



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-2941  
Fax: 262-242-9655

[www.cityofmequonwi.gov](http://www.cityofmequonwi.gov)

Office of the City Administrator

## FINANCE-PERSONNEL COMMITTEE

Tuesday, May 13, 2025

6:15 PM

North Conference Room

### Minutes

- 1) Call to Order, Roll Call
  - a. Call to Order

**Present:**

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

Also present: William Jones, City Administrator, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney and Kristen Lundeen, Public Works Director/City Engineer.

- 2) Approve Meeting Minutes
  - a. Finance-Personnel Meeting Minutes of April 8, 2025

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Gebhardt

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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- 3) License Applications
  - a. May 2025 Licenses

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Parrish  
**SECONDED BY:** Alderman Strzelczyk

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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- 4) Vouchers Paid
  - a. April 2025 Vouchers Paid List

A request was made for a full-year voucher report detailing the aggregate total the City spent with each of its vendors.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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5) Ordinances

a. **ORDINANCE 2025-1680** An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees

MSA Professional Services completed a Parks Facilities Needs Assessment earlier this year to validate the amount that should be imposed by the City as a Parks Impact Fee. The result of the study is that the Parks Impact Fee should be \$1,793/unit. The current park impact fee is \$900/unit, most recently updated in 2007.

Discussion ensued regarding the increase in price, the overall definition of an impact fee and which kinds of development the impact fee affects.

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Gebhardt

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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6) Resolutions

a. **RESOLUTION 4208** A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025 - December 31, 2025

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Parrish

<b>AYES:</b> Gebhardt, Parrish, Strzelczyk
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7) Discussion Items

- a. 2025 YTD Budget Report as of March 31, 2025
- b. Cash & Investment Report as of 03/31/2025
- c. Finance - Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:50 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*

*Assistant Finance Director*