

FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met on Monday, December 08, 2014, in Conference Room No. 1 at the City Office Building.

Present: Denis Anderson Chair
Tim Johnson Vice-Chair
Rick Fagerlie Member
Audrey Nelsen Member

Others present: City Finance Director Steve Okins, City Clerk Kevin Halliday, Civic Center Manager Troy Ciernia, and Accounting Supervisor Carol Cunningham.

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 Engan Associates Contract Amendment – Auditorium Project (Resolution)

City Clerk Halliday explained to the Committee that Engan Associates is requesting an amendment to their architectural services contract to add \$798.67 for printing and reproduction costs of bid documents.

Following discussion, Council Member Johnson moved to not approve the amendment to the contract. Council Member Fagerlie seconded the motion. Council Members Nelsen and Anderson both stated they were uncomfortable with not approving the increase. This item will be forwarded to the Council with no recommendation per a roll-call vote of (2) Ayes (2) Nays with Council Members Nelsen and Anderson voting against.

Item No. 4 Change Order No. 2 CornerStone of Willmar – Auditorium Project (Resolution)

City Clerk Halliday reported to the Committee that during the abatement process at the Auditorium, it was noticed that the glass wall between the Gun Range staging room and the training room was unsecured mainly due to a design of having the glass wall held up by the hanging ceiling tees. This wobbly scenario resulted in a broken section of glass. The remedy of this design failure is to construct a soffit over the wall and secure the top aluminum mullion. This soffit will close off the ceiling space and stabilize the glass wall at a cost of \$3,200. It is being proposed that this amount be used from the Contingency Fund.

Following discussion, Council Member Fagerlie moved to introduce a resolution to authorize the Mayor and City Administrator to execute the contract with CornerStone of Willmar to construct a soffit over the glass wall between the Gun Range staging room and the training room at the Auditorium in the amount of \$3,200. Council Member Anderson seconded the motion which carried.

Item No. 5 Water Heater and Locker Room Furnace Replacement – Civic Center (Resolution)

Arena Manager Ciernia explained to the Committee that a couple of weeks ago the water heater at the Civic Center failed. Temporary repairs have been made in order to sustain needed hot water for the arena, however, a new unit is required. It was also noted that the Locker Room Furnace is in need of replacement as well. Quotes have been received with Magnuson Sheet Metal as the low bidder for a total of \$18,225. It is

being proposed that unspent 2013 Capital Improvement Funds (CIP) originally budgeted for cedar shake replacement at the Civic Center be reallocated for this water heater and furnace replacement.

Following discussion, Council Member Fagerlie moved to introduce a resolution to reallocate 2013 CIP funds originally budgeted for cedar shake replacement to be used for this water heater and furnace replacement at the Civic Center. Council Member Johnson seconded the motion which carried.

Item No. 6 Old Business (Information)

There was no old business.

Item No. 7 New Business (Information)

Finance Director Okins reminded the Committee that the League of Minnesota Cities will be conducting a webinar December 9, 2014, at 1 PM, to discuss the State Budget Forecast. Council Members are invited to attend this webinar which will be viewed in Conference Room No. 1 at the City Office Building.

There being no further business to come before the Committee, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Carol Cunningham
Accounting Supervisor