



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

Wednesday, August 14, 2024

5:30 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, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney and Justin Schoenemann, Assistant City Administrator.

2) Approve Meeting Minutes

a. Finance-Personnel meeting minutes of July 9, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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3) License Applications

a. August 2024 Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
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4) Vouchers Paid

a. July 2024 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

5) Resolutions

- a. **RESOLUTION 4133** A Resolution Adopting Proposed Updates to the City's Financial Policies

Administrator Jones presented to the Committee an overview of the Financial Policy review that has taken place since January 2024. The proposed updates to each policy statement are included this month for formal Council adoption. Mr. Jones reminded the Committee that these policies can be amended at any time.

Discussion ensued about the unassigned general fund balance percentage of 10-12% and whether the range should be raised.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

- b. **RESOLUTION 4135** A Resolution Approving a Master Services Agreement for Implementation of a New Agenda Management System with Civic Select of Manhattan, Kansas, in the Initial Amount of \$34,582 During Fiscal Year 2025

Clerk Fochs explained to the Committee that the City's current Agenda Management System has an end of life approaching. Staff members across five departments met over the last several months to explore new vendors that would meet the needs of the City. Staff unanimously believed that Civic Select was the best option for the City in terms of what was needed, additional nice-to-have features as well as the annual cost.

The Committee reminded staff to review the termination terms as to not restrict the City from exiting a contract without a heavy penalty.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

6) Discussion Items

- a. 2024 YTD Cash & Investment Report as of 06/30/2024

Assistant Finance Director Keyser presented the Q2 Cash and Investment Report. Ms. Keyser noted it was another quarter of high bank and investment interest rates. The Finance Department is continuing to closely manage its cash to take advantage of the high rates.

- b. **ORDINANCE 2024-1666** An Ordinance Amending Chapter 14, Article V of the City of Mequon Municipal Code, Regarding the Regulation of Peddlers, Transient Merchants and Solicitors

Due to time constraints, this item was pushed to a future meeting.

- c. Finance - Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:05 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director