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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 12, 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, Kimberly Tollefson, Community Development Director, Jac Zader, Assistant Community Development Director and Kristen Fish-Peterson, Redevelopment Resources.

2) Approve Meeting Minutes

a. February 13, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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3) Vouchers Paid

a. February 2024 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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4) Resolutions

- a. **RESOLUTION 4104** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022

Director Engroff informed the Committee that delinquent personal property taxes are cleared from the City's tax roll after the end of a two-year collection cycle, as collection efforts to date have not resulted in payment. All closed businesses will be written off and charged back to the proper taxing jurisdictions. All open or doomsday businesses will be sent to Waukesha County for further collection efforts.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk
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- b. **RESOLUTION 4105** A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710

Assistant Director of Community Development Zader informed the Committee that back in September 2023, the Economic Development Board (EDB) directed staff to develop a RFP for a market analysis for the Port Washington Road commercial corridor. One proposal (Redevelopment Resources) was received after staff extended the RFP deadline to modify the scope of the project. EDB members and staff met with the firm to discuss the proposal in late January. After the discussion, Redevelopment Resources drafted a final version of their proposal based on further learning the needs of the City.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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- c. **RESOLUTION 4106** A Resolution Amending the City's FY2024 Compensation Plan, in Connection with Establishment of a Full-Time Management Intern Position During 2024-2025

City Administrator Jones reminded the Committee of the Strategic Plan that was adopted by the Common Council in mid-2022. The plan includes several identified priorities, goals and objectives. With the wide range of initiatives, staff is recommending the City serve as a host community for the 2024-2025 Management Fellow Program administered by the International City County Management Association (ICMA). Under the program, the City would hire a recently graduated student with a master's degree in public administration to work in the community for one year. The Management Intern would receive broad exposure to City operations and provide support to all departments.

Committee members encouraged staff to think about a narrower focus should the City want to complete some larger projects instead of the scope of work/deliverables being too broad.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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5) Information Items

a. Review of Proposed Financial Policy Change Recommendations

One suggestion was proposed to have language in the purchasing policy to not approve contracts that have "automatic renewals" stated in them.

b. Finance & Personnel Work Plan

6) Adjourn

A motion to adjourn was made at 6:31 PM by Alderman Parrish, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director