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Office of the City Administrator

## FINANCE-PERSONNEL COMMITTEE

Tuesday, July 9, 2024

6:15 PM

North Conference Room

### Minutes

#### 1) Call to Order, Roll Call

**Present:**

Mayor Andrew Nerbun

Alderman Brian Parrish

Alderman Robert Strzelczyk

Alderman William Gebhardt -- **Absent**

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Michael Gies, Parks & Forestry Superintendent, Wendi Unger, Baker Tilly Principal, Les Ahrens, City Assessor and Nancy Martin, interested party.

#### 2) Approve Meeting Minutes

a. June 11, 2024 Finance-Personnel Meeting Minutes

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

**MOVED BY:** Alderman Strzelczyk

**SECONDED BY:** Alderman Parrish

**AYES:** Parrish, Strzelczyk

**ABSENT:** Gebhardt

#### 3) Presentation

a. Acceptance of the FY2023 Annual Comprehensive Financial Report and Report on Internal Control

Assistant Director Keyser introduced Baker Tilly Auditor, Wendi Unger. Ms. Unger presented the Fiscal Year (FY) 2023 Report on Internal Controls and the Financial Reports to the Committee.

#### 4) License Applications

a. July 2024 Licenses

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

**AYES:** Parrish, Strzelczyk  
**ABSENT:** Gebhardt

5) Vouchers Paid

a. June 2024 Vouchers Paid List

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

**AYES:** Parrish, Strzelczyk  
**ABSENT:** Gebhardt

6) Resolutions

**Action requested: review and recommend approval**

a. **RESOLUTION 4134** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for a Replacement Storage Shed at Rotary Park

Mr. Gies, Parks & Forestry Superintendent was in attendance at the meeting and was in favor of this shed donation.

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

**AYES:** Parrish, Strzelczyk  
**ABSENT:** Gebhardt

7) Ordinances

**Action requested: review and recommend approval**

a. **ORDINANCE 2024-1665** An Ordinance Creating Section 2-183(l) of the Mequon Municipal Code Relating to Informed Consent Concerning Certain Actions of the City's Legal Counsel

City Attorney Sajdak presented the Ordinance and how it impacts the City. Alderman Strzelczyk motioned to approve the ordinance provided the language specify what is considered "confidential " information.

**RESULT:** **Approved with Amendments [Unanimous]**  
**MOVED BY:** Alderman Strzelczyk  
**SECONDED BY:** Alderman Parrish

|                |                     |
|----------------|---------------------|
| <b>AYES:</b>   | Parrish, Strzelczyk |
| <b>ABSENT:</b> | Gebhardt            |

8) Discussion Items

a. Discussion Regarding a City-wide Revaluation of Property Assessments During Fiscal Year 2025

Assistant Director Keyser introduced this City-wide revaluation of property topic. Ms. Keyser explained that the last City-wide revaluation took place in FY2021 and added approximately \$626M to the overall assessed value of the City. The assessment ratio was brought to 100% after that revaluation. Since then, the assessment ratio has fallen every year. State Statute 70.05(5) says the assessment ratio must be between 90-110%, and a municipality has four years to comply.

City Assessor, Les Ahrens, was in attendance at the meeting to explain the four proposals his office could perform to bring the City back in compliance with the Statute.

The general consensus from the Committee members is to look further into options one or two. Staff will work to incorporate one of those options into the FY2025 budget with the possibility of using ARPA funds to pay for the proposal.

b. 2023 Popular Annual Financial Report (PAFR)

Assistant Director Keyser presented the 2023 Popular Annual Financial Report (PAFR) and noted she submitted the document to the Government Finance Officers Association (GFOA) for award consideration.

c. 2025 Community Survey Input

Committee members did not have any input for the 2025 Community Survey. Should they think of anything over the next week, they were instructed to email City Staff.

d. Finance - Personnel Work Plan

9) Information Item

a. Ehlers Refunding Analysis of Existing Bonds

10) Adjourn

A motion to adjourn was made at 7:16 PM by Alderman Strzelczyk, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

*Marie Keyser*  
*Assistant Finance Director*