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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Wednesday, November 9, 2022

6:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Matt Slowinski, Dana Investment Advisors and Johnathan Woodward, Attorney from Houseman & Feind Law Firm.

2) Approve Meeting Minutes

a. October 11, 2022 Finance-Personnel Meeting Minutes

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

Moved BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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3) License Applications

a. November Licenses

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

Moved BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. October 2022 Vouchers Paid List

Alderman Parrish asked if the Fire/EMS vouchers will go away in FY 2023 and transfer to Southern Ozaukee Fire & EMS Department. Director Engroff stated there is a lag period, however they will not show on the City's voucher list sometime in Q1 2023. Alderman Bushee asked about payment to IS Corp and whether that will be ending. Administrator Jones explained there are still some payments owed, however the contract is approaching conclusion.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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5) Presentation

a. 2022 YTD Investment Report as of 9/30/2022

Matt Slowinski from Dana Investment Advisors was in attendance and shared some high level information as it relates to the City's investment portfolio. Dana Investment Advisors is pleased with the portfolio and its holdings considering the low level of risk that is required for municipalities to uphold to as well as the current state of the market. The materials that Mr. Slowinski shared are included in the meeting packet.

6) Ordinances

a. **ORDINANCE 2022-1634** An Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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7) Resolutions

a. **RESOLUTION 3993** A Resolution Designating the Allocation of \$2,550,000 in Proceeds Received by the City of Mequon from the American Rescue Plan Act

Administrator Jones explained this is a road map for staff to begin planning future projects that will be spent using the American Rescue Plan Act (ARPA) money received. Official contract approvals over \$25,000 will be on future agendas for Council consideration.

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

AYES: Bushee, Parrish, Strzelczyk
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b. **RESOLUTION 3994** A Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk

- c. **RESOLUTION 3995** A Resolution Approving an Engagement Letter for the Provision of Labor & Employment Legal Services with von Briesen & Roper, s.c., Madison, Wisconsin, During the Period January 1, 2023 - December 31, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk

- d. **RESOLUTION 3996** A Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

- e. **RESOLUTION 3997** A Resolution Approving an Agreement for Municipal Prosecution Services with Houseman & Feind LLP, Grafton, Wisconsin, for the Period December 1, 2022 - December 31, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

8) Information Items

a. Credit Card Processing Discussion

Assistant Finance Director Keyser shared with the Committee members what the future could be like if the City accepted in person payment cards. Also, staff received one quote from Tyler Technologies and Assistant Director Keyser went over the quote and all of the annual or one time fees that the City would incur to begin the process.

It was established that staff should receive additional quotes from vendors to compare the fees associated with accepting payment cards. Alderman Bushee thought that the convenience fee should be passed to the consumer.

b. Finance & Personnel Work Plan

9) Adjourn

Alderman Bushee made a motion to adjourn at 7:30 PM, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director