

Finance Committee Proceedings
City of Superior
January 14, 2021

Members Present: Tylor Elm, Jack Sweeney, Keith Kern and Ruth Ludwig
Staff Present: Ashley Puetz, Jean Dotterwick, Deborah Kamunen, Nick Raverty, Linda Cadotte and Todd Janigo
Others Present: Shelly Nelson, Jenny Van Sickle, Tim Gilbertson, Brad Scott and Nick Ledin
Members Excused:

Jack Sweeney called the meeting to order at 4:30 pm with a quorum present. Attendance was done by sign in and virtual meeting.

1. Approval of the December 10, 2020 Finance Committee meeting minutes.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to approve the December 10, 2020 Finance Committee meeting minutes.

2. Tabled from the December 10, 2020 Finance Committee meeting and the November 30, 2020 Special Finance Committee meeting – Request from Director Cadotte for approval of a five (5) year Professional Services Agreement Hayes Court Ballfield Complex Management with Superior Youth Organization (SYO), LL commencing on January 1, 2021 along with a related budget adjustment to cover the increased annual fees.

Councilor Sweeney indicated the Committee is not ready to approve the agreement yet as the lease still needs to be interpreted. In addition, SYO is still gathering information.

Motion was made by Tylor Elm, seconded by Jack Sweeney and carried to hold in committee until the February 11, 2021 Finance Committee meeting.

3. Garbage Fee Refund Request from Mr. Scott of 6206 Ogden Avenue.

Mr. Scott, who resides at 6206 Ogden Avenue in Superior, filed a claim form indicating the City has been charging him for two garbage containers since January 01, 2017, when he has only had one container. He requested a refund of \$245.25. A discussion ensued with Public Works Director, Todd Janigo detailing the information available from the City records. Mr. Scott received a refund of \$43.50 – six months refund for the 2nd container in October of 2020. It was noted that the policy has been to only refund to a maximum of one year.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to approve an additional refund of \$43.50 to Brad Scott of 6206 Ogden Avenue.

A request was made by the Committee to place on a future agenda the creation of a written policy for garbage fee refunds.

4. Tabled from December 10, 2020 – Request from Councilor Van Sickle and Councilor Elm to discuss a process of streamlining the application processes of city grants.

Councilor Elm requested a broader wording of the process of streamlining to include: leases, facility use permits, contracts and agreements.

Motion was made by Tylor Elm, seconded by Keith Kern and approved to amend the process of streamlining the application processes to include leases, facility use permits, contracts and agreements.

Motion was made by Tylor Elm, seconded by Keith Kern and approved to proceed with the process of streamlining city grant applications.

5. Bond Refunding Analysis – receive and file.

Director Puetz reviewed the letter from Ehlers and the potential refunding of existing bonds.

Motion was made by Tylor Elm, seconded by Keith Kern and approved to receive and file the bond refunding analysis.

6. Assistant Finance Director Deb Kamunen to provide an update of the city’s Fee Schedule – receive and file.

Assistant Finance Director, Kamunen, provided a draft of the City fee schedule for the Committee to review.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to receive and file the City Fee Schedule draft.

7. Golf Course Financials – receive and file.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to receive and file the Golf Course Financials.

8. Review December , 2020 check register.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to receive and file the December, 2020 check register.

9. Review General Fund Financial Statements – 2020 Expenditure vs. Budget Analysis.

Director Puetz indicated the elections and mass transit are over budget, yet there should not be a deficit in the budget for 2020.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to receive and file the General Fund Financial Statements – 2020 Expenditure vs. Budget Analysis.

10. General Financial Overview

- a. Update on top 3 financial concerns or updates.
 - *Puetz indicated the new payroll software is moving forward.
 - *Puetz indicated audit preparation is under way.

11. Other financial matters.

Having no other business, the Finance Committee Meeting adjourned at 5:24 p.m.

Minutes respectfully submitted by Jean Dotterwick