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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, May 9, 2023

7:00 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, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney and Kelly Tolocko, Alderwoman

2) Approve Meeting Minutes

a. April 11, 2023 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. May Licenses

Clerk Fochs explained to the Committee that every license application goes through a review by the Fire, Police and Inspections departments. Further, the City checks for any unpaid receivable (taxes, general billing, etc.). Alderman Gebhardt asked if there were any applications that were denied. Ms. Fochs said "no" however Ferrantes will be going out of business in August and Sobelman's did not renew.

Alderman Strzelczyk asked for a refresher what the canvasser renewal process is. Clerk Fochs explained the police department conducts a background check on the applicant and makes a recommendation for approval or denial. The rules are set by the City as for when the applicant can knock on doors, what door they can approach, etc. The approved applicants are

placed on the City website for anyone to view at any time. The license is good for three months and the applicant can renew for an additional three months at no charge, provided the Police Department still grants approval.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk
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4) Vouchers Paid

a. April 2023 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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5) Ordinances

a. **ORDINANCE 2023-1650** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Travel & Training Meal Allowance to \$60 Per Day

Assistant Administrator Schoenemann explained he was approached by the Police Association to consider increasing the current daily meals rate. Mr. Schoenemann and the Police Chief researched the US General Service Administration website to find out what the expected per diem rate is in different areas across the country. They gathered data from the areas where Mequon staff is most likely to travel to and noticed Mequon's current daily rate is lower than average.

Alderman Strzelczyk asked if this was a true "per diem" where you attend training and do not spend any money and still receive the \$60. Mr. Schoenemann said "no" the staff member has to turn in their receipts to be reimbursed. Alderman Strzelczyk wanted the language changed to notate that since this is not a true "per diem." He thought the dollar amount was low and thought \$75 was more appropriate and to not over think the dollar amounts for each meal.

Alderman Parrish agreed with that suggestion and asked if Mr. Jones thought that was problematic. Mr. Schoenemann thinks that if the rate is increased, staff will likely spend more and meet that rate. Mr. Jones thought that during budget time, departments would request more money in their training budgets because this rate has increased.

Alderman Strzelczyk moved approval with the rate staff recommended with the caveat that everywhere "per diem" is mentioned, it should be changed to "maximum."

RESULT: **Approved with Amendments [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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6) Resolutions

- a. **RESOLUTION 4047** A Resolution Approving Revisions to the City's Family Medical Leave Act Policy

The City's labor counsel at von Briesen identified the City's current Family Medical Leave Act (FMLA) as out of date. The new policy is formulaic and lays out a process for staff to follow should they need to utilize FMLA. It helps the City better serve the employee during these situations. Also the new policy allows the individual to leave 40 hours of paid time off in their bank so they can use that time when they come back to work instead of not having any paid time off for the rest of the calendar year.

Alderman Gebhardt asked if this was reviewed annually. Mr. Schoenemann said the last time this policy was reviewed in detail was 2012.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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- b. **RESOLUTION 4048** A Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City Sponsored Cell Phone Usage

Part of the IT Strategic Plan was to modernize the city cell phone policy. Seven amendments to the current policy were discussed at a past Public Welfare Committee meeting. Mayor Nerbun and Alderman Strzelczyk expressed that "no personal accounts or apps may be used on City provided phones" really should be for social media and not apps like hotel rewards programs, restaurant reward programs, etc. In the end, this resolution was approved as written for the Council to vote on.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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- c. **RESOLUTION 4049** A Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department

The City Inspections Division contracted with EPLEX for an additional option for plan review services other than utilizing the State's plan review program. EPLEX is also authorized to conduct plan reviews for fire alarm and fire suppression systems in certain large commercial buildings. SOFD does not currently have any staff qualified to complete these plan reviews, the reviews are presently completed by the State. EPLEX would be another option for developers to ensure a timely review of their plans.

The fee sharing component of the City's EPLEX agreement would be allocated to SOFD for reviews of fire alarms and fire suppression systems.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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7) Information Items

a. 2023 YTD Budget Report as of March 31, 2023

Finance Director Engroff briefly reviewed the general fund quarter one budget report. She explained that several revenue lines are recognized unevenly throughout the year. The investment revenue line is tracking well above budget because of how high money market interest rates are currently. The expenditures are tracking nicely as well with no glaring concerns at this time.

Alderman Gebhardt asked if there were any changes in accounting practices from FY2020 to FY2023 and if the prior years comparisons can be compared "apples to apples" so to speak. Director Engroff said the one noteworthy event would be the creation of SOFD in FY2023.

b. 2023 YTD Investment Report as of March 31, 2023

c. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 7:33 PM by Alderman Strzelczyk, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director