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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, November 14, 2023
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, via Electronic Meeting Attendance 6:01 PM

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Kimberly Tollefson, Community Development Director, Brian Sajdak, City Attorney, Ellen Roberts, Dana Investment Advisors, Matthew Slowinski, Dana Investment Advisors and Fred Wahlen, Sybaris.

2) Approve Meeting Minutes
a. October 10, 2023 Finance-Personnel Meeting Minutes

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

AYES: Gebhardt, Parrish
NOT PRESENT: Strzelczyk

3) License Applications
a. November, 2023 Licenses

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

AYES:	Gebhardt, Parrish
NOT PRESENT:	Strzelczyk

4) Vouchers Paid
   a. October 2023 Vouchers Paid List

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

AYES:	Gebhardt, Parrish
NOT PRESENT:	Strzelczyk

5) Presentation
   a. 2023 YTD Dana Investment Advisors Presentation & YTD Cash & Investment Report as of 09/30/2023

Ellen Roberts and Matthew Slowinski, Senior Vice Presidents and the City's Portfolio Managers from Dana Investment Advisors were in attendance to review the City's investment portfolio and provide an update on the state of the economy. Since Dana started managing the portfolio in 2019, the total market gain after fees is about $555,000. The portfolio security allocations and durations were discussed as well as the Federal Funds rate expectation in the coming year and how that impacts the different security types. Also discussed was how often the City's current investment financial policy is reviewed and updated. It has not been reviewed in the last few years, but staff will put that in the work plan for 2024. There was a consensus among the Committee members to have Mr. Slowinski and Ms. Roberts come back in about six months to provide another portfolio update with a focus on analyzing the City's asset allocation especially as it relates to having a proper balance of risk and return.

6) Resolutions

Action requested: review and recommend approval

   a. **RESOLUTION 4085** A Resolution Adopting the City of Mequon’s Annual Fee Schedule for Fiscal Year 2024

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

AYES:	Gebhardt, Parrish, Strzelczyk

   b. **RESOLUTION 4086** A Resolution Amending the Allocation of $2,552,000 in Funding Received through the American Rescue Plan Act

As part of the 2024 budget process, two adjustments to the current spending plan were recommended by the Appropriations Committee. These include allocating $40,000 in non-designated funds to the five-year update to the City's Park & Open Space Plan, and $20,000 in non-designated funds to support efforts in deterring vehicle speeding within the community.

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

AYES:	Gebhardt, Parrish, Strzelczyk

c. **RESOLUTION 4087** A Resolution Adopting the 2024 Pay Plan for Non-Represented Employees

The 2024 General Fund Budget to be adopted by the Common Council at its November 14 meeting provides a 2.75% cost-of-living wage adjustment for non-represented employees. All non-represented employees will receive a base adjustment of 2%, starting on January 1, 2024. Further, employees who complete a 2023 performance review in December will receive an additional adjustment of 0.75%, also effective January 1.

Also noted in the 2024 General Fund Budget, a one-time salary adjustment between 1-3% for non-represented employees who have worked for the City for at least three years (as of January 1, 2024) was included as well.

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

AYES:	Gebhardt, Parrish, Strzelczyk

d. **RESOLUTION 4088** A Resolution Authorizing a Development Agreement with DJS Land Management LLC for a Tax Increment District No. 5 Development Incentive (Tier 2) in the Estimated Amount of $808,500, for the Property Located at 10404 North Port Washington Road

Director Tollefson explained DJS Land Management LLC is requesting a Tax Increment Financing District No. 5 incentive under the Fast Track Formula, which is a pay-as-you-go reimbursement of expenditures associated with demolition. This project runs concurrent with a redevelopment proposal for the property located at 10404 N Port Washington Road. The project is scheduled for building and site plan approval by the Planning Commission on December 4, 2023. The criteria of the Fast Track incentive formula for Tier 2 is as follows:
- Tier 2 incentives are designated for a project that combines multiple parcels or is located within a high priority area as determined by the Economic Development Board. A 15% incentive is authorized for such high priority sites.
- The payback period may extend for the duration of the subject TID’s life cycle.
- The maximum incentive allowed is the “gap”, which is defined as the removal of the property’s base improvement value, plus the cost of site demolition and a 15% incentive.

Discussion was had regarding if 15% was too high of an incentive percentage. Also, Committee members made sure the building and site plan were subject to Planning Commission approval and asked if the word "estimate" was placed before "incentive amount of $808,500."

Director Tollefson expressed the Economic Development Board approved a recommendation in favor of approving the proposed incentive amount of $808,500 by a vote of 8-0.

RESULT:	**Approved with Amendments [2 to 1]**
MOVED BY:	Alderman Parrish
SECONDED BY:	Alderman Gebhardt

AYES:	Gebhardt, Strzelczyk
NAYS:	Parrish

7) Information Items
   a. 2023 YTD Budget Report as of September 30, 2023
   b. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:52 PM by Alderman Parrish, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director