

Finance Committee Proceedings
City of Superior
February 11 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 Jim Paine
Others Present: Jim Caesar, Eric Thomas, Shelly Nelson, Dustin Heckman, Taylor Pedersen, Michael Smisek, Tim Gilbertson, Doug Score and Jenny Van Sickle
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 January 14, 2020 Finance Committee meeting minutes.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to approve the January 14, 2021 Finance Committee meeting minutes.

2. Presentation from SEK

The Mayor introduced Michael Smisek of SEK Design. Smisek shared a presentation with the Committee which proposed different branding goals and ideas for marketing a new City/community logo and branding. The Mayor indicated there is no proposal at this time. The Mayor wanted the Committee to get a sense of what is available and to develop and formulate questions for a future discussion.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to receive and file the presentation from SEK.

3. 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 Elm opened the discussion starting with the contract length. Discussion then progressed to the management agreement and what it entails. Sweeney requested SYO provide an annual list of equipment and other items owned by SYO, a list of volunteer time, and to include 990s with the year-end report. He also requested the “Little League Standards” be maintained and the City to provide annual plumbing, electrical and building inspections.

Motion was made Keith Kern, seconded by Tylor Elm and carried to approve the five (5) year Professional Services Agreement Hayes Court Ballfield Complex Management with Superior Youth Organization (SYO), with a fee of \$37,000 for the first year and the fee schedule to increase as outlined in the agreement along with the yearly list above, as requested by Councilor Sweeney.

4. Report from Eric Thomas, President of Sailboat’s Inc., on the capital improvement projects at Barker’s Island Marina for 2020.

Eric Thomas informed the Committee that there were \$97,000 of Capital Improvements done in 2020, which were described in the list provided. The new Travelift, to be delivered in early April, has generated calls from customers wanting to purchase bigger boats. Dockage was down, but storage increased, and broker boat sales were up.

Motion was made by Keith Kern, seconded by Tylor Elm and approved to receive and file the report from Eric Thomas, President of Sailboat's Inc., on the capital improvement projects at Barker's Island Marina for 2020.

5. Golf Course Financials – receive and file.

Director Puetz informed the Committee that there was a year-end profit at the golf course.

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

6. 2020 4th Quarter reports from Travel Superior, TDF and Bong Museum – receive and file.

Taylor Pedersen informed the Committee that tourism continued to gradually climb back to normal levels in the 4th quarter.

Jim Caesar also gave an update on the TDF.

Dustin Heckman also indicated the Bong Museum had a 49% decrease in attendance, but is in decent financial shape.

Motion was made by Keith Kern, seconded by Tylor Elm and carried to receive and file the 2020 4th Quarter reports from Travel Superior, TDF and Bong Museum.

7. Review of Post-Issuance Debt Policy and Debt Procedures.

Director Puetz indicated the City will monitor the policies and procedures to ensure compliance.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to receive and file the review of Post-Issuance Debt Policy and Debt Procedures.

8. Review January, 2021 check register.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to receive and file the January, 2021 check register.

9. Request from Councilor Sweeney to review 2020 year to date check register – receive and file.

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

10. Review General Fund Financial Statements – 2020 & 2021 Expenditure vs. Budget Analysis.

Motion was made by Tylor Elm, seconded by Keith Kern and carried to receive and file the General Fund Financial Statements – 2020 & 2021 Expenditure vs. Budget Analysis.

11. General Financial Overview

Update on top 3 financial concerns or updates.

- a. The Finance department is working on the year-end wrap up.
- b. The audit will be a priority for the next few months.
- c. The projects that will then be worked on are the City wide fee schedule, the refund application and the grants and agreements.

12. Other financial matters.

Having no other business, the Finance Committee Meeting adjourned at 6:18 p.m.

Minutes respectfully submitted by Jean Dotterwick