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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, October 11, 2022

6:15 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman Brian Parrish
Alderman Robert Strzelczyk
Alderman Glenn Bushee -- **Absent**

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Kimberly Tollefson, Community Development Director, Caroline Fochs, City Clerk and Justin Schoenemann, Assistant City Administrator.

2) Approve Meeting Minutes

a. September 13, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Parrish, Strzelczyk

ABSENT: Bushee

3) License Applications

a. October, 2022 licenses

RESULT: **Approved as Amended [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Parrish, Strzelczyk

ABSENT: Bushee

4) Vouchers Paid

a. September 2022 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Parrish, Strzelczyk

ABSENT: Bushee

5) Ordinances

Action requested: review and recommend approval

1. **ORDINANCE 2022-1630** An Ordinance Amending Section 2-216(10) of the Mequon Municipal Code, Increasing the Annual Carry-Over Limit for Paid-Time-Off Amongst Non-Represented Employees from 40 Hours to 80 Hours

Assistant Administrator Schoenemann stated this is simply a policy change and would not affect the City financially.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES: Parrish, Strzelczyk

ABSENT: Bushee

6) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3984** A Resolution Approving a Town Center Business Loan in the Amount of \$25,000 Between Bank Five Nine and Mammoth Fitness, for a Fitness Center Located at 6400 West Mequon Road

Community Development Director Tollefson stated this program has been used one other time in the past with Ruby Tap and the expansion of their outdoor dining area. Mammoth Fitness is using the loan for building improvements and equipment purchase. This is different than any Revolving Loan Fund or TIF incentive. This is a program that other communities use in conjunction with Bank Five Nine. The bank works with municipalities on specific objectives the City would like to accomplish and they develop a loan program geared towards meeting those objectives. This is a conventional, private loan between the bank and business entity. The City is not loaning any of its money for this program. The City is acknowledging that the use of this loan does meet the City objectives. The Economic Development Board did approve this on September 20.

Alderman Parrish voiced his concerns on the longevity of a gym of this nature as well as the noise it would generate. Director Tollefson stated the building where this business is located does not have any residential component to it.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

b. **RESOLUTION 3985** A Resolution Disallowing the Claim of Kay-Xiong Yang Dated September 16, 2022

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Strzelczyk

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

7) Information Items

a. Finance & Personnel Work Plan

Alderman Parrish asked if reviewing the library's budget and internal workings would come to this Committee. Mayor Nerbun suggested it can start at Finance - Personnel.

Administrator Jones told the Committee that Dana Investment Advisors would be at the next meeting to give an update on the City's investment portfolio and to plan on a longer meeting time.

8) Adjourn

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

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director