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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, November 9, 2021

6:45 PM

North Conference Room

Minutes

1) Call to Order

Present:

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

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Brian Sajdak, City Attorney, Ellen Roberts, Dana Investment Advisors, and Matt Slowinski, Dana Investment Advisors.

2) Approve Meeting Minutes

a. October 12, 2021 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Strzelczyk, Hansher, Bushee
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3) Vouchers for Payment

a. October 2021 Voucher Approval List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Strzelczyk, Hansher, Bushee
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4) Resolutions

a. **RESOLUTION 3889** A Resolution Approving a Development Agreement for The Woods at Highland Park Phase 2 Consisting of 10 Dwelling Units Located at the Corner of Green Bay Road and Woods Court

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

MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Hansher, Bushee

- b. **RESOLUTION 3890** A Resolution Approving the Allocation of \$37,217 in Federal American Rescue Plan Act Funds to Reimburse the Frank L. Weyenberg Library for Eligible Expenses and Revenue Loss Incurred During the COVID-19 Public Health Emergency

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Hansher, Bushee

- c. **RESOLUTION 3891** A Resolution Approving Various Transfers within the City of Mequon's Capital Projects Fund in the Aggregate Amount of \$512,923

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Hansher, Bushee

- d. **RESOLUTION 3893** A Resolution Adopting the 2022 Compensation Plan for Non-Represented Employees

Alderman Bushee stated the rate of inflation being over 4% is concerning as it relates to the compensation plan for non-represented employees.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Hansher, Bushee

- e. **RESOLUTION 3896** A Resolution Releasing a Stormwater Facilities Maintenance Easement for the Property Located at 11900 N. Port Washington Road

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Strzelczyk, Hansher, Bushee

- f. **RESOLUTION 3897** A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon and the Mequon Police Association for the Period January 1, 2022 - December 31, 2024

Assistant City Administrator Schoenemann gave a brief overview of the new agreement between the City of Mequon and Mequon Police Association. It is a three-year agreement with a few language changes such as changing wording from "patrolmen" to "patrol officer"

and an old reference to an old salary table. 2022 will show a 2.5% increase, 2023 will show a 2.5% increase and 2024 will show a 2.75% increase. There were no concessions.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

AYES: Strzelczyk, Hansher, Bushee
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5) Information Items

a. 2021 YTD Investment Report as of 9/30/2021

Ellen Roberts and Matt Slowinski from Dana Investment Advisors were welcomed to the meeting just after the Committee approved the October meeting minutes. Ms. Roberts stated that Dana Investments has been managing the City's surplus funds since 2019. Total gain is over \$32,000 year to date (as of 09/30/2021). Mr. Slowinski explained the portfolios current position and what Dana is doing to maximize returns and anticipate where the market will be in the future months and years.

Mayor Wirth verified that the City is only allowed to invest in fixed income securities. The management fee the City is paying is 15 basis points.

b. 2021 Q3 YTD Budget (Unaudited)

Finance Director Engroff asked the Committee if they are receiving the information they would like to see from the quarterly budget reports and quarterly investment reports. Alderman Bushee asked if there are any areas that she sees of concern. Director Engroff stated a lot of revenues or expenditures are timing issues, however the investment income will not end the year anywhere close to budgeted.

Mayor Wirth asked if Dana Investment Advisors is performing better than the previous Investment Advisor.

c. Finance & Personnel Work Plan

6) Adjourn

Alderman Strzelczyk made a motion to adjourn at 7:22 p.m. seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director