



Living up to our name.

Finance Department
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November 4, 2016

To: Councilor – Jack Sweeney (Chair)
Councilor – Mike Herrick (Co-chair)
Councilor – Graham Garfield
Councilor – Keith Kern (Alt)

From: Chris Bronson – Assistant Finance Director

Finance Committee Mission Statement: To have broad oversight of financial policies and to provide the City Council and management with such financial expertise, opinion, and recommendations as will be helpful for the Council to make decisions regarding the financial stability of the City of Superior.

**** FINANCE COMMITTEE MEETING AGENDA ****

The next Finance Committee meeting is scheduled for Thursday, November 10, 2016 at 4:30 p.m. in Room 204 of the Government Center.

The following item will be discussed at the next Finance Committee Meeting.

- 1. Approval of the October 13, 2016 Finance Committee meeting minutes.
2. Approval of the November 1, 2016 Special Finance Committee meeting minutes.
3. Discussion of golf course consultant findings and recommendations.

Upon Motion and Second, the Committee may move into closed session under Wisconsin Statute Section 19.85 (1) (e), which cites as follows: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

Upon Motion and Second, the Committee may reconvene in open session Under Wis. Statute 19.85(2) to take action, if any, related to closed session.

If you are unable to attend this meeting, please contact Chris Bronson at 715-395-7452.

Cc: Mayor Bruce Hagen
City Council Members
City Clerk's Office
Bulletin Board
Department Heads
KDAL Radio
WDSM Radio
WEBC Radio
Superior Telegram
Duluth News Tribune
Kyle Hawley
David Minor
Peter Luke

Notice is hereby given that a quorum of the Human Resources Committee will be present due to the overlapping membership of the Finance and Human Resources Committees. No action will be taken other than the items listed on this agenda.

Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please contact the City Clerk's Office at (715) 395-7200 prior to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice received. TDD (715) 395-7521.

In compliance with Wisconsin Open Meetings Law, this agenda was:

Posted: Government Center, Court House, & Public Library,

Faxed to: Daily Telegram, Public Library, November 4, 2016

Media notified and mailing list: November 4, 2016

Superior Telegram to sign and fax verification of receipt to fax number (715-395-7292)

Name

Date

Finance Committee Proceedings
City of Superior
October 13, 2016

Members Present: Mike Herrick, Graham Garfield, Jack Sweeney & Keith Kern
Staff Present: Chris Bronson, Jean Vito, Frog Prell & Jean Dotterwick
Others Present:
Members Excused:

Jack Sweeney called the meeting to order at 4:32 pm with a quorum present. Attendance was done by sign in.

1. Approval of the September 08, 2016 finance committee meeting minutes

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to approve the September 08, 2016 Finance Committee Minutes.

2. Approval of the September 13, 2016 special Finance Committee meeting minutes

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to approve the September 13, 2016 special Finance Committee meeting minutes.

3. Held in committee from September 08, 2016 Finance Committee meeting: Define and clarify “complete accounting” requirements for organizations receiving grants and donations from the City so they know what is expected of them in order to receive City funds.

The Mayor made the motion to restore and approve full funding for organizations receiving grants and donations from the City for 2017 disbursement, with the requirement that all organizations receiving funding would provide complete accounting. A suggestion was made for review or compilation along with a current balance sheet and a budget for the funding year for which they are requesting funds and also operational information. An announcement in some form for granting opportunities for the future (2018 and later) would be ideal for any and all that would want to apply.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to approve of the current organizations 2016 funding for 2017 and for applicants who will receive funds to be sent notices for existing funding and to apply with a newly developed form.

4. Held in committee from 08/11/16 meeting: Finance Director, Jean Vito requesting discussion of Government Finance Officers Association (GFOA) Best Practices for review and approval.

- a. Long Range Planning – Finance Director Vito passed out and reviewed an Establishment of a Long-Term Financial Plan which included the Statement of Plan, Elements included in the plan, and Phases of the Plan
- b. Next Topic to Review - Finance Director Vito suggested working on getting the Long Range Planning Statement completed before moving on to a next topic.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to hold the Long –Term Financial Plan in committee until the November 2016 Finance Committee Meeting.

5. Discussion of local Room Tax legislation changes

Finance Director Vito reviewed the upcoming changes to local Room Tax legislation which will become effective January 2017. The City will be able to retain up to 30 % of room taxes collected to be spent as it sees fit, with the other 70% going to a “Tourism Entity” or a “Commission” to oversee disbursements.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to receive and file the local Room Tax legislation changes.

6. Discussion of City fees for services

Assistant Finance Director, Chris Bronson reviewed the City Fees for services with an emphasis on projections and revenues.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to receive and file the discussion of City fees for services.

7. Check Register – Review/Approval of September, 2016 check register

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to receive and file the September, 2016 check register.

8. General Fund - September Financial Statements

a. 2016 Statement of Revenues and Expenditures

b. 2016 Balance Sheet

Motion was made by Mike Herrick, seconded by Jack Sweeney and carried to receive and file the 2016 Statement of Revenues and Expenditures.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to receive and file the 2016 Balance Sheet.

9. General Financial Overview

- a. Held in committee from September 08, 2016 meeting: Update on Tax increment Districts.

Finance Director Vito gave a general overview of the six Tax Increment Districts we have within the City of Superior.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to receive and file the Update on Tax increment Districts.

Having no other business, **motion** was made by Mike Herrick, seconded by Graham Garfield and carried to adjourn the Finance Committee Meeting at 6:30 pm.

Minutes respectfully submitted by Jean Dotterwick

Finance Committee Proceedings
City of Superior
November 1, 2016

Members Present: Mike Herrick, Graham Garfield, Jack Sweeney & Keith Kern
Staff Present: Chris Bronson, Jean Vito, Todd Janigo, Bruce Hagen
Others Present: Ruth Ludwig, Jim Caesar, Dave Minor, Charlie Place, Kent Phillips, Bob Fuhrman, John Conley, Dan Olson, Warren Bender, Shelley Nelson
Members Excused:

Jack Sweeney called the meeting to order at 5:30 pm with a quorum present. Attendance was done by sign in.

1. Discussion of Rooms Tax Legislation changes effective January 1, 2017

Finance Director Vito provided a brief history of the Hotel Tax and a summary of the proposed legislative changes which will allow the City to retain 30% of the Hotel Taxes collected and the remaining 70% must be forwarded to an established tourism entity or to a commission appointed by the Mayor. The 70% funding forwarded to a tourism entity or commission must be spent on “tourism promotion or tourism development”.

After weighing the pros and cons, Finance Director Vito and Mayor Hagen recommend selecting the Visitors Bureau to act as the “tourism entity” to be responsible for distributing the 70% balance of Hotel Taxes based on a forthcoming Memorandum of Understanding.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to approve selecting the Visitors Bureau as the “tourism entity” in charge, contingent upon a contract being brought before the Finance Committee for approval.

2. Discussion of Solid Waste Disposal Contract Extension with WLSSD

Finance Director Vito and Public Works Director Janigo gave a brief update on the Moccasin Mike Landfill and the current disposal contract with the WLSSD which runs through June 30, 2019. On July 18, 2016, the WLSSD issued a request for proposal for solid waste disposal services for the period July 1, 2019 through December 31, 2022. The WLSSD Board approved entering into an agreement with the City of Superior for the disposal of solid waste effective July 1, 2019 at a per ton rate of \$38.84.

Finance Director Vito and Public Works Director Janigo recommend approving the solid waste disposal agreement extension with the WLSSD for the period July 1, 2019 through December 31, 2022.

Motion was made by Mike Herrick, seconded by Graham Garfield and carried to approve the solid waste disposal agreement extension with the WLSSD for the period July 1, 2019 through December 31, 2022.

Having no other business, **motion** was made by Mike Herrick, seconded by Graham Garfield and carried to adjourn the Finance Committee Meeting at 6:08 pm.