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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, October 10, 2023

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun

Alderman William Gebhardt

Alderman Brian Parrish

Alderman Robert Strzelczyk -- **Excused**

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Patrick Pryor, Police Chief and Kristen Lundeen, DPW Director/City Engineer.

2) Approve Meeting Minutes

a. September 12, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish

DEEMED NO: Strzelczyk

3) License Applications

a. October, 2023 Licenses

Clerk Fochs explained that after the agenda packet was generated, she discovered Ozaukee Youth Hockey Association Inc. dba Ozaukee Ice Center applied for a Class C Wine License and Class B Beer License. According to state statute, the establishment has to be a restaurant in order to hold a Class C Wine License. This is a concession stand, thus would not be in compliance with the license. Alderman Parrish moved in favor of all licenses listed with the exception of the Class C Wine License to Ozaukee Ice Center. Alderman Gebhardt was the

seconder. All voted in favor "aye."

RESULT: **Approved as Amended [Unanimous]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

4) Vouchers Paid

a. September 2023 Vouchers Paid List

Alderman Parrish asked Director Lundeen how the Hawthorne Road project went. She expressed it went well and all parties are happy at this time.

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

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

5) Resolutions

a. **RESOLUTION 4072** A Resolution Awarding a Contract for Fiscal Year 2023 Auditing Services to Baker Tilly US LLP, Milwaukee, Wisconsin in the Amount of \$32,750

Director Engroff told the Committee that the contract with Baker Tilly (City's auditor for the last 15 years) expired in June 2023. Staff is recommending a one year renewal of services. The Village of Thiensville and Weyenberg Library both contract with Baker Tilly for their audit services as well, and both have contracts expiring in 2024. At that time, the three jurisdictions and possibly Southern Ozaukee Fire & EMS can explore if there is any potential cost savings or synergies with a multi-year contract. The fee proposed by Baker Tilly remains flat from fiscal year 2022. There are additional fees associated with newly established GASB standards as well as additional reporting for municipalities over 25,000 in population.

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

AYES: Gebhardt, Parrish
DEEMED NO: 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 Engineering, Public Works, Police and Finance Departments 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.

Director Lundeen noted the Engineering Division charges an hourly rate for plan reviews, as such updated the fee schedule to reflect current staff labor rates which were calculated by the Finance Department. Also, based on other jurisdictions, the erosion control commercial permit fees were found to be lower than average. Finally, a recommendation of adding two new fees is listed in the packet documents: erosion permit extension fee and fill permit extension fee. This is for projects that do not close out in a relatively timely manner.

Director Lundeen explained to the Committee that the only Parks Division fee schedule change is to the Portable Restroom Service at Rotary to reflect the City's actual cost. Staff will recommend the Field Usage fees be adjusted after the Fall sports season wraps up later this year so they can calculate the final numbers. Finally, no changes to Lemke Park/Pavilion until the park upgrades are complete.

Director Lundeen noted six changes to the Public Works fee schedule. Those include: Staff rate for repairs after an accident, new culverts, culvert replacements, culvert replacements in conjunction with the road program, temporary culvert and culvert relay.

Director Engroff told the Committee she looked at the Real Estate Status Letter fee from a "recoup our cost" standpoint. She explained that this document goes to four different departments (Finance, Engineering, Planning and Inspections) to fill out before it gets signed and sent back to the requesting closing company. Based on the time the document is in every department, the calculation equated to \$60. Salaries and benefits were used in the calculation of that number.

Chief Pryor explained to the Committee that his only recommended fee schedule change was the finger printing fee. It takes about 30 minutes to complete a request. He said the Department completes a couple hundred per year. The professions they see a lot are educators, stockbrokers, parents looking to adopt, some state employees and occasionally military personnel.

Staff will bring forward a resolution of the recommended fee schedule changes based on the last two Committee meetings to the November 14, 2023 Finance-Personnel Committee meeting.

b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn at 6:29 PM was made by Alderman Parrish, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant Finance Director