



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, November 12, 2024

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 -- **Absent**

Also Present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Caroline Fochs, City Clerk, Kristen Lundeen, City Engineer/DPW Director, Brian Sajdak, City Attorney, Les Ahrens, City Assessor and Brian Roemer, Ehlers Public Finance Advisors.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of October 8, 2024

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish

ABSENT: Strzelczyk

3) License Applications

a. November, 2024 Licenses

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

4) Vouchers Paid

a. October 2024 Vouchers Paid List

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

5) Presentation & Discussion

Brian Roemer, Senior Municipal Advisors from Ehlers Public Finance Advisors was at the meeting to present to the Committee about the history of the last three City borrowings, the City's current debt structure and the process of the next issuance.

6) Resolutions

a. **RESOLUTION 4154** A Resolution Adopting the City of Mequon's Annual Fee Schedule for Fiscal Year 2025

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

b. **RESOLUTION 4155** A Resolution Approving Execution of an Engagement Letter for Auditing Services During Fiscal Years 2024-2028 with Baker Tilly US, LLP, Milwaukee, Wisconsin, in an Amount Not-to-Exceed \$252,300

Discussion between Committee members and staff took place regarding the cost increase from FY 2023 & FY 2024. Director Arnett explained that Baker Tilly kept the price increases over the last several fiscal years to a minimum and they could not sustain that practice anymore. Baker Tilly is a leader in the industry and the City has been very pleased with their work to this point. Alderman Gebhardt wanted the record to reflect the Committee discussed whether it is good practice to receive multiple bids for the City audit. Ultimately, the resolution was approved to move to the Common Council for formal adoption.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

- c. **RESOLUTION 4156** A Resolution Authorizing Extension of a Professional Services Agreement for the Remaining Phases of the Enterprise Land Management System Selection Process with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed \$77,120

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

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

- d. **RESOLUTION 4157** A Resolution Approving an Agreement for a Market Revaluation Update of All Real Property within the City of Mequon During the 2025 Assessment Year with Catalis Tax and CAMA, Inc. of Menomonee Falls, Wisconsin, in the Amount of \$225,000

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

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

7) Discussion Items

- a. 2024 YTD Budget Report as of September 30, 2024

Mayor Nerbun suggested holding this item until the December meeting.

- b. 2024 YTD Cash & Investment Report as of 09/30/2024

Mayor Nerbun suggested holding this item until the December meeting.

- c. Finance - Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:51 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director