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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, May 14, 2024

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun

Alderman William Gebhardt

Alderman Brian Parrish

Alderman Robert Strzelczyk -- **Excused**

Also Present: William Jones, City Administrator, Marie Keyser, Acting Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Ellen Roberts, Dana Investment Advisors, Matt Slowinski, Dana Investment Advisors and Jennifer Wirth, President of Mequon - Thiensville Little League.

2) Approve Meeting Minutes

a. April 9, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish

DEEMED NO: Strzelczyk

3) License Applications

a. May, 2024 Licenses

Discussion was had whether Peddler Licenses require solicitors to wear a badge of identification. The City Ordinance says solicitors should display identification as well as details the specifications where and when the applicants can go door-to-door.

Administrator Jones directed staff to place a copy of the Ordinance in the next meeting packet as an informational item.

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

MOVED BY: Alderman Parrish
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

4) Vouchers Paid

a. April 2024 Vouchers Paid List

It was asked what the review process was to ensure all vouchers are charged to the correct accounts. Acting Director Keyser expressed the voucher report comes directly from the City's ERP system and all Accounts Payable follow the City's purchasing policy. Oversight and approvals are gained before and after purchases are made and checks and balances occur when invoices are entered into the system for payment.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

5) Presentation

a. 2024 YTD Cash & Investment Report as of 03/31/2024

Ellen Roberts and Matt Slowinski from Dana Investment Advisors were at the meeting to provide a market and City portfolio update. Another market update in three to six months is warranted, given the state of the economy at this time.

6) Resolutions

a. **RESOLUTION 4117** A Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

7) Discussion Items

a. Review of Proposed Financial Policy Change Recommendations

Time constraints left little time for discussion. Staff will bring these two policies back for discussion at the June meeting.

b. 2024 YTD Budget Report as of March 31, 2024

c. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:36 PM by Alderman Gebhardt and seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director