



11333 N. Cedarburg Rd 60W  
Mequon, WI 53092-1930  
Phone: 262/236-2941  
Fax: 262/242-9819

ww.ci.mequon.wi.us

Office of the City Administrator

**FINANCE-PERSONNEL COMMITTEE  
MEETING MINUTES  
December 8, 2015**

**Present:** Mayor Abendroth, Aldermen Leszczynski, Mayr, Pukaite (6:17 PM)

**Also Present:** Alderman Hawkins (6:20 PM), City Administrator Jones, Assistant City Administrator Thyges, Finance Director Watson, Deputy City Clerk Fochs, Director of Public Works/City Engineer Lundeen, Len McCaw-IT Advocate, James Mann, Senior Municipal Advisor/Vice President-Ehlers & Associates, Executive Assistant Prosser,

Mayor Abendroth called the meeting to order at 6:14 PM.

**Approve minutes from the November 10, 2015 meeting**

**Action:** Motion to approve the November 10, 2015 meeting minutes (Mayr/Leszczynski).

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

**License applications**

**Action:** Motion to approve license applications (Mayr/Leszczynski).

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

**Vouchers for payment**

**Action:** Motion to approve vouchers for payment (Leszczynski/Mayr).

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

**Financing options for the new combined Public Works Facility**

Finance Director Watson stated the Committee has been provided four different financing options for consideration with regard to the new combined Public Works facility. Mr. Watson stated staff has worked with the City's financial advisors, Ehlers & Associates, to develop the financing options. Mr. Watson noted, based on the information provided by Ehlers, staff recommends consideration of the Level Debt Service Payment option with a fifteen year amortization as it has the lowest total cost over the life of the bonds. Mr. Watson went on to say, staff is looking for consensus from the Committee on the preferred option with the intent to come back to the Committee at their next meeting with an initial resolution. James Mann from Ehlers & Associates was present at the meeting to review the financial options and answer questions of the Committee.

The Finance & Personnel Committee supported staff's recommendation of the Level Debt Service Payment option with a fifteen year amortization.

**RESOLUTION 3347 – Authorizing the Execution of a Professional Services Agreement for Information Technology Management Services**

**Action:** Motion to approve RESOLUTION 3347 – Authorizing the Execution of a Professional Services Agreement for Information Technology Management Services (Mayr/Pukaite)

**Result:** Motion passed by voice acclamation. Resolution 3347 recommended to Common Council for approval.

**RESOLUTION 3348 - Approving a Transfer of Funds from the Contingency Account to Various Department Accounts in the General Fund**

Finance Director Watson stated a 1.75 percent pay adjustment was approved for non-represented employees in 2016. Mr. Watson noted a resolution is before the Committee to approve the transfer of funds from the contingency account to various department budgets affected by the adjustment.

**Action:** Motion to approve RESOLUTION 3348 - Approving a Transfer of Funds from the Contingency Account to Various Department Accounts in the General Fund. (Pukaite/Leszczynski)

**Result:** Motion passed by voice acclamation. Resolution 3348 recommended to Common Council for approval.

**Status Report on the Implementation of the Merit Pay System**

Assistant City Administrator Thyges provided the Committee with a verbal update on the status of the implementation of the merit pay system. Mr. Thyges stated the initial goal was to have the merit pay system in place by the end of 2015, however, due to other projects taking precedent; the completion of the project has been extended. Mr. Thyges went on to say, the new time line is for the merit pay system to be in place by 2016 mid-year, with performance evaluations taking place in 2017 based on an employee's performance during the last half of 2016 rather than the full year.

**Adjourn**

**Action:** Motion to adjourn (Pukaite/Leszczynski)

**Result:** Motion passed by voice acclamation. Meeting adjourned at 6:45 PM.

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