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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, August 12, 2025

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Ellen Roberts, Dana Investment Advisors and Matt Slowinski, Dana Investment Advisors.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of June 10, 2025

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

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| AYES: Gebhardt, Parrish, Strzelczyk |
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3) License Applications

a. August, 2025 Licenses

Discussion ensued regarding the issuance of peddler's licenses. It was suggested that public education in the Friday bulletin regarding this topic would be beneficial to residents and other interested stakeholders.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. June 2025 Vouchers Paid List

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

b. July 2025 Vouchers Paid List

Committee members asked for clarification of the legal firms the City uses as there are a few listed on the monthly voucher reports.

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

5) Presentation

a. 2025 Investment Portfolio Update-DANA Investment Advisors

Ellen Roberts and Matt Slowinski attended the meeting to review the City's investment portfolio through July 31, 2025. The materials presented are included in the meeting packet.

6) Discussion Items

a. Bayside Claim Settlement

Administrator Jones briefed the Committee about a claim the City of Bayside sent to the City of Mequon for approximately \$14,500. It stated the City damaged their sewer line in 2015 with the installation of water main. The City of Mequon worked with Attorney Sajdak and its insurance carrier. After several back-and-forth interactions, the City of Mequon settled on the deductible amount that the City of Bayside had to pay their insurance carrier, which was \$5,000. The check was mailed earlier this year. Mr. Jones noted that he has the authority to authorize that payment and he is reporting out to the Committee per City code.

b. 2025 YTD Budget Report as of June 30, 2025

c. Cash & Investment Report as of 06/30/2025

d. Finance - Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:27 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director