee Meeting to explain measures being taken to eliminate future violations. General Manager Joseph Hart of the Kandi Entertainment Center, Area Director Josh Dostal of Applebees, and Co-Owner Ryan Fuchs of Foxhole Brewhouse were present to explain to the Committee what measures they are undertaking to eliminate future violations. This matter was for information only.

Item No. 4 Kandiyohi County and City of Willmar Economic Development 2017 Proposed Budget (Resolution)

Aaron Backman, EDC Executive Director, reviewed the EDC 2017 Budget with the Committee. Anticipated revenue for 2017 totals \$548,000 and includes the County Tax Levy of \$498,750. The levy was increased 4.4% or \$21,000 from 2016. The overall budgeted expenditures for 2017 total \$548,000 which results in an increase of \$25,019 from the 2016 budget. Mr. Backman stated this budget includes a reduction of \$8,000 in marketing expenditures and \$20,000 in salaries because of the elimination of the Assistant Director position. It was also noted that the 2017 budget includes a proposed 2% increase in each of the salaries for the Director and the Business Development Specialist.

Following discussion, Council Member Mueske made a motion to introduce a resolution to approve the proposed 2017 EDC Budget as presented which includes the tax levy as presented. Council Member Fagerlie seconded the motion which carried.

Item No. 5 Legacy Grant Application (Resolution)

Community Education and Recreation Director Steve Brisendine presented a request to the Committee for authorization to submit an application for a Legacy Grant in an effort to obtain some funding for the proposed Robbins Island development as per the park plan. Staff also requested that the City submit a resolution of support of this grant application. Staff has completed an application for Robbins Island to be designated a Regional Park through the Greater Minnesota Regional Parks and Trails Commission. At this time, we have heard that our application has scored high but they will not notify us until September 28, 2016, if we have been designated or not as they had a glitch in the scoring of our application. If we are approved, that does put us in a position to request funding through the Legacy Grant process. Staff would like to submit a funding request for \$750,000 of Legacy Funds to move elements in the Park Plan for Robbins Island into the implementation phase. Improvements that would be included in this grant would be a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. If this application is approved, funding would be received from the State's next biennium funds 2017-2019.

Following discussion, Council Member Mueske made a motion to introduce a resolution authorizing staff to submit an application for a Legacy Grant for \$750,000 for improvements at Robbins Island per the Park Plan, including a boathouse/dock facility, four-season shelter/restroom facility, and an Interpretive Wetland Boardwalk. Council Member Fagerlie seconded the motion which carried.

Item No. 6 2017 Projected General Fund Revenues/Set Preliminary Tax Levy (Resolution)

Staff explained to the Committee that historically, the City Council has received the Mayor's Proposed Budget Documents and then reviewed and analyzed his proposals over the next three months in order to make a final budgetary recommendation for the first meeting in December. As part of the Truth in Taxation process, the Council is required to certify to the County Auditor a Preliminary Property Tax Levy by September 30th that can be reduced, but not increased, after the September 30th date.

Following discussion, Council Member Mueske made a motion to introduce a resolution setting the Preliminary Property Tax Levy at the Mayor's Proposed Level of \$4,829,365. Council Member Fagerlie seconded the motion which carried.

Item No. 7 Council Additional Budgetary Information Request (Information)

Staff provided, per a City Council Member's request, additional budgetary information including: the 2017 Administration breakdown of budget items and copies of past Powerpoint Budget Presentations for 2016, 2015, and 2014. This matter was for information only.

There being no further business to come before the Committee the meeting was adjourned at 6:00 PM by Chair Anderson.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor