



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, July 12, 2022

6:00 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 (via telephone), Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk and Karen Schlereth, Administrative Assistant.

2) Approve Meeting Minutes

a. June 14, 2022 Finance-Personnel Meeting Minutes

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
--

3) License applications

a. July, 2022 Licenses

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
--

b. 2023 Waste Hauler Permit - Compost Crusader LLC

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
--

4) Vouchers Paid

a. June 2022 Vouchers Paid List

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
--

5) Resolutions

- a. **RESOLUTION 3965** A Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed \$42,800

Alderman Parrish commended staff on a thorough memorandum.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
--

6) Information Items

a. Finance & Personnel Work Plan

Alderman Bushee inquired about where the City is in terms of accepting credit cards. Director Engroff stated the City will discuss this issue from a policy standard in the coming months. Also, the City's Enterprise Resource Planning (ERP) software will be upgraded in the next three months and staff is hopeful this upgrade will allow the City to start accepting credit cards. Finally, the Finance Department had two tenured employees retire within the last two months and are currently working to fill vacancies and train new hires.

Administrator Jones stated staff will bring back an update on GASB 87 (leasing standard) to this Committee later this year.

Alderman Parrish asked if budget development is ever discussed at this Committee. Administrator Jones said that historically, this Committee has not been involved in budget development.

7) Adjourn

A motion was made to adjourn at 6:08 PM by Alderman Bushee, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director