

Finance Committee Proceedings
City of Superior
August 11, 2022

Members Present: Jack Sweeney, Tylor Elm, Mike Herrick and Jenny Van Sickle
Staff Present: Jean Dotterwick, Deb Kamunen, Jim Paine, Richard Campbell and Shana Ross
Others Present: Shelley Nelson, Terry Bishop, Kyle Gruber, Tom Andersen
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 July 12, 2022 Special Finance Committee Meeting Minutes.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to approve the July 12, 2022 Special Finance Committee Meeting Minutes.

2. Approval of the July 14, 2022 Finance Committee Meeting Minutes.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to approve the July 14, 2022 Finance Committee Meeting Minutes.

3. Approval of the July 28, 2022 Special Finance Committee Meeting Minutes.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to approve the July 28, 2022 Special Finance Committee Meeting Minutes.

4. Held in Committee from the July 14, 2022 Finance Committee Meeting – Application for Sewage Billing Adjustment – Terrance & Lucy Bishop.

Terrance Bishop spoke briefly to the Committee regarding the sewage credit request of \$8,071.06 at his property located at 206 N. 59th Street. Superior Water, Light and Power (SWLP) indicated the back-up sump pump went on and there was an increase in water usage of 741,305 gallons of water used between January 2022 and April 2022. Mr. Bishop confirmed that SWLP, the City Plumbing Inspector and Belknap Plumbing all stated the water did not enter the sewer system. Richard Campbell, City Plumbing Inspector gave a demonstration of the water activated sump jet which is similar to the sump pump in Mr. Bishop's home. The owner indicated he is still trying to work with SWLP. A question and answer period followed.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to approve the application for sewage billing adjustment in the amount of \$8,071.06.

5. Kyle Gruber, Senior Manager, Audit, of Wipfli, LLP to present 2021 Audited Financial Statement for the City of Superior.

Senior Manager, Kyle Gruber, of Wipfli, LLP presented the 2021 audited Financial Statements for the City of Superior. He indicated it was a "clean opinion", went over the audit standards and uniform guidance. A question and answer period followed.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to receive and file the 2021 Audited Financial Statement.

6. Recommending approval of Amendment II to the Professional Services Agreement by and

between the City of Superior and Thomas Andersen, Internal Auditor.

Internal Auditor, Tom Andersen indicated that in March, Finance Director, Ashley Puetz had requested his hours be cut way back. Tom is currently working 1/4 time.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to approve Amendment II to the Professional Services Agreement by and between the City of Superior and Thomas Andersen, Internal Auditor.

7. Golf Course Financials – receive and file.

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

8. Review June, 2022 check register – receive and file.

Motion was made by Mike Herrick, seconded by Tylor Elm and carried to receive and file the June, 2022 check register.

9. Review July, 2022 check register – receive and file.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to receive and file the July, 2022 check register.

10. Review General Fund Financial Statements – 2021 and 2022 Expenditure vs. Budget Analysis – as of August 4, 2022 – receive and file.

Acting Finance Director, Deb Kamunen indicated a surplus for 2021.

Motion was made by Tylor Elm, seconded by Mike Herrick and carried to receive and file the General Fund Financial Statements – 2021 and 2022 Expenditure vs Budget Analysis as of August 4, 2022.

11. General Financial Overview

a. General updates

Acting Finance Director Kamunen mentioned that staffing in the Finance department is getting up to speed and that the City is actively seeking a Finance Director.

b. Update on top 3 financial concerns or updates.

12. Other financial matters.

None to report.

13. Agenda items for next month.

Acting Finance Director Kamunen gave a hand out to the Committee regarding Head of the Lakes Management Group's request for a sewage fee waiver request.

Having no other business, the Finance Committee Meeting adjourned at 5:46 p.m.

Minutes respectfully submitted by Jean Dotterwick