



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 14, 2023

6:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Kimberly Tollefson, Community Development Director, Jac Zader, Assistant Community Development Director, Greg Golden, Inspections Supervisor, D.A. Mattox, E-Plan Exam and other interested persons.

2) Approve Meeting Minutes

a. February 14, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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3) License Applications

a. March, 2023 Licenses

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. February 2023 Vouchers Paid List

Alderman Bushee questioned why the two enterprise funds (sewer and water) are being approved at the same time the rest of the City funds are approved since they are separate entities. Mayor Nerbun stated they are separate funds, yet the City is the fiscal agent for all of them.

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

AYES: Bushee, Parrish, Strzelczyk
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5) Resolutions

- a. **RESOLUTION 4024** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2021

Alderman Parrish asked why the City is removing this tax owed if the business is still operating. Director Engroff stated this is removing the receivable off of the City's books because we have exhausted our collection efforts and are sending to a collection agency to collect on our behalf.

Alderman Strzelczyk asked what "doomage" meant. Director Engroff stated the basis of the tax calculation for personal property is from a personal property return that the business owner submits to the City. If they do not submit the form to the City and are an active business, the Assessor will "doomage" the business and determine a value.

Attorney Sajdak told the Committee that Waukesha County could pursue court action should their efforts go uncollectible and the amount owed is large enough.

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

AYES: Bushee, Parrish, Strzelczyk
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- b. **RESOLUTION 4023** A Resolution Approving an Amendment to a Development Agreement with P2 Development, in Connection with Completion of a Planned Unit Development Project Located at 11040 and 11110 North Buntrock Avenue

Director Tollefson stated the project completion date is being extended from June 1 to September 1, 2023. It does not have any negative impact in terms of the value of the project. It also does not affect the timing of the project and its benefit to the TIF and would not affect the agreement that is in place with the developer in terms of the incentives as long as it gets done by December 31. The Economic Development Board did recommend approval by a vote of 6-0.

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

AYES: Bushee, Parrish, Strzelczyk
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- c. **RESOLUTION 4025** A Resolution Approving a Three-Year Professional Services Agreement for Commercial Plan Review and Consultation Services, with E-Plan Exam of Brookfield, Wisconsin

Director Tollefson stated the City has used contracted services for various commercial inspections and permitting related responsibilities. Historically the City utilized "John Eagon" who used to work for the state of Wisconsin. The City offers his services to customers for a plan review in lieu of sending the plan to the state for review. The state tends to take quite a bit of time in getting their comments and approvals back. Mr. Eagon is phasing into retirement and has joined services with E-Plan Exam over the last several months. Staff met with E-Plan Exam to talk about their services and this resolution would approve a three-year service agreement with them. The benefit to City customers is they offer an expedited plan review and the benefit to the Inspections division staff is they will serve as a consultant in terms of interpretations of various codes. Unlike the John Eagon agreement, 10% of the pass-through cost to E-Plan Exam for the review will be passed to the City. As such, there will be a little bit of enhanced revenue.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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- d. **RESOLUTION 4034** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2023, Related to State of Wisconsin Commercial Plan Review Fees

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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6) Information Items

- a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:27 PM by Alderman Bushee, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director