City of Mequon

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, February 8, 2022
6:00 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Kim Tollefson, Director of Community Development and Jac Zader, Assistant Director of Community Development.

2) Approve Meeting Minutes
   a. January 11, 2022 Finance-Personnel Meeting Minutes

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

AYES:	Hansher, Bushee, Strzelczyk

3) License applications
   a. February licenses

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

AYES:	Hansher, Bushee, Strzelczyk

4) Vouchers for payment
   a. January 2022 Voucher Approval List

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

AYES:	Hansher, Bushee, Strzelczyk

5) Resolutions
   a. **RESOLUTION 3914** A Resolution Ratifying the City of Mequon's COVID-19 Emergency Medical Leave Policy Between January 1 - March 31, 2022

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

AYES:	Hansher, Bushee, Strzelczyk

   b. **RESOLUTION 3915** A Resolution Authorizing Execution of a Contract for Network Upgrades with Office Technology Group, Milwaukee, Wisconsin for a Not-to-Exceed Cost of $43,866

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

AYES:	Hansher, Bushee, Strzelczyk

   c. **RESOLUTION 3916** A Resolution Authorizing a Town Center TID No. 3 Incentive with P2 Development, in Connection with Construction of a Planned Unit Development Located at 11040 and 11110 North Buntrock Avenue

Alderman Bushee asked if the developer was going to receive less than what the City originally agreed to. Director Tollefson said that the City does not have a contractual agreement with them, however the "fast-tracked" formula would make the developer eligible for more incentives than what they are actually getting. The developer is eligible for a little over one million dollars. City staff is suggesting the City does not provide the 5% incentive as part of the formula, but only return the dollars that are eligible related to the demolition costs. It results in the developer being eligible for about 35% of the total approximately one million dollars that they are eligible for.

Alderman Bushee's second question was that he noticed the Economic Development Board had one no vote. Director Tollefson stated the Board Member did not think a fully residential project should be incentivized.

Alderman Strzelczyk suggested there be a policy discussion regarding this topic in the future.

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

AYES:	Hansher, Bushee, Strzelczyk

d. **RESOLUTION 3917** A Resolution Approving a Third Amendment to the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC

Mayor Wirth opened the conversation by asking the Committee members to table this action because at the December meeting, the Council approved an extension through the end of February. The two project teams have to work out an amendment and will not be done before the end of February. City staff has been working on this and is asking for an oral extension through the end of March 2022. Otherwise, technically the developer would be in default. Alderman Bushee asked if there was a fiscal impact to extending the deadline to the end of March. Director Tollefson said "no."

A motion was made by Alderman Bushee, seconded by Alderman Hansher to extend this until the end of March 2022. All voted in favor "aye." Secondly, a motion was made by Alderman Hansher, seconded by Alderman Bushee to table this item. All voted in favor "aye."

RESULT:	**Tabled [Unanimous]**
MOVED BY:	Alderman Hansher
SECONDED BY:	Alderman Bushee

AYES:	Hansher, Bushee, Strzelczyk

6) Information Items

a. 2021 YTD Investment Report as of 12/31/2021

Finance Director Engroff stated that the Dana Investment portfolio has a balance of about $9.2 million as of 12/31/2021. It was a weak Quarter 4, similar to Quarter 3, and the overall year was a loss. Dana's fees of about $11,000 for the year and negative interest contributed to the loss booked for 2021. Interest rates are supposed to be increasing in 2022, so hopefully the portfolio will realize some of that gain.

On the cash side, there was an increase of about $29 million. The City collected $32 million of tax payments, thus there was a decrease in cash from Quarter 3 to Quarter 4. Majority of the decrease was due to payroll/benefits, accounts payable and debt payments.

Director Engroff made a suggestion on future reports to report book cash instead of bank cash. Also, the cash chart of showing the ins and outs of the different bank accounts could be changed to show the different funds and a high level overview of the major changes per quarter.

The Committee seemed to welcome any changes she saw fit.

b. RFP PW TIDs Streetscape

Assistant Community Development Director Zader explained this is a request for proposals for design services for Port Washington Road, south of Mequon Road. The Economic Development Board was debating this for several months. At their November meeting, they recommended the Council should look at the streetscaping along Port Washington, south of

Mequon Road to County Line Road. Also, the Ad-hoc design Committee also recommended that a consultant should look at these designs at their December meeting. Director Zader said that based on both of the board's recommendations, he created a request for design services that will go out soon and hopefully staff will have a recommendation at the April Council meeting.

Alderman Strzelczyk made a motion that it is good to go ahead with the RFP, seconded by Alderman Hansher. All voted in favor "aye."

c. Finance & Personnel Work Plan

Alderman Bushee asked to put credit card acceptance at the top of the list.

7) Adjourn

A motion to adjourn was made at 6:22 PM by Alderman Hansher, seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director