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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 9, 2021

7:00 PM

Virtual Meeting

Minutes

I) Call to Order

Present:

Alderman Glenn Bushee
Alderman Andrew Nerbun
Alderman Robert Strzelczyk
Mayor John Wirth

The meeting started at 7:00 PM. Also present, Will Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Kaitlyn Krueger, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, David Bialk, Fire Chief, Brian Sajdak, City Attorney and Dale Mayr, Alderman.

II) Approve Meeting Minutes

1. February 9, 2021 Minutes

No comments or discussion from the Committee.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

III) License Applications

1. March 2021 Licenses

No comments or discussion from the Committee.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

IV) Vouchers for Payment

1. February 2021 Voucher Approval List

No comments or discussion from the Committee.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Nerbun, Strzelczyk

V) Resolutions

Action requested: review and recommend approval

1. **RESOLUTION 3812** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Years 2018 and 2019

No comments or discussion from the Committee.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Nerbun, Strzelczyk

2. **RESOLUTION 3815** A Resolution Amending the City of Mequon's COVID-19 Emergency Medical Leave Benefits to Address the Availability of the COVID-19 Vaccine

Assistant City Administrator Justin Schoenemann stated staff is recommending amending the City of Mequon's Emergency Medical Leave (EML) benefits to address the availability of the COVID-19 vaccine at the recommendation of Labor Counsel. Mr. Schoenemann explained Section E states that a full-time or part-time City employee may use up to one day's worth of EML time in the event the employee experiences adverse medical side-effects that onset within 48 hours after receipt of the vaccine. Also, Section I states that once the vaccine becomes available to an employee, he or she will have thirty days to begin the vaccination process by receiving the first vaccine and completing the vaccine series as soon as possible.

Alderman Bushee asked if the City still has the benefits if someone contracts COVID-19. Mayor Wirth responded "yes." This revision to the policy states that if an employee chooses not to get the vaccine when it becomes available to them and subsequently contracts COVID-19 after that, EML benefits will not apply. The employee would have to use PTO or other banks of time off to recover from the illness.

Alderman Strzelczyk asked if 30 days is enough time to get the vaccine. Mr. Schoenemann pointed out the clause "the City has the right to determine whether extenuating circumstances apply" and stated should an employee make an effort at getting the vaccine but cannot get it within 30 days due to dosage availability, the City will work with them.

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

AYES: Bushee, Nerbun, Strzelczyk

3. **RESOLUTION 3813** A Resolution Authorizing a Transfer of Funds from the Fire Department's Full-Time Personnel Accounts to the Public Safety Building Repairs Account in the Amount of \$90,000

Finance Director Krueger explained this resolution as moving the salary savings from the three unfilled Battalion Fire Chief positions to the Public Safety Building Repairs Account.

Alderman Bushee expressed that these funds should go back to the general fund and then the Committee can do a second vote on moving that money to the Building Repairs Account. Alderman Bushee feels this would be proper procedure. Alderman Strzelczyk agreed with Alderman Bushee in that this resolution should be broken into two votes just based on principle and best practice. Alderman Mayr mentioned the Future of Our Fire Department Committee is 100% behind moving the savings in salaries to building repairs due to the fact the Fire Department is in need of building repairs that have been put off for quite some time. Alderman Nerbun agreed and stated he does not view this as a violation of process, is fine with bifurcating the vote, but ultimately that would not change his mind.

Mr. Jones pointed out that the City is not moving the salary savings into the General Fund because the money is already in the General Fund. Mayor Wirth stated the first motion will be to reduce the Salaries line item by \$90,000 and the second motion will be to increase the Public Safety Buildings/Repairs line item by \$90,000.

The first motion was moved by Alderman Bushee and seconded by Alderman Strzelczyk. All voted in favor "aye." The second motion was moved by Alderman Bushee and seconded by Alderman Strzelczyk. All voted in favor "aye."

RESULT: Approved with Amendments [Unanimous]
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Nerbun, Strzelczyk

VI) Discussion Items

1. Draft IT RFP

Justin Schoenemann stated that as part of the 2021 Budget, the Council approved funds within the Information Technology (IT) Budget to be spent on an IT Needs Analysis. Mr. Schoenemann plans on issuing the RFP the subsequent morning if the Committee has no amendments or concerns.

Alderman Bushee wants to make sure the City takes into account the improvement recommendation(s) of the IT contractor and actually spends the money on those improvements.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

2. Work Plan

No comments or discussion from the Committee.

VII) Adjourn

A motion to adjourn was made at 7:24 PM by Alderman Strzelczyk and seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director