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Office of the City Administrator

**FINANCE-PERSONNEL COMMITTEE**  
**Tuesday, November 11, 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 and Les Ahrens, City Assessor.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of October 14, 2025

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

**MOVED BY:** Alderman Gebhardt

**SECONDED BY:** Alderman Parrish

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| <b>AYES:</b> Gebhardt, Parrish, Strzelczyk |
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3) License Applications

a. November, 2025 Licenses

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

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Gebhardt

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| <b>AYES:</b> Gebhardt, Parrish, Strzelczyk |
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4) Vouchers Paid

a. October 2025 Vouchers Paid List

A Committee member asked what the "Police seized assets" category was. Staff responded to the inquiry.

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

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

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

- a. **RESOLUTION 4242** A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy

Finance Director Arnett shared the background of this resolution, while Administrator Jones and Attorney Sajdak added some commentary as well.

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

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

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| <b>AYES:</b> Gebhardt, Parrish, Strzelczyk |
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- b. **RESOLUTION 4241** A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026

Administrator Jones briefed the Committee on the proposed 2026 compensation plan for non-represented employees. The basis of this plan stems from the Classification and Compensation Study that was completed in 2022. In addition to the proposed compensation plan, three positions are recommended to move from Pay Grade 3 to Pay Grade 4, beginning next year.

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

**MOVED BY:** Alderman Parrish

**SECONDED BY:** Alderman Gebhardt

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| <b>AYES:</b> Gebhardt, Parrish, Strzelczyk |
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- c. **RESOLUTION 4240** A Resolution Approving a Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., Alpharetta, Georgia, in an Amount Not-to-Exceed \$800,000

Finance Director Arnett presented the FY2026-FY2030 Assessment Contract with Catalis Tax & CAMA, Inc. This contract represents a zero percent increase from the current contract, which is set to expire at the end of FY2025. Les Ahrens, City Assessor, attended the meeting to answer any questions. A question was asked whether the new Land Management System would integrate with Market Drive (Assessment software program) so that digital property sketches would be available to the public online. Administrator Jones said that staff can look into that after the initial implementation of the Land Management System.

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

**MOVED BY:** Alderman Gebhardt  
**SECONDED BY:** Alderman Parrish

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

a. 2025 YTD Budget Report as of September 30, 2025

Assistant Finance Director Keyser reviewed the Q3 General Fund Budget Report with Committee members.

b. Cash & Investment Report as of September 30, 2025

Assistant Finance Director Keyser shared the various revenues and expenditures that took place during Q3, as well as noted how much bank account interest and investment revenue was booked.

c. Finance - Personnel Work Plan

Administrator Jones explained what agenda items are coming in December.

7) Adjourn

A motion to adjourn was made at 6:25 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*  
*Assistant Finance Director*