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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, April 12, 2022

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Brian Sajdak, City Attorney, Caroline Fochs, City Clerk, Patrick Pryor, Police Chief, Kristen Lundeen, Public Works Director/City Engineer, Mike Gies, Parks & Forestry Superintendent, Kimberly Tollefson, Community Development Director and Jac Zader, Assistant Community Development Director.

2) Approve Meeting Minutes

a. March 8, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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3) License applications

a. April Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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b. Operator License Appeal

The applicant who filed the appeal was not present at the meeting nor was there anyone to speak on his behalf.

Police Chief Pryor stated the applicant was initially denied due to the number of operating while intoxicated instances. There was one offense in 1999, two offenses in 2008 and one in 2012, which subsequently made it a felony charge. The BAC in 2012 was 0.22.

RESULT: Denied [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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4) Vouchers Paid

a. March 2022 Vouchers Paid List

Alderman Bushee noted a big thank you to all the Election workers who helped out at the April 5th election.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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5) Resolutions

a. **RESOLUTION 3937** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2020

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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b. **RESOLUTION 3938** A Resolution Approving a Side Letter Agreement Between the City of Mequon and the Mequon Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time Paramedic/Firefighters Upon Hire

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

- c. **RESOLUTION 3939** A Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of \$52,200

Alderman Strzelczyk asked Alderman Bushee and Mr. Schoenemann if the price was sufficient for what the City would receive. Alderman Bushee said yes and so did Mr. Schoenemann. Also, Mr. Schoenemann noted this is an all-encompassing solution in terms of backup and recovery.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

- d. **RESOLUTION 3940** A Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler Technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS)

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

- e. **RESOLUTION 3941** A Resolution Approving a Contract for Streetscape Design on Port Washington Road Between Mequon and County Line Roads with Harwood Engineering Consultants, Milwaukee, Wisconsin, in the Amount of \$24,000

Assistant Community Development Director Jac Zader explained that the City issued a Request for Proposals for streetscape design. Staff received two applicants and interviewed them both and ultimately chose Harwood Engineering Consultants.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk

- f. **RESOLUTION 3942** A Resolution Ratifying the Recording of \$79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road

Mayor Wirth stated this exercise approves recording the \$79,902 in expenses for the demolition of Port Zedler Motel to TID Number 5.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

- g. **RESOLUTION 3944** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022

There were a couple of additions to the fee schedule including blue sign fees and renting out the City pool for private parties, gatherings, etc. outside of public pool hours.

The rest of the fees included in the packet were to have an all-encompassing list of all the fees the City charges for. (Ex: sewer and water rates, etc.)

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

6) Information Items

- a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made by Alderman Bushee at 5:58 PM, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director