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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, May 10, 2022

6:30 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 to the Finance Director, Brian Sajdak, City Attorney, Caroline Fochs, City Clerk and Patrick Glynn, Carlson Dettmann Consulting.

2) Approve Meeting Minutes

a. April 12, 2022 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. May 2022 Licenses

Alderman Parrish inquired about Sobelmans as he thought the business was closed yet they are on the list for licenses this month. City Clerk Fochs said since they do have a license, they can reapply for another one. There is an ordinance that states if a business is not "in business" for six months or longer, the Finance-Personnel Committee can bring them forward and discuss revoking that license.

Alderman Parrish said that we should set a reminder to discuss this matter in six months.

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

AYES: Bushee, Parrish, Strzelczyk

4) Vouchers Paid

a. April 2022 Vouchers Paid List

Alderman Bushee brought up the point about discussing the increasing fuel costs, and if more action needs to be taken to review the budget with respect to relieving potential deficits.

Finance Director Engroff stated the Fleet Department provided a cash flow analysis for the rest of the fiscal year and they are currently projecting a \$37,000 shortfall. The Fleet Department does charge back fuel costs to other Departments so the discussion could open to those Departments as well. It is a conversation that should happen sooner rather than later.

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

AYES: Bushee, Parrish, Strzelczyk

5) Resolutions

a. **RESOLUTION 3949** A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with Carlson Dettmann Consulting, Appleton, Wisconsin in an Amount Not-to-Exceed \$27,750

Assistant City Administrator Justin Schoenemann explained to the Committee that the Request for Proposals generated eight proposals, of which the City interviewed four candidates. Mr. Schoenemann stated staff chose Carlson Dettmann Consulting due to their approach is market/data driven and not based on personnel performance.

Alderman Bushee asked if the study would focus on private sector comparisons as well as other cities and counties. Mr. Schoenemann stated the intent this time is to stay within the public sector as the last compensation study focused more on the private sector and because the benefits are not comparable, it is hard to compare.

Alderman Parrish asked if the Library wanted to join the study as well. Mr. Schoenemann stated he spoke with Library Director Muchin Young and she is interested in the study and plans to take the matter to their Board this month.

Alderman Strzelczyk encouraged Mr. Glynn to compare to other communities that are safe and offer a good quality of life with relatively low traffic.

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. 2022 YTD Investment Report as of 3/31/2022

Finance Director Engroff stated the losses will not be realized and will be at par during maturity. Director Engroff also stated Dana should present at a near future meeting to give an overview of Mequon's portfolio to date. The last overview was held in November 2021. Finally there are two reports included on pages 66 & 67 of the packet. Director Engroff wanted Committee feedback as to which report is more helpful in understanding Mequon's financial position.

b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made by Alderman Bushee at 6:47 PM, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director