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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, December 13, 2022

6:00 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, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Les Ahrens, Assessment Technologies of Wisconsin LLC, Matt Becker, CEO of League of Wisconsin Municipalities Mutual Insurance and Rick Kalscheuer, R&R Insurance Commercial Consultant.

2) Approve Meeting Minutes

a. November 9, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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3) Licenses

a. December, 2022 Licenses

City Clerk Fochs explained to the Committee that they approved a liquor license for the Sobelman's property earlier this year, however it was never issued. When a new company begins, their license will be contingent upon Sobelman's surrendering their license.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. November 2022 Vouchers Paid List

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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5) Ordinances

a. **ORDINANCE 2022-1637** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, in Connection with the Elimination of the Position of Emergency Dispatcher

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk
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6) Resolutions

a. **RESOLUTION 4000** A Resolution Approving a Three-Year Agreement for City Maintenance and Assessing Services with Assessment Technologies of Wisconsin LLC, Menomonee Falls, Wisconsin, in the Amount of \$480,000, and the Commensurate Re-Appointment of Michael L. Grotta as Statutory City Assessor through December 31, 2025

Director Engroff explained this is a renewal of the service the City already has.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk
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b. **RESOLUTION 4001** A Resolution Approving a Proposal from R&R Insurance for Provision of the City of Mequon's Insurance Program for Fiscal Year 2023 in the Amount of \$369,541

Director Engroff explained that City Staff began the process to re-bid the City's business insurance this past summer. The City has been working with M3 Insurance for about the last ten years. They are in the commercial insurance market. Staff asked to receive bids from The League, CVMIC and M3 Insurance. They also met with both the League and CVMIC to understand their services and what they have to offer to the City. From a financial perspective, the League and CVMIC were the top two options. After deliberating the pros and cons of each, staff recommends to move forward with the League.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

- c. **RESOLUTION 4002** A Resolution Approving a Contract for General Legal Services with Wesolowski, Reidenbach & Sajdak, S.C. of Franklin, Wisconsin for the Period January 1, 2023 - December 31, 2025

City Attorney Sajdak briefly explained the contract for General Legal Services with Wesolowski, Reidenbach & Sajdak S.C.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

7) Information Items

a. Finance & Personnel Work Plan

Administrator Jones explained to Committee members that tonight the Library Director would be presenting the Library budget at the Committee of the Whole meeting. He further noted that his 2023 work plan includes reviewing the Intergovernmental Library Funding Agreement between Mequon and Thiensville, and also reviewing their operating budget to see if there are opportunities for further efficiencies or synergies.

8) Adjourn

A motion to adjourn was made at 6:20 PM by Alderman Strzelczyk, seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director