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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, April 11, 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 and Kimberly Tollefson, Community Development Director.

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 Parrish

AYES: Bushee, Parrish, Strzelczyk
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b. March 14, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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3) License Applications

a. April Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. March 2023 Vouchers Paid List

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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5) Ordinances

a. **ORDINANCE 2023-1649** An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection Services, in an Amount Not-to-Exceed \$91,520

This ordinance is in conjunction with resolution 4037. Director Tollefson explained the City hired two new building inspectors at the end of 2022/beginning of 2023 due to two vacancies in the department. Of all the candidates who applied for the positions, none of them had all the qualifications or credentials needed. The department decided to hire two candidates with related field experience and train them so that they can earn their credentials by the end of 2023. This ordinance amends the operating budget, which was approved before the two new inspectors started at the City. The not-to-exceed amount of \$91,520 will be used to pay an independent contractor to help with inspections before the two City employees are fully qualified.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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6) Resolutions

a. **RESOLUTION 4037** A Resolution Approving a Contract for Supplemental Building Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of \$91,520

This resolution is related to ordinance 2023-1649. This approves a contract for supplemental building inspection services with Bella Consulting through the end of fiscal year 2023.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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- b. **RESOLUTION 4038** A Resolution Adopting a Revised Fiscal Year 2023 Compensation Plan for Non-Represented Employees, and Allocating \$49,215 to Align Various Salaries with the New Pay Grades Contained Therein

Assistant City Administrator Schoenemann talked through a PowerPoint presentation regarding the recent compensation study with GovHR. The firm offered several items to consider regarding salary compensation, merit increases, longevity increases and how to move individuals through their respective pay bands. Mr. Schoenemann gauged the Committee members in terms of their thoughts on all pieces moving forward over the next several years.

Alderman Strzelczyk asked if there was data showing how long all the employees who left the City within the last five years were employed. He was in favor of moving employees through their pay band sooner rather than later to not lose good talent.

All Committee members voted to approve the resolution tonight, which was dedicating \$49,215 to employees who are currently below the minimum salary in their respective pay band.

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

AYES: Bushee, Parrish, Strzelczyk
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7) Information Items

- a. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn at 6:44 PM was made by Alderman Strzelczyk, seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director