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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, February 11, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish – Present from 6:35 PM to 6:39 PM
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Brian Sajdak, City Attorney, Matt Fortini, IT Manager, Julia Perszyk, HR Coordinator and Frederick Brown-Williamson, VP Operations AV Design Group.

2) Approve Meeting Minutes

1. Finance-Personnel Meeting Minutes of January 14, 2025

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Strzelczyk

NOT PRESENT: Parrish

3) Vouchers Paid

1. January 2025 Vouchers Paid List

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

4) Resolutions

1. **RESOLUTION 4176** A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257

Discussion ensued among the group regarding the scope of the project. Staff felt the details of the contract were necessary and will last for several years. Committee members were surprised by the overall cost, however agreed that this upgrade is necessary and will improve the quality of meetings which take place in the Council Chambers.

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

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

2. **RESOLUTION 4177** A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC

Administrator Jones reminded the Committee of the three deferred compensation plans that are offered to employees should they want an additional way to invest a portion of their income. International City Management Association Retirement Corporation dba MissionSquare Retirement indicated the City was eligible to move classifications, thus reducing the plan administration fees to 0% annually. It is estimated to save current participants \$45,000 annually.

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

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

5) Discussion Items

1. 2024 YTD Cash & Investment Report as of 12/31/2024

Assistant Finance Director Keyser reviewed the highlights for Q4 2024 on both the cash and investment side. Overall, it was a positive year for bank account interest and investment revenue.

2. Finance - Personnel Work Plan

6) Adjourn

A motion to adjourn was made at 6:56 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director