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Office of the City Administrator

**SPECIAL FINANCE-PERSONNEL COMMITTEE  
MEETING MINUTES  
August 13, 2014**

**Present:** Mayor Abendroth, Aldermen Gierl, Nerbun, Strzelczyk

**Also Present:** Acting City Administrator Thyges, Finance Director Watson, Alderman Pukaite, Alderman Adams, Executive Assistant Prosser, Press

Mayor Abendroth called the meeting to order at 6:45 PM.

**Approve meeting minutes of the July 8, and July 29, 2014 Finance and Personnel Committee meetings**

**Action:** Motion to approve the meeting minutes of the July 8, and July 29, 2014 Finance and Personnel Committee meetings. (Strzelczyk/Nerbun)

**Result:** Motion passed by voice acclamation.

**License applications**

**Action:** Motion to approve license applications. (Strzelczyk/Gierl)

**Result:** Motion passed by voice acclamation.

**Vouchers for payment**

**Action:** Motion to approve vouchers for payment. (Strzelczyk/Nerbun)

**Result:** Motion passed by voice acclamation.

**Funding the Design and Construction of the Town Center Gateway Feature**

Community Development Director Tollefson stated in the later part of 2013 a discussion was held with the Council regarding the Town Center gateway feature. Ms. Tollefson went on to say, the Council reviewed and provided a critique of specific gateway design features. Ms. Tollefson noted Council showed interest in implementing further development of the gateway features at the same time the Wired/Shaffer project would be achieving occupancy. Ms. Tollefson stated at the December, 2013 Council meeting several funding sources for the project were identified, however, since that time those funds have been depleted for the purpose of completing other opportunity projects. Ms. Tollefson stated she has come before the Committee to discuss other funding opportunities and to gain direction as to where the Town Center gateway feature lies on the priority list of projects.

Mayor Abendroth inquired on whether staff had an estimate of what the project would cost. Ms. Tollefson stated an estimated cost would be \$275,000. Ms. Tollefson noted there may be potential funding resources available from; park impact fees, the urban forestry fund, and the Town Center TIF (although each are limited).

Aldermen Adams and Strzelczyk expressed concern for the use of the urban forestry funds, noting the funds are meant to be used to replace specimen trees. The Committee directed staff to move forward with the project in 2015 to coincide with the completion of the Wired/Shaffer project.

## **ORDINANCE NO. 2014-1428 Ordinance to amend the City of Mequon Personnel Code**

Acting City Administrator, Jesse Thyges, stated back in 2012 the city enacted a personnel code in response to changes in the state law. Mr. Thyges stated recently two particular provisions within the personnel code have come to his attention that should be addressed; residency requirement and compensatory time accrual. Mr. Thyges informed the Committee, within months of the city's personnel manual being adopted, the state law (Act 20) rescinded the ability for municipalities to require residency of its employees. Mr. Thyges noted several exclusions include; collective bargaining, and an individual employment contract. Mr. Thyges indicated the labor contract with the city's Police Association specifically states that residency of Mequon or Ozaukee County shall not be a condition of employment. Mr. Thyges also noted the Fire Department does not have any form of a residency requirement. Mr. Thyges concluded by stating staff is recommending the Committee consider rescinding the residency requirement within the personnel code to comply with State Law.

The Committee went on to discuss whether management employees; Director of Public Works/City Engineer, Police Chief, and Fire Chief should be required to live in the city. The Committee requested staff to ask for further assistance from the city's labor counsel.

Acting City Administrator Thyges informed the Committee an informal policy had been in place to cap accrual of compensatory time at 80 hours, and was never carried over into the new personnel manual. As a result, a number of employees have accrued a large amount of compensatory time. Mr. Thyges went on to say, staff is recommending a policy to avoid a large year end payout and to help defray the potential that currently exists for an employee to take a large amount of time off. Mr. Thyges stated the policy would cap compensatory time at 80 hours in any period within the calendar year and the amount exceeding 80 hours in a given pay period would be paid out in the following payroll. Mr. Thyges stated staff is proposing that those employees who have accrued excessive compensatory time be brought back to the 80 hour limit as a way to start anew under the recommended policy. Mr. Thyges clarified that the compensatory time is a budgeted line item within the department's budget.

Staff was asked to explore with the individual employees if they would prefer the time off versus the payout of compensatory time.

**Action:** Motion to table the amendments to the City of Mequon Personnel Code for further review.  
(Strzelczyk/Nerbun)

**Result:** Motion passed by voice acclamation.

### **2014 Mid-Year Budget Report**

Finance Director Watson reviewed the 2014 mid-year budget report with the Committee and noted overall the 2014 budget is tracking favorably with revenues exceeding expectations and no material expenditure issues.

### **Adjourn**

**Action:** Motion to adjourn (Nerbun/Strzelczyk)

**Result:** Motion passed by voice acclamation. Meeting adjourned at 7:33 PM.

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