



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, April 9, 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 and Brian Sajdak, City Attorney.

2) Approve Meeting Minutes

a. March 12, 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. April, 2024 Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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4) Vouchers Paid

a. March 2024 Vouchers Paid List

It was asked of staff members to be more descriptive in the voucher report regarding larger purchases to vendors such as "Amazon." Many of those descriptions show "work supplies" or "materials" and it is difficult for elected officials to determine what those purchases are.

Staff will talk with their respective managers and administrative personnel to address this concern when entering payables into the computer system.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4110** A Resolution Dissolving Tax Incremental District No. 2, and Authorizing Distribution of Excess Incremental Revenue to the Affected Taxing Jurisdictions

Committee members were pleased with the success of TID 2 and commended staff on this positive news.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk
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6) Discussion Items

- a. Review of Proposed Financial Policy Change Recommendations

There were no recommendations for changing any of the proposed amendments to the three financial policy statements included in the agenda packet.

Further discussion was had around the Capital Improvement Planning (CIP) process and its relevance to the budgeting process as well as long-term financial planning process.

- b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:30PM by Alderman Strzelczyk, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director