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Office of the City Administrator

**FINANCE-PERSONNEL COMMITTEE
MEETING MINUTES
June 9, 2015**

Present: Mayor Abendroth, Aldermen Leszczynski, Mayr, Pukaite

Also Present: City Administrator Jones, Assistant City Administrator Thyges, Deputy City Clerk Fochs, Community Development Director Tollefson (6:34 PM), City Attorney Sajdak (6:44 PM), John Knepel-Baker Tilly Virchow Krause, LLP

Mayor Abendroth called the meeting to order at 6:30 PM

Approve April 14, 2015 and May 12, 2015 Meeting Minutes

Action: Motion to approve April 14, 2015 and May 12, 2015 meeting minutes (Pukaite/Leszczynski)

Result: Motion approved by voice acclamation.

License Applications

Alderman Pukaite requested further information on the recommendation to deny an operator (bartender) license for Kole H. Kotche. Deputy City Clerk Fochs provided information on the results of a criminal background check completed by the Police Department which led to the decision of the Police Chief to recommend denial of the license application. Ms. Fochs indicated applicants that are denied an operator (bartender) license are still able to remain employed and serve alcohol; they are restricted from working alone with no supervision. Ms. Fochs noted an applicant that is denied a license does have the right to appeal.

Action: Motion to approve license applications, with the exception of Kole H. Kotche, Operator (Bartender) license application which is denied. (Pukaite/Leszczynski)

Result: Motion passed by voice acclamation. Kole H. Kotche operator (bartender) license is denied.

Waste Hauler Applications

Alderman Mayr requested a letter to be sent along with the license renewals, a reminder to the waste haulers to clean up debris left along their routes.

Action: Motion to approve waste hauler applications (Pukaite/Leszczynski)

Result: Motion passed by voice acclamation.

Vouchers for Payment

Alderman Mayr inquired whether there was any further discussion on consolidating the city's cell phone plans. City Administrator Jones stated, Len McCaw the city's IT consultant, is in the process of putting together a five year strategic plan which will include cell phone plans.

Action: Motion to approve vouchers for payment (Mayr/Pukaite)

Result: Motion passed by voice acclamation.

Presentation of Comprehensive Annual Financial Report for the Year Ended December 31, 2014 by Baker Tilly Virchow Krause, LLP

John Knepel, partner with Baker Tilly Virchow Krause, was present to review the results of the 2014 audit contained in the *Comprehensive Annual Financial Report (CAFR) for the year ended December 31, 2014*. Mr. Knepel noted as part of the audit the Common Council received the Comprehensive Annual Financial Report (CAFR) which contains all the financial activities of the city for 2014 and the document entitled; *Communication To Those Charged With Governance and Management*, a report on internal control. Mr. Knepel stated the objective of the audit is to express an opinion on the city's financial statements. Mr. Knepel went on to provide financial highlights for year ending December 31, 2014. Mr. Knepel reviewed the three major funds of activity; the General Fund, which is the main operating fund, Debt Service, and Capital Projects. Mr. Knepel noted the Nonmajor Governmental Funds contain smaller funds with less activity. Mr. Knepel informed the Committee, the city's unassigned fund balance represents approximately 17% of the 2014 general fund expenditures that has been carried forward for working capital contingencies in 2015. Mr. Knepel stated bond agencies such as Moody's would consider it as an acceptable level. Mr. Knepel reported the utilities, sewer and water, are in good financial condition and in good standing.

Discussion of Revised General Fund Balance Policy

At the request of staff, the revised general fund balance policy will be held at the next Finance & Personnel Committee meeting.

RESOLUTION 3306 – Approving Land Sale Brokerage Services Contract Award

Community Development Director Tollefson reported, the Economic Development Board approved awarding the land sale brokerage services contract to Collier's International with several conditions; every 60 days Collier's will provide the city with their contact list, and requested the contract be amended to six months rather than one year. Ms. Tollefson stated considering the internal processes and the importance of the project to the city in terms of public benefits, site design, types of uses the city would like to attract, and also the potential value that it would create for the TIF district, staff is recommending the contract remain at one year.

Action: Motion to approve Resolution 3306 – Approving land sale brokerage services contract award as written, one year contract, with the provision of providing a report every 60 days (Pukaite/Mayr)

Result: Motion passed by voice acclamation. Resolution 3306 recommended to Council for approval.

Determine Availability for Committee Meeting on Tuesday, June 23rd

It was determined a quorum would be available for a Finance & Personnel Committee meeting on Tuesday, June 23.

Adjourn

Action: Motion to adjourn. (Mayr/Pukaite)

Result: Motion passed by voice acclamation. Meeting adjourned at 7:26 PM.

Respectfully Submitted,
CITY OF MEQUON FINANCE-PERSONNEL COMMITTEE
Lina Prosser, Executive Assistant