

**FINANCE COMMITTEE  
OCTOBER 15, 2015**

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A meeting of the Finance Committee was held Thursday October 15, 2015 at 8:30 a.m. in the Municipal Complex Council Chambers.

**PRESENT:** Mayor Stegeman and Council Members Pohlmann and Vary  
**ABSENT:** Council Member Plemel  
**ALSO PRESENT:** Council Members Erickson, Felch, and Robinson; Ted Andrzejewski, Rob Jamo, Kathy Brofka, Nancy Douglas, Mark Gauthier, Rob Cooper, Amber Myszka, Ken Connors, and Penny Mullins

Agenda.

A motion was made by Council Member Vary and seconded by Mayor Stegeman to remove the assessment update and to approve the amended agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Council Member Vary and seconded by Mayor Stegeman to approve the minutes of the meeting of September 16, 2015. This motion was carried unanimously.

Bids for Copy Machines.

City Manager Ted Andrzejewski discussed his recommendation to lease the copiers for 60 months from the lowest bidder Cooper Office Equipment. Council Member Pohlmann discussed purchasing the copiers outright for a cost of \$24,616.96 instead of the leasing costs total of \$29,732.00. The City Manager agreed with the committee that purchasing the copiers would save the City money in the long run. Budget amendments would need to be done to reflect the purchasing of the copiers.

A motion was made by Mayor Stegeman and seconded by Council Member Vary to recommend to City Council to accept the bid to replace four copiers at the City Hall Complex from Cooper Office Equipment to purchase the copiers outright for a total price of \$24,616.96. This motion was carried unanimously.

CIP Update FY 2015-16.

City Manager Ted Andrzejewski gave an update on the status of the items in the capital outlay plan.

Audit Update.

The annual audit for the fiscal year end June 30, 2015 is underway. The unaudited general fund expenditures over revenues are \$210,725.00. The budgeted transfer in for the general fund is \$614,233.00. This is considerably less than what the City had budgeted.

Waterfront Festival Update.

Nancy Douglas answered the questions that Council Member Pohlmann had in regards to the Waterfront Festival. The questions included beverage sale revenues, actual beverage sales vs. the budgeted beverage sales profit, numbered tickets, no alcohol for volunteers, spillage percentages, the efforts made to honor the contract and what needs to be done to break even in 2016.

- 1) The actual beverage revenue was \$44k; the budgeted revenue was \$62k.
- 2) The actual beverage sales profit was \$35k; the budgeted beverage profit was \$45k.
- 3) The City contribution consisted of PD, FD and DPW costs of \$19K and additional costs for the insurance expense for the festival.
- 4) There are 1,400 numbered tickets missing that have not been accounted for. There was a discussion of the efforts to honor the “numbered ticket clause” of the contract.
- 5) The WFF committee discouraged the consumption of alcohol to honor the “no alcohol for volunteer’s clause”.

6) The yield/spillage percentages were discussed.

The Committee members agreed that City Council should discuss the 2016 Waterfront Festival at a later date.

The September bills and financials were reviewed.

A special Finance Committee meeting will be scheduled for the first week of November to discuss the DDA TIF.

Adjourn.

A motion was made by Mayor Stegeman and seconded by Council Member Pohlmann to adjourn the meeting. This motion was carried unanimously.