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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, September 10, 2024

6:30 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: Justin Schoenemann, Assistant City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk and Brian Sajdak, City Attorney.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of August 14, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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b. Finance-Personnel meeting minutes of August 28, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
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3) Vouchers Paid

a. August 2024 Vouchers Paid List

A question was raised about "Poll Worker" vendors with the description "Reimbursement Election Day per Diem." Each polling site is allowed to spend \$100 on the day of an Election

for food or beverages for the staff. Each Chief Poll Inspector submits paid receipts to the Clerks Office for reimbursement.

Another question was posed regarding the HRSA Grant reimbursement to SOFD. This was a grant SOFD applied for and was awarded for expenses incurred in the early part of 2023. The City received the money, thus had to send to SOFD.

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

AYES: Gebhardt, Parrish, Strzelczyk
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4) Resolutions

- a. **RESOLUTION 4137** A Resolution Approving the First Amendment to a License Agreement for the Location of Equipment Upon the Cellular Tower Located at 11300 North Buntrock Avenue with SprintCom, LLC of Overland Park, Kansas

Mr. Schoenemann presented the proposed first amendment to the License Agreement with Sprint for the location of equipment upon the Cellular Tower at 11300 N Buntrock Avenue. The proposed amendment to the lease will extend the current term through 2027, and provide five additional automatically renewing five year terms.

Discussion took place regarding the terms of the agreement and whether this fee schedule was comparable to other surrounding communities.

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

AYES: Gebhardt, Parrish, Strzelczyk
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5) Discussion Items

- a. **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

Staff recommended a few revisions to this Ordinance as the Committee expressed interest in reviewing the current language. Many of the revisions were housekeeping in nature, however there were a few that were more substantive.

Committee members expressed that there should be a penalty should peddlers not follow the Ordinance. Attorney Sajdak said that language is already established. City Clerk Fochs explained that each peddler must sign an acknowledgement stating they read and understand the policy. Ultimately, the Committee asked that the acknowledgement call out the penalty should peddlers not follow the policy.

b. Finance - Personnel Work Plan

6) Adjourn

A motion to adjourn was made at 7:00 PM by Alderman Genbhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director