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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, October 12, 2021

7:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Brian Sajdak, City Attorney, and Caroline Fochs, City Clerk

2) Approve Meeting Minutes

a. September 14, 2021 Finance & Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
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3) License applications

a. October 2021 Licenses

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk
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4) Vouchers for payment

a. September 2021 Voucher Approval List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
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5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3883** A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director

City Administrator Jones gave a brief overview saying that Tom Watson was only going to be working an additional fifteen hours per month for the rest of the calendar year (if needed). He will be available on an "on call" basis in 2022 should the Finance Director have any questions regarding governmental policies/procedures that cannot otherwise be answered in-house. In short, the vast majority of Mr. Watson's services are complete.

Mayor Wirth asked if these kinds of decisions can be brought to Council's attention earlier in the process rather than after \$25,000 has been expended.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
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- b. **RESOLUTION 3884** A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650

Alderman Bushee asked why the City Administrator is not organizing a strategic plan for the City. Mr. Jones responded with typically organizations will bring in a consultant from the outside to facilitate conversation. Mayor Wirth stated he was reluctant at first regarding this, however there is something to be said about another business or third party with no prior knowledge or history of the City to come in and guide those conversations and give their professional and impartial opinion.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk
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- c. **RESOLUTION 3885** A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

Mayor Wirth stated that this summer the City was enforcing the sign code the same way it has for at least a decade. A lawsuit was threatened, and as such, it was determined that the sign code is unconstitutional and has other issues.

Alderman Bushee asked why this is not being handled in house with the City Attorney as well as Mayor Wirth is a lawyer. Mr. Jones commented that heading into next year, with it being a mayoral election year, it is prudent to address this issue now and make sure that it is

given the attention it deserves. Alderman Hansher agreed that paying an expert attorney to handle this will only help the City in the long run. Attorney Sajdak said he could review and update the sign code, however Attorney Cole has expertise related to this matter and has seen various situations play out in different communities, as such that is why he is recommending the Council enter into an agreement with him.

Alderman Strzelczyk said all he wants as a result is something enforceable and that the City follows through on that moving forward. Mayor Wirth stated that the follow through is a budget issue more than enforcement. The City has a limited amount of dollars for enforcement. There is a part time enforcement officer however most activity is based on resident complaints. The Council is the body to fund enforcement.

Alderman Bushee asked about the timeline for the attorney to produce results. Mayor Wirth stated the earliest this ordinance could be adopted is at the January Common Council meeting. He asked if the City could put a provision in the contract that states Attorney Cole must give the City a revised and constitutional sign code within 60 days of October 12, 2021. Attorney Sajdak and Mayor Wirth said that could be done.

RESULT: **Approved with Amendments [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
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6) Information Items

a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 7:28 p.m. by Alderman Strzelczyk and seconded by Alderman Hansher. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director