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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Regular Meeting
Tuesday, December 9, 2025 - 5:45 PM
North Conference Room

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Mayor Nerbun at 5:46 p.m.

Present: Mayor Nerbun, Alderman Strzelczyk, Alderman Parrish (arrived at 5:48 p.m.), Alderman Gebhardt

Also Present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Wendi Unger, Principal at Baker Tilly and Rick Kalscheuer, R&R Insurance.

2) Approval of Meeting Minutes

- a) Meeting minutes of November 11, 2025

MOTION:	Motion to approve the Meeting Minutes
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	Brian Parrish (deemed no)
RESULT:	Approved by Voice Acclamation

3) License Applications

- a) December 2025 Licenses
b) Waste Hauler Permit

MOTION:	Motion to Approve Licenses and Waste Hauler Permit
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	Brian Parrish (deemed no)
RESULT:	Approved by Voice Acclamation

4) Vouchers Paid

a) November 2025 Vouchers Paid List

MOTION:	Motion to Approve the Vouchers Paid List
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

5) Resolutions

a) **RESOLUTION 4245** - A Resolution Approving Three (3) Letters of Engagement for the Completion of Statutorily-Required Audits of Tax Increment Financing Districts #3, #4 & #5 with Baker Tilly US, LLP, Milwaukee, Wisconsin in a Total Amount Not-To-Exceed \$57,500

Director Arnett introduced the resolution. TID #3 will receive a 100% audit and TID's #4 and #5 will each receive a 30% audit. TID #3 is near completion and a 100% audit is appropriate at this time. It will receive one final "close out" audit once it is officially closed. TID's #4 and #5 have each been open for over ten years, and it is prudent they each receive a 30% audit.

MOTION:	Motion to Approve Resolution 4245
MOVER:	Alderman Brian Parrish
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	None

RESULT:	Approved by Voice Acclamation
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- b) **RESOLUTION 4246** - A Resolution Approving the City of Mequon’s Insurance Program for Fiscal Year 2026 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$311,008

Director Arnett introduced the 2026 Insurance Renewal from the League of Wisconsin Municipalities Mutual Insurance. Rick Kalscheuer from R&R Insurance was in attendance and answered questions from the Committee members.

MOTION:	Motion to Approve Resolution 4246
MOVER:	Alderman William Gebhardt
SECONDER:	Alderman Robert Strzelczyk
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

- c) **RESOLUTION 4247** - A Resolution Adopting the City of Mequon's Annual Fee Schedule for Fiscal Year 2026

Administrator Jones briefed Committee members on proposed new Planning fees to add to the 2026 fee schedule. The proposed schedule also incorporates the 2026 Sewer Utility rates, which were approved at the November 11th Common Council meeting.

MOTION:	Motion to Approve Resolution 4247
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

6) Discussion Items

- a) Finance-Personnel Work Plan

Alderman Strzelczyk asked about a method for the City accepting donations. Administrator Jones noted the request and explained that once the Common Council agreed on the path forward for the Civic Campus Plan, the best course of action can be decided for accepting donations.

7) Adjourn

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

Respectfully Submitted,

Marie Keyser
Assistant Finance Director