

(Administration)

To: Finance Committee
From: Steph Mazzoni
Date: April 7, 2025
Subject: City Hall Vending Machine

Background

BMC Associates, the Vendor for the vending machine on the second floor of City Hall, has notified the City that it will be removing the vending machine in the near future. Due to the potential removal of the vending machine an alternative vending machine is needed that houses drinks and snacks and offers convenience in purchasing options such as credit cards or cash.

Research was done online to find a vendor closer to the area in order to eliminate some of the current vendor problems that had been experienced. Most of them exist in Milwaukee or Madison. Lake Country is the closest, only being 20 minutes away. They were willing to come in and meet and check out the space and talk over any agreements.

Budget Goal

Invests in the strategic planning and maintenance of our city buildings

Financial Impact

There is no financial impact. This costs nothing but benefit the staff and visiting public by offering drinks and snacks.

Recommendation

The installation of a vending machine on the second floor of City Hall will provide added convenience, accessibility, and improve overall service to the public and employees. It is recommended to utilize WTCH Lake Country Vending to provide and install an new vending machine at no cost to the City.

Convenience for the Public – A vending machine provides easy access to snacks and beverages, especially in high-traffic areas where people may not have time to visit a store or restaurant.

Support for Employees and Visitors – Providing a vending option ensures that staff, emergency personnel, and visitors have quick access to refreshments, improving morale and productivity.

No Maintenance – Modern vending machines require little maintenance, and the vendor will ensure regular restocking and service without added responsibilities.

Healthier Choices Available – A vending machine can be stocked with a variety of healthy snacks and drinks, promoting wellness for those who use the facility.