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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, May 10, 2016
Minutes

1) Call to Order, Roll Call

Present:

Alderman Andrew Nerbun
Alderman Robert Strzelczyk
Alderman John Wirth
Mayor Dan Abendroth

Also Present: City Administrator Jones, Assistant City Administrator Thyes, Finance Director Watson, Community Development Director Tollefson, Assistant Finance Director Rudychev, Deputy City Clerk Fochs, City Attorney Sajdak, Executive Assistant Prosser, Press

2) Approve minutes from the April 12, 2016 meeting

a. April 2016 Minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

3) License applications

a. May Licenses

The committee approved all license applications with the exception of Kole Michael Kotche, whose application for a new license was denied.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

Motion to table Jerome L. Cannady's application for a license renewal until further information can be provided on whether Mr. Cannady's previous application was correctly completed.

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

4) Vouchers for payment

a. April Voucher Approval List

Alderman Wirth suggested that the members of the Finance & Personnel Committee send voucher questions to staff prior to the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

5) Ordinances

Action requested: review and recommend approval

a. **ORDINANCE 2016-1471** An Ordinance Amending Section 2-204 of the Mequon Municipal Code as it Relates to Identifying and Defining Department Heads

City Administrator Jones stated an ordinance and resolution is before the Committee that upon approval would result in the appointment of Deputy City Clerk, Caroline Fochs, as the City Clerk. Mr. Jones went on to say as the City Administrator, one of his roles is to serve as the City Clerk which requires signatures on documents including ordinances and resolutions requiring attestation. Mr. Jones stated a recent change in state law requires a 24 hour turn around on absentee ballots. Mr. Jones pointed out the City Clerk's office is expecting approximately 8,000 absentee ballot requests for the general election which would require the requests received by the City Administrator to be turned over to the City Clerk's office within 24 hours.

Alderman Wirth stated at one time the City did have a separate City Clerk. Alderman Wirth pointed out while the City Clerk is a statutory office, the Council does not hire the City Clerk. Alderman Wirth added, the City Administrator is hired by the Council and for that reason the duties were included in the role of the City Administrator. Alderman Wirth moved to table, seconded by Alderman Nerbun for further analysis on what it means to be a statutory officer, what are the job protections of a statutory officer, and how does that compare to the contract currently in place with the City Administrator.

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

6) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3375** Adoption of a Resolution Authorizing Execution of a Professional Services Agent with Matrix Consulting Group, Mountain View, CA, for Completion of a Human Resource Compliance Audit in the Amount Not-to-Exceed \$23,250

City Administrator Jones stated, staff is recommending a Human Resource audit be completed on the City’s HR functions to ensure compliance with all employment laws at both state and federal levels. Mr. Jones went on to say, a request for proposals to complete a Human Resource Compliance Audit was sent and seven firms submitted a proposal. Mr. Jones stated after interviewing the firms, staff is recommending the Matrix Consulting Group to conduct the audit. Mr. Jones noted there is a salary savings within the budget, as a result of several positions that are in the process of being filled, that would cover the one-time expense of an audit of the City’s Human Resource operations.

RESULT:	APPROVED [2 TO 1]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk
NAYS:	Wirth

- b. **RESOLUTION 3376** A Resolution Amending the City of Mequon's 2016 Employee Compensation Plan, in Connection with the Establishment of New and Reclassified Positions

Assistant City Administrator Thyges stated, in 2014 the City of Mequon adopted a Compensation Plan in accord with the completed Classification and Compensation study. Mr. Thyges went on to say, that due to new positions created through the FY2016 budget process and the reorganization of the Public Works Department management team, amendments to the City’s Compensation Plan are being proposed. Mr. Thyges pointed out the Employee Personnel Code [Section 24.07(2)(3)] calls for Committee approval for changes to the City’s Compensation Plan and for the assignment of pay grades to given job positions. Mr. Thyges went on to review the proposed changes to the City’s Compensation Plan with the Committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

c. **RESOLUTION 3378** A Resolution Appointing Caroline Fochs to the Position of City Clerk

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

d. **RESOLUTION 3380** A Resolution Authorizing a Development Agreement for a Town Center TID No 3 Incentive for the Reserve Located at 6835 W. Mequon Road

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Nerbun, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

7) Adjourn

Motion to adjourn.

The meeting was adjourned at 7:02 PM.

RESULT:	APPROVED BY VOICE ACCLAMATION [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth