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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Wednesday, August 10, 2022

6:30 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, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Jac Zader, Assistant Director of Community Development and other interested persons.

2) Approve Meeting Minutes

a. July 12, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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3) License applications

a. August, 2022 Licenses

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. July 2022 Vouchers Paid List

Alderman Bushee asked about psychological examinations for new hires. Mr. Schoenemann answered that the City does perform psychological examinations on new hires because of two reasons. One being to make sure the candidate is of sound mind before beginning their work at the City. The second is to help the City gain insight in how to help the candidate grow within their respective position and beyond.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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5) Resolutions

- a. **RESOLUTION 3966** A Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Estimated Amount of \$68,415

Alderman Strzelczyk asked if this includes all printers and copy machines. Mr. Schoenemann replied "yes." Also he noted that there will be 24-7-365 support call-in if a device were to need service.

Alderman Bushee asked if the current copy machines/printers would be wiped clean of their memory. Mr. Schoenemann stated that the IT Manager will do that before they are sent back to the company.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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- b. **RESOLUTION 3969** A Resolution Approving a Second Amendment to the Development Agreement for the Artesa Multi-Family Residential Development Located at 1130 North Buntrock Avenue, Transferring Ownership from Dermond Property Investments, LLC to Milwaukee Dermond, LLC

Alderman Parrish asked if these development agreements are recorded. Mr. Zader said "yes they are." Alderman Strzelczyk asked if this is simply new owners and the agreement is still the same. Mr. Zader responded that it is just new ownership.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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6) Information Items

- a. 2022 YTD Investment Report as of 6/30/2022

Finance Director Engroff stated that on the investment side, Quarter 2 showed another decrease in performance. However, the portfolio is ultra conservative and these losses are

unrecognized because the City holds to maturity and realizes at least at par value. She also stated Dana Investment Advisors will be invited to the November meeting to align with third quarter reporting to give the Committee an update on performance.

On the cash side, there was a decrease of about \$20M from the end of Quarter 1 to the end of Quarter 2. The City invested \$10M from the bond proceeds that was just issued in March, invested \$5M in excess cash and ARPA funds and \$2M was paid for the Highland Road interchange. The rest is related to payroll, benefits and payables.

b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:43 PM by Alderman Bushee, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director