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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, August 8, 2023

6:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Kristen Lundeen, DPW Director, Kimberly Tollefson, Community Development Director and Robert Bach, P2 Development.

2) Approve Meeting Minutes

a. June 13, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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b. July 17, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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3) License Applications

a. August, 2023 Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. June 2023 Vouchers Paid List

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

b. July 2023 Vouchers Paid List

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

5) Ordinances

- a. **ORDINANCE 2023-1653** An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Adjust Budgeted Amounts within the Department of Public Works Due to Unanticipated Repairs and Material Cost Increases, in a Net Amount Not-to-Exceed \$36,576

Director Lundeen explained that both the need for emergency repairs and the increase in various contracts, materials and other supplies, prompted the discussion for this budget amendment. Between several emergency repairs and increased maintenance and contract costs, staff identified a shortfall of \$102,015. However, \$65,439 has been identified across several budgets within Public Works that can be reallocated due to vacancies or underutilized funds. This leaves a difference of \$36,576.

Committee members agreed with amending the budget, but prompted a discussion regarding how much money is too much to keep putting into an old system and when to buy new systems. They agreed to keep the discussion going during the 2024 budget creation.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

6) Resolutions

- a. **RESOLUTION 4058** A Resolution Approving a Second Amendment to the Development Agreement Between the City of Mequon and P2 Development, Extending the Completion Date for the Town Center Townhomes Development Project Located at 11110-11112 and 11040 N. Buntrock Avenue to October 27, 2023

Alderman Parrish expressed he was happy to grant the extension to October 27, 2023, but please have the project complete by then as the City is counting on that tax revenue for FY 2024.

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

AYES: Gebhardt, Parrish, Strzelczyk
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7) Information Items

- a. 2023 YTD Budget Report as of June 30, 2023

Director Engroff reviewed the year-to-date budget report for the general operating fund.

- b. 2023 YTD Investment Report as of June 30, 2023

Assistant Director Keyser reviewed the two investment portfolios as well as the cash report for Quarter 2.

- c. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:34 PM by Alderman Parrish, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director