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Office of the City Clerk
Taped & Televised

COMMITTEE OF THE WHOLE
Tuesday, May 10, 2022
6:45 PM
Christine Nuernberg Hall

Agenda

1. Call to Order, Roll Call
2. Approval of Meeting Minutes
   a. April 12, 2022
3. Departmental Reports
   a. Finance Department - 2022 YTD Budget Report as of March 31, 2022
4. Discussion
   a. Status Update on Fire Department 2017 Staffing Study
   b. Status Update on Police Department 2017 Staffing Study
   c. District 8 Aldermanic Vacancy
5. Future Policy Items for Discussion/Consideration/Analysis
6. Adjourn

Dated: May 10, 2022 *[/s/ Andrew Nerbun, Mayor]*

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM.

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COMMITTEE OF THE WHOLE
Tuesday, April 12, 2022
6:30 PM
Christine Nuernberg Hall

Minutes

1. Call to Order, Roll Call

   Mayor Wirth called the meeting to order at 6:31pm

   Present:
   Mayor John Wirth
   Alderman Robert Strzelczyk
   Alderman Glenn Bushee
   Alderman Dale Mayr
   Alderman Jeffrey Hansher
   Alderman Mark Gierl
   Alderman Brian Parrish
   Alderman Kathleen Schneider
   Alderman Andrew Nerbun

   Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Community Development Director Tollefson, Engineering and Public Works Director Lundeen, Finance Director Engroff, Police Chief Pryor, Fire Chief Bialk, Deputy Fire Chief Zellmann, press and interested public.

2. Approval of Meeting Minutes

   a. March 8, 2022

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

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

3. Departmental Reports
   a. Finance Department
   b. Clerk's Office
   c. Community Development
   d. Public Works
   e. Fire Department
   f. Police Department

4. Resolutions

   Administrator Jones gave a brief overview of the joint working group and intergovernmental agreement as well as historical details pertaining to staffing across the County. His presentation provided a synopsis of what to expect in the next five years regarding the merger. By January 1st, 2023, five Board of Directors will oversee the department and the combined budget; three from Mequon and two from Thiensville. Further goals include Fire and EMS Equipment merger by year 2024, Facility Plan Implementation by 2025, and three paramedic staffing additions per year between 2022-2027.

   Financial impacts were discussed as well as the Ozaukee County EMS Grants Program offerings.

   The Mayor commented that amendments can be made and negotiations will be ongoing, but the heart of the plan is mutually beneficial. Aldermen expressed their appreciation to Thiensville.

   Motion to Approve Intergovernmental Agreement.

RESULT:	**Approved by Roll Call Vote [Unanimous]**
MOVED BY:	Alderman Parrish
SECONDED BY:	Alderman Schneider

AYES:	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

   Motion to Amend the Agreement between the City of Mequon and the Village of Thiensville, modifying the name to Thiensville/Mequon Fire and EMS Department.

RESULT:	**Failed by Roll Call Vote [3 to 6]**
MOVED BY:	Alderman Parrish
SECONDED BY:	Alderman Schneider

AYES:	Bushee, Gierl, Parrish
NAYS:	Wirth, Strzelczyk, Mayr, Hansher, Schneider, Nerbun

5. Discussion
   a. Establishment of All-Terrain Vehicle Routes on Mequon Roads

      A brief discussion ensued regarding appropriateness of allowing ATVs on City streets.

6. Future Policy Items for Discussion/Consideration/Analysis

7. Adjourn

   Motion to Adjourn at 7:48 PM.

RESULT:	**Approved by Voice Acclamation [Unanimous]**
MOVED BY:	Alderman Hansher
SECONDED BY:	Alderman Schneider

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

Respectfully Submitted,

Janet Meyer
Deputy Clerk

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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO:	**Committee of the Whole**
FROM:	**Jennifer Engroff, Finance Director**
DATE:	**May 3, 2022**
SUBJECT:	**Finance Department - 2022 YTD Budget Report as of March 31, 2022**

Attached please find a year to date General Fund Budget/Actual Summary report for the three months ending March 31, 2022. The values shown are unaudited. With only twenty-five percent of the year's revenues and expenditures incurred to date, it is difficult to forecast any definite trends at this point in time. Most departmental budgets are tracking at or below the twenty-five percent benchmark. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
2022 Q1 YTD Budget Report (Unaudited) (PDF)

GENERAL FUND REVENUES	FY 2022 - Quarter 1					PRIOR YRS COMPARISON		
	Original Budget	Amended Budget	Actual	YTD %	% of Total	FY 21 ACTUALS	FY 20 ACTUALS	FY 19 ACTUALS
Taxes	11,939,401	11,939,401	6,437,506	53.92%	86.6%	5,474,814	6,837,745	4,785,498
State Shared Revenue	555,371	555,371	9,842	1.77%	0.1%	-	-	-
Intergovernmental	1,823,218	1,823,218	378,820	20.78%	5.1%	392,264	406,125	375,147
Licenses	60,400	60,400	2,267	3.75%	0.0%	15,596	3,080	2,966
Permits - Inspection	926,000	926,000	173,211	18.71%	2.3%	180,229	135,836	159,313
Permits - Other	59,500	59,500	12,765	21.45%	0.2%	15,220	9,965	9,360
General Fees	132,000	132,000	22,569	17.10%	0.3%	18,318	20,377	16,256
Public Safety Fees	886,300	886,300	289,569	32.67%	3.9%	(7,746)	(20,308)	103,165
DPW Fees	90,250	90,250	3,161	3.50%	0.0%	6,008	3,833	18,917
Pool & Park Fees	148,750	148,750	9,850	6.62%	0.1%	10,810	10,108	7,354
Development Fees	74,400	74,400	17,710	23.80%	0.2%	25,976	20,376	16,430
Special Assessments	4,000	4,000	1,143	28.57%	0.0%	995	690	1,229
Internal Service Fees	385,000	385,000	-	0.00%	0.0%	-	-	-
Other Revenue	902,550	902,550	130,615	14.47%	1.8%	92,840	89,147	82,942
Investment Revenue	40,000	40,000	(53,371)	-133.43%	-0.7%	15,800	59,971	80,136
Total General Fund Revs	18,027,140	18,027,140	7,435,658	41.25%	100.0%	6,241,123	7,576,943	5,658,712

Key:

- Postive variance vs. year-to-date budget, or timing difference not anticipated to result in a year-end variance
- Negative variance of .01% to 4.99% vs. year-to-date budget
- Negative variance ≥ 5% vs. year-to-date budget

Notes:

Over Budget

TAXES: Will be settled by Ozaukee County in August

PUBLIC SAFETY: Revenues likely inflated temporarily until the 2021 year end accrual is reversed in 2022

Under Budget

STATE SHARED & INTERGOVERNMENTAL: Revenues are primarily recognized in Q4

LICENSES: Q2 is when licenses are typically renewed

PERMITS INSPECTION: Will increase as the summer months approach

PERMITS OTHER: Brush Site opened April 2nd increasing sales in Q2

GENERAL FEES: Culverts are installed in the summer months

DPW FEES: Many are pass through (if revenue is low, so is expense, therefore net zero impact)

POOL & PARK FEES: Pool open only in the summer months and parks will also increase as the weather improves

INTERNAL SERVICE FEES: Year end process, no revenue recorded until Q1 of the following year

OTHER REVENUE: Fund balance usage of $190k budgeted (doesn’t get recognized) and most other revenue is recognized annually

INVESTMENT REVENUE: Negative returns each month in Q1, similar to under performance in the municipal market in general

GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES	FY 2022 - Quarter 1 Original Budget	Amended Budget	Actual	YTD %	% of Total	PRIOR YRS COMPARISON FY 21 ACTUALS	FY 20 ACTUALS	FY 19 ACTUALS
Common Council	86,058	86,058	42,813	49.75%	1.0%	25,222	38,472	40,870
City Administrator	286,045	286,045	75,050	26.24%	1.7%	55,934	56,984	55,062
City Clerk	305,569	305,569	60,424	19.77%	1.4%	64,634	68,390	57,438
Elections	105,136	105,136	25,657	24.40%	0.6%	17,250	26,796	16,285
Information Services	497,629	497,629	142,280	28.59%	3.2%	101,099	87,790	65,328
Finance	520,760	520,760	102,049	19.60%	2.3%	83,738	122,203	121,405
Assessor	290,820	290,820	114,743	39.46%	2.6%	101,270	73,431	60,039
Human Resources	232,373	232,373	64,089	27.58%	1.5%	45,608	41,062	35,288
Legal Counsel	102,483	102,483	3,233	3.15%	0.1%	(70,137)	(53,388)	2,312
Police	5,981,512	5,981,512	1,301,764	21.76%	29.5%	1,017,670	1,013,830	1,038,253
Fire/EMS	2,227,113	2,227,113	498,681	22.39%	11.3%	413,695	346,664	309,456
Communications	591,590	591,590	128,825	21.78%	2.9%	145,191	136,329	139,767
Inspections	524,305	524,305	119,108	22.72%	2.7%	90,530	111,247	90,300
Building Maintenance	674,542	674,542	163,038	24.17%	3.7%	189,109	151,479	159,931
Fleet Services	531,921	531,921	193,161	36.31%	4.4%	148,409	135,239	174,127
Engineering	584,453	584,453	112,594	19.26%	2.6%	70,716	102,366	105,489
Highway	2,041,065	2,041,065	474,743	23.26%	10.8%	410,516	439,460	467,225
Forestry	195,683	195,683	37,830	19.33%	0.9%	25,928	4,343	-
Library Grant	1,061,000	1,061,000	530,500	50.00%	12.0%	529,000	537,500	524,733
Swimming Pool	101,323	101,323	2,467	2.43%	0.1%	2,867	4,531	2,633
Parks	571,717	571,717	121,179	21.20%	2.7%	106,626	103,241	116,845
Planning	514,043	514,043	96,566	18.79%	2.2%	108,178	97,678	90,161
Total General Fund Exp	18,027,140	18,027,140	4,410,792	24.47%	100.0%	3,683,511	3,646,010	3,673,264
Net Surplus (Loss)	-	-	3,024,866			2,557,611	3,930,933	1,985,448
Fund Balance - Beg of Year	2,578,531	2,578,531	2,578,531					
Fund Balance - End of Year	2,578,531	2,578,531	5,603,396					

Notes: **Over Budget**

COMMON COUNCIL - Largely overbudget due to Strategic Planning $9k (budgeted in 2021) and Festivals Sponsorships $17.5k (timing)

ADMINISTRATOR: Training over full year budget by $5k due to Midwest Leadership Institute (3 registrants)

INFORMATION SERVICES: Overage due to annual licensing and one-time funds for equipment

ASSESSOR: Last Revaluation payment ($55k) in February

HUMAN RESOURCES: Overage due to recruitment costs for vacant positions

FLEET SERVICES: Fuel and Materials/Repairs over budget due to higher costs

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www.ci.mequon.wi.us **Office of Fire/Ambulance**

TO: **Committee of the Whole**
FROM: **David Bialk, Fire Chief**
DATE: **April 28, 2022**
SUBJECT: **Status Update on Fire Department 2017 Staffing Study**

Background

In May of 2017 the Matrix Consulting Group was hired to perform a study of the Mequon Fire Department to analyze staffing, organizational management, equipment, and facilities. The study included staffing allocation, deployment of departmental resources, training, education, fire prevention, physical resources, and overall management. The Matrix Group interviewed members of the Fire Department, management, supervisory staff as well as City officials. The Group gathered data from the Mequon Fire Department and compared the data to other local departments, national standards, and best practices.

Analysis

A lot has happened in the five years since the Matrix Group did their staffing study. When Matrix conducted their study the Mequon Fire Department had one full-time employee, about the same number of Paid-on-Call (POC) personnel as it does today, the Department had very few holes in the schedule, and nobody had heard of the Corona Virus. In just the last three years, a national shortage of people willing to volunteer for community service organizations like the Fire Department has occurred, as well as a shortage of people willing to work public safety jobs.

The pandemic forever changed how people view their spare time and what is most valuable in their life. So much of what the Mequon Fire Department accomplished prior to 2017 was through the hard work and the available time of its members. If the Matrix Group would do the study today the entire dynamic on which many of the recommendations were based have changed. When the Future of Our Fire Department Committee presented its findings in August of 2021, many of the recommendations the Committee came up with mirrored those of the Matrix Group. Both groups saw the need to increase full-time staffing and improve the physical infrastructure, while further pursing consolidation efforts.

Please see the attached list of recommendations from the Matrix Group, which include updates on each of the study's recommendations.

Recommendations

Staff recommends after the assumed merger with the Thiensville Fire Department, conduct an internal study of the new Southern Ozaukee Fire Department using the Matrix Group study as a template.

Attachments:
Matrix Recomendations (PDF)

MATRIX CONSULTING GROUP 2017 STAFFING STUDY – MEQUON FIRE DEPARTMENT

STATUS UPDATE: MAY 2022

RECOMMENDATION	STATUS
Operations	
MFD should monitor new development within the City, and utilize calls for service, population density, and service delivery metrics to identify areas to locate new Stations, or Sub-Stations, that are most likely to meet the MFD's service delivery goals.	This is currently underway with the possible relocation of the public safety building.
The Fire Department should work with the Dispatch Center to improve processing times for calls for service.	The fire department has worked with the dispatch center to streamline workflow on the FD and dispatch side.
Continue use of the First Responder program.	The first responder program continues to be the backbone of EMS delivery.
Establish travel time benchmark performance objectives for the first arriving unit of 5:00 minutes for suburban areas, and 10:00 minutes for rural areas.	The fire department is currently using the five- and ten-minute benchmark for the 90th percentile of EMS calls.
Once performance objectives are established, develop a mechanism to monitor and report performance against the established benchmarks, at least annually.	Objective are reported out in the annual report.
Work with the Dispatch Center to improve and ensure that time stamps for Fire and EMS units are being captured properly.	This continues to be a challenge.
Implement a leave scheduling calendar to help identify any upcoming staffing shortages in the emergency medical services delivery system.	This is done on the monthly calendar.
Continue to develop the Milwaukee Area Technical College intern program and recruit those individuals into to the Fire Department.	This has been a huge success for the fire department.
Consider the implementation of incentive programs to encourage the retention of Fire Department personnel.	The FOOFD recommendations of a pay increase has helped this effort.
Increase full-time staffing to three officers working twenty-four hour shifts to provide command, control and supervision for operations and support to the major functions of the Department.	Completed with hiring of the three Battalion Chiefs in 2021.
Change the current administrative assistant from a part-time to a full-time to provide increased administrative support to the Fire Department.	Budget constraints has prevented this happening.
The City and the Fire Department should continue to discuss the potential regionalization or sharing of services with other departments in the area.	This is currently being done with Thiensville and looking other communities in the area.

Training and Education	
The training division should be commanded by at least a Captain, matching the rank of the Fire Prevention Division head.	A Battalion Chief is now in charge of the training division.
Fire Prevention	
The MFD and the City of Mequon should consider the implementation of fees for the provision of fire inspections and special use permits.	This is not done.
Add an inspector, on a part-time basis, to the weekly schedule to assist with inspections and public education activities.	A Battalion Chief is now in charge of Community Risk Reduction.
Train and encourage staff from all levels to participate in public education events.	This is being done using station work pay for members who participate.
Physical Resources	
Continue with the current renovation plans of the existing Fire Stations.	This was done with the money recommended by the FOOFD committee.
Continue the current vehicle replacement program.	The program continues however, the amount of money needed to fully fund the program has not always been available.

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www.ci.mequon.wi.us **Office of Public Safety Committee**

TO: **Committee of the Whole**
FROM: **Patrick Pryor, Chief of Police**
DATE: **April 29, 2022**
SUBJECT: **Status Update on Police Department 2017 Staffing Study**

Background

The Matrix Consulting Group was retained by the City of Mequon to conduct Police and Fire Department staffing studies in 2017. This effort had several goals with the predominant focus revolving around the staffing needs for each department. In the Police Department, the Matrix project team evaluated staffing requirements based on unique metrics and approaches associated with individual work units within the Department.

The Matrix Group report stated they accomplished the following tasks in the study:

- Developed data for use in the analysis of responsibilities, deployments, workloads, and service levels for each function in the Mequon Police Department (MPD).
- The project team conducted extensive interviews of staff throughout the Department. They also solicited employee feedback on current staffing levels, deployments, and approaches to operations management through this interview process and an employee survey.
- The project team collected data to evaluate staffing levels, current deployments, workloads, service levels, crime data, etc. to understand the current crime and law enforcement service environment in Mequon.
- Based on the information collected and incorporating planning assumptions that were developed and reviewed with the Department, the project team completed its analysis and developed staffing models for the Department.
- Throughout this process, the project team met with staff in the Department to review facts, findings, and issues, as well as assumptions and recommendations.

The study also provided a brief summary based on their information gathering. This summary is listed below:

- The Mequon Police Department provides high levels of customer service as reflected by patrol efforts, investigative efforts, and other community-oriented efforts. This was corroborated by employee survey opinions whereby staff believe they provide a high level of service.
- The Mequon Police Department has very reasonable levels of proactive time thereby allowing for effective community policing efforts. The proactive, self-initiated efforts performed by department staff reflect a patrol staffing contingent that is well-utilized at present patrol staffing levels.
- The executive staff provide effective leadership and management of the organization.
- Current staffing levels are generally adequate, reflecting a progressive yet fiscally conservative approach to law enforcement operations. There are only a few opportunities for staffing changes.

- Equipment provided to Mequon Police Department is generally up-to-date and appropriate. Technology is sufficient. The Mequon Police Department facility is useable with sufficient space.

Analysis

The Matrix Study provided a list of recommendations as a part of the study. This list of recommendations is attached, along with the current progress of the Department to achieve the recommendations. The Department has been able to achieve many of the recommendations of this study.

In 2019, the City Administrator and Police Chief worked with the Mequon-Thiensville School District and the Village of Thiensville to obtain a cost sharing agreement with those organizations to add an additional School Resource Officer.

A transitional K9 was also added to the Department through community donations.

In 2019, a Public Safety IT position was added which allowed the Department to shift the responsibilities of a few positions to achieve more of the recommended items in the study.

The Department is currently undergoing the process of accreditation. This process is potentially identifying the need for a civilian property room manager. This position could align with the recommendation in the study of adding an additional records clerk. The Department will continue to examine this as more information becomes available.

Recommendations

The Department should complete its accreditation process in the next few months. It should use the information from that process to assist with addressing the remaining recommendations. As the Fire Department continues to work towards consolidation with Thiensville, the Police Department should examine the needs of the City's 9-1-1 Communications Center.

The City should also consider the future of the Public Safety Building as the Police Department has outlived and outgrown its area of the building. A needs assessment/analysis should be discussed.

Attachments:
Matrix Study Recommendations and Status Chart May 2022 (PDF)

MATRIX CONSULTING GROUP 2017 STAFFING STUDY

MEQUON POLICE DEPARTMENT

STATUS UPDATE: MAY 2022

RECOMMENDATION	STATUS
Operations Division - Patrol	
1. Maintain an authorized patrol officer staffing level of 22 officers into the foreseeable future to accommodate high community service levels and potential staff turnover. Given proactive time and other performance targets, actual staffing levels should never drop below 20 officers.	The Department currently has 22 officers assigned to patrol.
2. Maintain existing authorized patrol staffing of six sergeants.	The Department currently has six patrol sergeants.
3. Continue deployment of one K9 Officer as part of the patrol officer staffing contingent.	The department has two K9 Officers as one was added due to community donations. The first is nearing retirement.
4. Maintain the existing patrol shift schedules.	The department has maintained the shift schedules outlined in the study.
Operations Division – Supporting Services	
1. Maintain authorized detective staffing of four positions now and in the foreseeable future. This includes three core detectives and one rotational position.	This is the current staffing model for the detective positions
2. Maintain two specialized drug officer positions. Continue to assess their assignments and regional/local value.	The department currently has two drug officer positions one with Ozaukee County and the other with the Drug Enforcement Administration.
3. Implement specialized investigative unit performance management approaches as discussed in this report.	The department has added electronic case management in its records management system and an employee review process for the specialized investigative officers has been implemented.

4. Create one additional supervisor position to oversee investigative services. Work in concert with City HR, under advisement by the Public Safety Committee, to determine if this supervisor should be a sergeant, lieutenant, or captain rank.	A budgetary request for an additional Captain was made in attempt to resolve this but did not proceed through the budget process. As a measure to accomplish this some tasks of the Administrative Sergeant have been shifted so the Administrative Sergeant can assist the Patrol Captain in supervising the detective bureau.
5. Maintain existing staffing level of one School Resource Officer (SRO) now and in the foreseeable future. Other cost-sharing models discussed in the report may warrant a second SRO.	In 2020 a second SRO was added due to the Mequon Thiensville School District and Village of Thiensville providing funding assistance/cost sharing.
6. Maintain one Dispatch/Records Supervisor position and seven full-time dispatcher positions now and in the foreseeable future.	The dispatch supervisor position was eliminated in 2021, and the day-to-day tasks were assigned to the respective shift Sergeants and direct supervision was assigned to the Administrative Sergeant.
7. Develop a qualified pool of part-time dispatch staff in-lieu of the existing three part-time dispatcher positions. Add the current part-time staff to the pool. This pool can be of any manageable size and allows for operational and scheduling flexibility. For budgetary control purposes, staff allocated to this pool should not exceed 4,500 hours per annum in work performance.	This was attempted on three occasions, but no pool dispatchers continued employment. The department continues to have difficulties recruiting dispatchers.
8. In the future, and in cooperation with other area public safety agencies, perform an independent and formal regionalized 911 dispatch feasibility study.	This had been studied during the Matrix study, but it was not an independent study. No further action has been taken on this since the study. It is anticipated that these discussions will resume as the fire department consolidation begins to take shape.
9. Maintain one Administrative Sergeant now and in the foreseeable future.	The department currently has one Administrative Sergeant.
10. The city should explore additional opportunities to enhance Information Technology support to its public safety departments as part of a broader IT assessment.	The city hired a full-time Public Safety IT person in August 2019 and is continuing to address this issue. This position allowed the Administrative Sergeant to take on the additional roles described above.

11. Revise the organizational structure, balancing direct reports between the two Captains, as described in this report.	The Police Captains' areas of responsibility have been adjusted to have a more balanced approach.
12. Allocate an additional $35,000 to the training budget and facilities budget to facilitate improvements as described in this report. The proportional allocation of this amount should be determined by City staff based on Council input.	This was not approved in the budget process.
13. Increase Records Clerk authorized staffing levels from one to two positions.	This has not been implemented due to budget restraints. As a result of the Accreditation process the department is currently undergoing this will be examined with a possible recommendation of a property room clerk/records position.

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www.ci.mequon.wi.us **Office of City Clerk**

TO: **Committee of the Whole**
FROM: **Brian Sajdak, City Attorney**
DATE: **May 2, 2022**
SUBJECT: **District 8 Aldermanic Vacancy**

Background

A vacancy in office has resulted from the election of Andrew Nerbun to the Mayor's Office. Filling that vacancy is accomplished through a combination of requirements stipulated by Wisconsin Statutes and the Mequon Municipal Code. Before you this evening is the notification of vacancy for the 8th Aldermanic District.

Analysis

Under Wisconsin Statute, upon taking the oath of office, Mayor Nerbun is no longer eligible to hold the office of District 8 Alderperson. This ineligibility creates a vacancy in the office of District 8 Alderperson. An aldermanic vacancy is filled "by the common council, by majority vote, appointing the successor to serve for the residue of the unexpired term or until a special election is held, as ordered by the common council under s. 8.50, or an office may remain vacant until an election is held." Wis. Stat. § 17.23(1)(am).

Under Wis. Stat. § 8.50(2)(a), the special election could be held concurrently with the general election in November, the spring election next April, or on another date set by the Council provided that there is a minimum of 62 days and a maximum of 77 days between the order for the election and the date of the election. Given that these dates would place a special election potentially in late July or early August, it would be staff's recommendation that, if the Council would desire to hold a special election, that any such special election be tied to the general election in November because the primary election for the fall races is on August 9 creating a high likelihood of confusion among voters with multiple elections around the same time. Another option would be to hold a special election concurrent with the spring election next April.

Further, unlike many communities, Mequon does have provisions in the municipal code that address how an Aldermanic vacancy should be filled. Section 2-63(d) provides:

> (1) When a vacancy shall occur in an aldermanic office, the common council at its next regular meeting shall announce the vacancy and direct the city clerk to advertise said vacancy in the official newspaper. The advertisement shall be placed in at least two editions not less than one week apart and shall state the time for submission of applications to fill said vacancy to the clerk, who shall forward the same to the common council, or a special committee thereof constituted for the purpose of reviewing the same and making recommendations.
>
> (2) Following the close of the applications period, the common council shall meet as a committee of the whole for the purpose of interviewing all applicants who submit the required application. Said meeting shall occur within 14 days of the close of the application period.

(3) At the next regular common council meeting which follows the meeting of the committee of the whole, the council, by a majority vote, shall select one of the applicants to fill the vacancy until a successor is elected and qualified pursuant to Wis. Stats. § 17.23(1)(a).

When vacancies occurred on the Common Council in 2019, the Council determined that the "application" should consist of a résumé and a letter of intent.

Looking forward, Alderman Nerbun's term would have concluded in April 2024. Therefore, any appointment made could be through the remainder of the term in 2024, or would run from the time of appointment through November 2022 or April 2023, at which time the appointee will stand for election at a special election to fill the remainder of the term. In that case, there would be an election for District 8 in both November 2022/April 2023 and April 2024.

The last time the Common Council was asked to undertake this process was in October, 2019. In that process three applicants were interviewed at a Special Committee of the Whole meeting and a recommendation to the Council was made at that meeting. The Council took up the recommendation at their next regular Council meeting and the Alderman was appointed and given his oath. The Council chose to fill the vacancy until a special election was held in April in which the Alderman was on the ballot. This district's term then expired the following April, and the Alderman ran for his seat again the next year.

Fiscal Impact

There is no applicable fiscal impact.

Recommendation

A motion to direct the City Clerk to publish notice of the vacancy setting the following schedule:

Process	**Date**
Date of vacancy	April 19, 2022
Council to announce and discuss process of filling vacancy	May 10, 2022
Council to set deadline for accepting resumes and letters of intent	May 10, 2022
Clerk publishes vacancy in two editions not less than one week apart	May 17 & May 24
Letter of interest and resume due	*June 3, 2022
Applications forwarded to the Common Council	*June 3, 2022
Common Council meets as the Committee of the Whole to interview candidates.	*June 7, 2022 *June 8, 2022 *June 9, 2022 *June 13, 2022 *June 14, 2022
Next regular Common Council meeting following the Committee of the Whole, the Council will formally select on applicant to fill the vacancy by majority vote	June 14, 2022
Potential special election dates if desired:	November 8, 2022 or April 4, 2023
*Proposed dates	