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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Regular
Tuesday, February 10, 2026 - 5:45 PM
North Conference Room

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Mayor Nerbun at 5:45 p.m.

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Michael Herbrand and Eleanor Cammarano, Attorney's at Housman & Feind LLP.

2) Approval of Meeting Minutes

- a) Meeting minutes of January 13, 2026

MOTION:	A Motion to Approve the Meeting Minutes of January 13, 2026
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	
RESULT:	Approved by Voice Acclamation

3) License Applications

- a) February 2026 Licenses

MOTION:	A Motion to Approve the License Applications
MOVER:	Alderman William Gebhardt
SECONDER:	Alderman Brian Parrish

AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	
RESULT:	Approved by Voice Acclamation

4) Vouchers Paid

- a) January 2026 Vouchers Paid List

Clarification questions were asked regarding a few vouchers. City staff members answered some at the meeting and would follow up on others after the meeting.

MOTION:	A Motion to Approve the January 2026 Vouchers Paid List
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	
RESULT:	Approved by Voice Acclamation

5) Resolutions

- a) **RESOLUTION 4264** - A Resolution Approving an Agreement for Municipal Prosecution Services During Fiscal Years 2026-27 with Houseman & Feind, LLP, of Grafton, Wisconsin

City Administrator Jones introduced the Resolution and Attorney's Michael Herbrand and Eleanor Cammarano from Houseman & Feind LLP. Committee Members asked that the Attorney's provide quarterly updates to keep them up-to-date on legal matters.

MOTION:	A Motion to Recommend Resolution 4264 to Common Council
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	
RESULT:	Approved with Amendments

- b) **RESOLUTION 4265** - A Resolution Approving Execution of an Agreement for Utility Bill Printing and Mailing Services for the Period March 17, 2026 - March 16, 2029 with Primadata, LLC of Green Bay, Wisconsin, in the Estimated Amount of \$54,000

Assistant Finance Director Keyser introduced the Resolution and provided the details of the Service Agreement. A Committee member asked Staff to inquire about mailing the bills through the City's bulk permit number.

MOTION:	A Motion to Recommend Resolution 4265 to the Common Council provided City Staff Inquire about Using a Bulk Permit Number
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
NAYS:	
RESULT:	Approved with Amendments

6) Discussion Items

- a) 2025 YTD Cash & Investment Report as of December 31, 2025

Assistant Finance Director Keyser shared the Q4 2025 Cash and Investment Reports.

- b) Finance-Personnel Work Plan

Administrator Jones previewed topics that will be on the March agenda.

7) Adjourn

A motion to adjourn was made at 6:15 p.m. by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,
 Marie Keyser
 Assistant Finance Director