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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, September 12, 2023

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 -- **Absent**

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser Assistant Finance Director, Carrie Enea, Executive Assistant, Brian Sajdak, City Attorney, Caroline Fochs, City Clerk, Kimberly Tollefson, Community Development Director and Greg Golden, Inspections Supervisor.

2) Approve Meeting Minutes

a. August 8, 2023 Finance-Personnel Meeting Minutes

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

Moved BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish

ABSENT: Strzelczyk

3) License Applications

a. September 2023 Licenses

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

Moved BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

4) Vouchers Paid

a. August 2023 Vouchers Paid List

Alderman Parrish asked staff whether the \$3,895 payment to Kapur & Associates for Swan Ridge Fams Swmp review would be reimbursed by the developer. Staff responded with "probably," but with the absence of Director Lundeen, they would have to confirm and get back to him.

Also, Alderman Parrish asked if the All-Ways Contractors payment of \$97,194.97 for the Courtland Drive Project was over or under budget and whether or not it was complete. Director Engroff reviewed resolution 4043 and stated the award amount was approved for \$106,000. Staff would have to get back to him whether the project is finished.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

5) Ordinances

a. **ORDINANCE 2023-1654** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Eliminating the Bond Requirement for Certain City Officers

Attorney Sajdak briefed the Committee that the question arose as to whether the renewal of the City's bonds for certain officers (clerk, treasurer, etc.) is necessary. Wisconsin Statutes call for bonds for certain City officers, however the statutes allow the Common Council to forego the bonds in exchange for appropriate crime and dishonesty insurance coverage. The City's insurance coverage already includes this. In essence, the City has duplicate coverage.

Alderman Gebhardt asked how much the bond coverage was. Attorney Sajdak did not know off the top of his head, however he and Director Engroff agreed that the insurance policy had significantly higher coverage.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

6) Information Items

a. Review of Proposed Fee Adjustments for Fiscal Year 2024

Administrator Jones briefed the Committee on the fee schedule review that staff started earlier this year. Department Heads made a list of fees which were appropriate to compare to other communities. Executive Assistant Enea gathered data from twelve municipalities which were of a population size equal to or greater than Mequon. Ms. Enea compiled the data and generated a table to calculate the average fee amount for each line item on the fee schedule. Staff reviewed the data, and the Community Development Department and City Clerk's Office recommendations are included in the packet for consideration. Mr. Jones explained this is a workshop style meeting, as such all suggestions and comments are welcome.

Alderman Gebhardt asked what the last fee schedule review methodology was (in 2020). Mr. Jones explained that in 2020, it was more of an internal review of actual cost versus in 2023, staff looked at the external market. Alderman Gebhardt also commented that it is hard for him to have an opinion on some of the fees as he does not know how many times these instances come up that customers are charged these fees.

As for the Inspections Division, Inspections Supervisor Golden told the Committee that the swimming pool permit fee was the most difficult to determine a price as swimming pools can vary in price quite significantly.

As for the Planning Division, Alderman Parrish suggested the consulting fee of \$400 should be deducted from the PUD fee, should the development move forward. This could encourage more consultations.

Finally, Administrator Jones reminded the Committee that the fee schedule can be amended at any time throughout the year. This was a particular deep dive of the comprehensive list, however at any time, the Council can formally alter any one fee. Also Mr. Jones explained that Mequon does not "program base" budget. All general fund revenues fund general fund expenditures. (i.e. inspections revenues do not directly fund the inspections division or parks revenues do not directly fund the parks division.)

The consensus among Committee members is to discuss the rest of the fee schedule at the next regularly scheduled Finance-Personnel meeting on October 10th.

b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made by Alderman Gebhardt at 6:33 PM, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director