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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 11, 2025

5:30 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, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Justin Schoenemann, Assistant City Administrator and Kristen Lundeen, DPW Director/City Engineer.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of February 11, 2025

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. March, 2025 Licenses

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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4) Vouchers Paid

a. February 2025 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

5) Ordinances

a. **ORDINANCE 2025-1676** An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

Attorney Sajdak briefed the Committee on the basis of this Ordinance. Committee members asked a few follow up questions. Attorney Sajdak will advise on those comments before the second reading in April.

RESULT: **Recommend [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

b. **ORDINANCE 2025-1677** An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

Assistant Administrator Schoenemann explained that during the formation of Southern Ozaukee Fire & EMS Department (SOFD), the personnel code needed to be updated in order to reflect that formation. During that process, provisions relating to employee disciplinary actions were inadvertently removed from the Code. This seeks to restore such provisions.

RESULT: **Recommend [Unanimous]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

6) Resolutions

a. **RESOLUTION 4184** A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

RESULT: **Recommend [Unanimous]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

b. **RESOLUTION 4185** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023

Committee members asked if these accounts could be flagged (potentially in the Land Management System), so that if any of these businesses request a license or permit, they would not be able to until the debt is paid in full.

RESULT: **Recommend [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk
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- c. **RESOLUTION 4186** A Resolution Amending the City’s FY2025 Compensation Plan, in Connection with a Reorganization of the Public Works Department

DPW Director Lundeen explained the purpose of the restructuring within the department and that the net number of full-time equivalent positions remains unchanged.

RESULT: **Recommend [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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7) Discussion Items

- a. Finance - Personnel Work Plan

A couple of topics were asked to be added to the work plan including exploring additional revenue sources and fundraising for various community endeavors.

8) Adjourn

A motion to adjourn was made at 6:01 PM by Alderman Strzelczyk, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director