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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, June 11, 2024

6:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Robert Strzelczyk
Alderman Brian Parrish -- **Absent**

Also present: William Jones, City Administrator, Marie Keyser, Acting Finance Director, Justin Schoenemann, Assistant City Administrator, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Kristen Lundeen, City Engineer/DPW Director, J. Nels Bjorkquist and Martin Meyer, both from Mawicke Goisman S.C.

2) Approve Meeting Minutes

a. May 14, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Strzelczyk
ABSENT:	Parrish

3) License Applications

a. June, 2024 licenses

Committee members discussed where peddler's park their cars when they solicit door to door since Mequon does not allow for street parking at any time. They also discussed the time frame for which peddlers are allowed to go door to door.

This will be brought back as a discussion item at July's meeting.

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

AYES: Gebhardt, Strzelczyk
ABSENT: Parrish

b. 2025 Waste Hauler Permits

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

AYES: Gebhardt, Strzelczyk
ABSENT: Parrish

4) Vouchers Paid

a. May 2024 Vouchers Paid List

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

AYES: Gebhardt, Strzelczyk
ABSENT: Parrish

5) Resolutions

a. **RESOLUTION 4126** A Resolution Disallowing the Claim of Zachariah Anderson Dated May 21, 2024

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

AYES: Gebhardt, Strzelczyk
ABSENT: Parrish

b. **RESOLUTION 4127** A Resolution Appointing Brenda Arnett to the Position of Director of Finance/City Treasurer

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

AYES: Gebhardt, Strzelczyk
ABSENT: Parrish

6) Discussion Items

a. Review of Proposed Financial Policy Change Recommendations

Administrator Jones reminded the Committee which Financial Policies were discussed at previous meetings. He also introduced the remaining eight policies that have not been discussed this year, and highlighted any substantive changes Staff recommended.

Committee members questioned a couple recommended changes to the Cash Management/Investments Policy. They want the Investment Advisor to be able to make trades and not lose out on opportunities because they are waiting for Staff's approval. The recommendation was to ask the Investment Advisor their thoughts on the language change before amending the policy.

Staff recommended increasing the per credit card limit via the Credit Card Use Policy from \$3,000 to \$5,000. Committee members were in favor of increasing limits on a case-by-case basis as approved by the City Administrator or Finance Director.

The remaining six policies did not warrant much discussion.

b. 2025 Community Survey Input

Acting Finance Director Keyser briefed the Committee that the Public Welfare Committee is currently interviewing vendors who can administer the next Community Survey. The survey is scheduled to disburse in May 2025. The Public Welfare Committee is requesting all Boards, Committees and Commissions to generate three topics they would like to see on the next Community Survey. Ms. Keyser told the Finance-Personnel Committee members to think about this over the next month and report back to her in July.

c. Finance - Personnel Work Plan

7) Adjourn

A motion to adjourn at 6:50 PM was made by Alderman Strzelczyk, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director