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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, February 13, 2024

6:00 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, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Michael Gies, Parks/Forestry Superintendent and Jennifer Wirth, President of Mequon-Thiensville Little League.

2) Approve Meeting Minutes

a. January 9, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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3) License Applications

a. February, 2024 Licenses

The Committee discussed the Foxtown license and whether each operation at Foxtown needs their own liquor license. Clerk Fochs explained this particular entity is solely applying for a wine license. Per new state liquor laws, Foxtown may have an opportunity to apply for a "campus" liquor license. Until those laws go into effect, this will get the entity through the winter and spring seasons.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk
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4) Vouchers Paid

a. January 2024 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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5) Resolutions

a. **RESOLUTION 4099** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennie Field

Mequon-Thiensville Little League/Mequon Heat requests permission to install a new batting cage at Rennie Field in Community Park. The estimated cost of the donation is approximately \$15,000. Superintendent Gies sees this as a favorable asset to the park and told the Committee the Little League/Heat are aware the City is developing a Strategic Plan which includes a Civic Campus Master Plan. Depending on the results of this plan and the time frame of implementation, the batting cage may or may not be affected.

Committee members expressed their gratitude for the donation, and wanted the record to reflect this could be a short-term donation depending on the results and implementation of the Civic Campus Master Plan.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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6) Discussion Items

a. Review of Proposed Financial Policy Change Recommendations

Staff recommended changes to the budgeting statements within the Financial Policies document for Committee members to consider. Committee members discussed whether it was appropriate to change the undesignated General Fund Balance/unassigned Cash Reserve from 10-12% of the current year's General or Sewer Fund Operating Budgets to 10-15%. Mayor Nerbun thought this should be a broader policy discussion at a future Committee of the Whole meeting. Alderman Strzelczyk was interested to hear what the interest rate benefit would be in terms of receiving a more favorable bond rating due to an increased fund balance percentage.

b. 2023 YTD Cash & Investment Report as of 12/31/2023

Assistant Finance Director Keyser presented the Quarter 4 cash and investment reports to the Committee. She highlighted the interest and investment revenue earned for Quarter 4, and the interest amount booked for the entire 2023 calendar year. Also, she noted major receipts and expenditures for the last quarter of the year.

c. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:37 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director