



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, November 11, 2025
5:45 PM
North Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Approve Meeting Minutes
Action requested: review and approve
 - a. Finance-Personnel Meeting Minutes of October 14, 2025
- 3) License Applications
Action requested: review and approve
 - a. November 2025 Licenses
- 4) Vouchers Paid
 - a. October 2025 Vouchers Paid List
- 5) Resolutions
Action requested: review and recommend approval
 - a. **RESOLUTION 4242** A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy
 - b. **RESOLUTION 4241** A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026
 - c. **RESOLUTION 4240** A Resolution Approving a Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., Alpharetta, Georgia, in an Amount Not-to-Exceed \$800,000
- 6) Discussion Items
Action requested: discuss and take action as needed
 - a. 2025 YTD Budget Report as of September 30, 2025
 - b. Cash & Investment Report as of September 30, 2025
 - c. Finance - Personnel Work Plan
- 7) Adjourn

Dated: November 11, 2025

/s/ Andrew Nerbun, Chair

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2914, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may be directed to the City Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, October 14, 2025
5:45 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

- Mayor Andrew Nerbun
- Alderman William Gebhardt
- Alderman Brian Parrish
- Alderman Robert Strzelczyk -- **Absent**

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk and Jessica Wolff, Assistant City Administrator.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of August 12, 2025

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

3) License Applications

a. October, 2025 Licenses

Committee members requested to review peddler hours at a future meeting.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

Attachment: 101425 (10788 : October 14, 2025 Finance-Personnel Committee Meeting Minutes)

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

4) Vouchers Paid

a. August 2025 Vouchers Paid List

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

b. September 2025 Vouchers Paid List

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish
ABSENT:	Strzelczyk

5) Discussion Items

a. Finance - Personnel Work Plan

Administrator Jones explained to the Committee that Long Range Financial Planning will pick up in early-2026 and some of the items on the work plan will be discussed during those meetings. Hotel/Motel Tax was noted as an area to explore for alternative revenue sources.

6) Adjourn

A motion to adjourn was made at 5:57 PM by Alderman Parrish, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

Attachment: 101425 (10788 : October 14, 2025 Finance-Personnel Committee Meeting Minutes)



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Office of the City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: November 11, 2025
SUBJECT: November 2025 License Applications

Following are recommended approvals:

Gun Range Premise License - Renewal for the period of January 1, 2026 - December 31, 2026
 Bear Arms, LLC **Owner:** Cheryle Rebholz
 9653 N. Granville Rd.
 Mequon, WI 53097

Applicant Names:

Stephen G. Bzdusek	Cheryle J. Rebholz
Cynthia L Carter	Mark A. Rebholz
Stephen C. Deguire	Rebecca J. Rebholz
Jake W. Fleischman	Samuel C. Rogers
Thomas M. Henley	Brian F. Smith
Todd W. Krohn	Mark R. Wierzbinski
Andrea S. Rate	

Class C Wine License for Winter Wonderland on December 7, 2025

The Ruby Tap Mequon LLC
 DBA The Ruby Tap
 6000 W. Mequon Rd
 Agent: Sarah Nelson

Secondhand Jewelry Dealer - Renewal for the period of January 1, 2026 - December 31, 2026 -

Paragon Numismatics
 1425 W Mequon Rd, Suite E
 Owner: Andrew Kimmel

Secondhand Jewelry Dealer - Renewal for the period of January 1, 2026 - December 31, 2026 -

Tobin Jewelers
 10804 N Port Washington Rd
 Owner: Stephen Tobin

Following are recommended denials:

None.

Attachment: 11.11.2025 Licenses (10787 : November Licenses)

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID: OCTOBER 2025

GENERAL FUND (0110)	\$ 840,026.09
SPECIAL REVENUE FUND (0210)	27,700.50
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	72,611.85
ENVIRONMENTAL REMEDIATION FUND (0270)	0.00
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	283,311.59
SEWER UT FUND (0610)	7,924.09
WATER UT FUND (0620)	223,628.46
TAX FIDUCIARY FUND (0810)	0.00
TOTAL	<u><u>\$ 1,455,202.58</u></u>

Attachment: Voucher List (10760 : October 2025 Vouchers Paid List)

Processed by Department	Vendor Name	Invoice Description	Grand Total	\$1,455,202.58
				Line item amount
ARPA Grant	CATALIS TAX & CAMA INC	2025 ASSESSMENT REEVALUATION		18,750.00
ARPA Grant	THIENSVILLE, VILLAGE OF	LIBRARY ARPA FUNDING-SOLAR PANELS PROJECT		18,504.00
ARPA Grant	TYLER TECHNOLOGIES INC	LMS: TYLER TECH EPL IMPLEMENTATION- RES 4161		8,400.00
ARPA Grant	TYLER TECHNOLOGIES INC	LMS: TYLER TECH EPL IMPLEMENTATION- RES 4161		5,500.00
ARPA Grant	THE LAKOTA GROUP INC	CIVIC CAMPUS CONSULTANT		5,070.00
ARPA Grant	TYLER TECHNOLOGIES INC	LMS: TYLER TECH EPL IMPLEMENTATION- RES 4161		3,937.45
ARPA Grant	THE SIGMA GROUP, INC	CITY BRUSH SITE DESIGN - STAKING		3,366.20
ARPA Grant	THE SIGMA GROUP, INC	CITY BRUSH SITE DESIGN - STAKING		2,999.20
ARPA Grant	IWORQ SYSTEMS INC	ARPA: LMS DATA BASE BACKUP		2,500.00
ARPA Grant	TYLER TECHNOLOGIES INC	LMS: TYLER TECH EPL IMPLEMENTATION- RES 4161		1,400.00
ARPA Grant	TYLER TECHNOLOGIES INC	LMS: TYLER TECH EPL IMPLEMENTATION- RES 4161		1,240.00
ARPA Grant	U.S. LEGAL SUPPORT	ARPA: BOARD OF REVIEW		945.00
ARPA Grant Total				72,611.85
Assessor	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT		13,333.33
Assessor Total				13,333.33
Building Maintenance	PURE MECHANICAL LLC	CHILLER REPAIR FOR SAFETY BUILDING		16,510.00
Building Maintenance	ENVIRONMENT CONTROL OF WISCONSIN, INC.	OCTOBER CLEANING SERVICES		2,830.00
Building Maintenance	ENVIRONMENT CONTROL OF WISCONSIN, INC.	OCTOBER CLEANING SERVICES		2,575.00
Building Maintenance	J. F. AHERN CO	RADIANT HEATER FAILURE/LEAK REPAIR		1,747.57
Building Maintenance	ENVIRONMENT CONTROL OF WISCONSIN, INC.	OCTOBER CLEANING SERVICES		1,326.00
Building Maintenance	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT - 4TH QUARTER		654.00
Building Maintenance	THE SHERWIN-WILLIAMS CO., INC.	PAINT AND SUPPLIES FOR COUNCIL CHAMBERS		537.11
Building Maintenance	AIRWORX CONSTRUCTION EQUIPMENT & SUPPLY LLC	MAN LIFT ANNUAL INSPECTION & SUPPLIES		275.00
Building Maintenance	AT&T CORP	CITY HALL PHONE LINES		273.25
Building Maintenance	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		267.75
Building Maintenance	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS		200.00
Building Maintenance	DYNALINK COMMUNICATIONS INC.	ELEVATOR PHONE LINE - CITY HALL		195.01
Building Maintenance	THE SHERWIN-WILLIAMS CO., INC.	PAINT FOR COUNCIL CHAMBERS		194.10
Building Maintenance	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - CITY BLDGS & PARKS		183.83
Building Maintenance	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT - OCTOBER		135.79
Building Maintenance	MENARDS	ELECTRICAL CHN PROJECT/TROWEL ROLLER DPW BLDG		115.14
Building Maintenance	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		81.69
Building Maintenance	MENARDS	ELECTRICAL CHN PROJECT/TROWEL ROLLER DPW BLDG		65.17
Building Maintenance	AIRWORX CONSTRUCTION EQUIPMENT & SUPPLY LLC	MAN LIFT ANNUAL INSPECTION & SUPPLIES		30.00
Building Maintenance	THE SHERWIN-WILLIAMS CO., INC.	PAINT AND SUPPLIES FOR COUNCIL CHAMBERS		26.99
Building Maintenance Total				28,223.40
Capital Fund General Government Equipment	RING CENTRAL, INC.	RING CENTRAL PHONE SYSTEM YEAR 1- RES: 4198		7,559.90
Capital Fund General Government Equipment Total				7,559.90
Capital Fund General Government Other	SELZER-ORNST CONSTRUCTION COMPANY LLC	CITY HALL HVAC & CHAMBERS UPGRADE		100,603.25
Capital Fund General Government Other	STRANG INC	THE REMAINING AMOUNT ON THE CITY HALL HVAC DESIGN		877.50
Capital Fund General Government Other Total				101,480.75
Capital Fund Local Road Projects	R.A. SMITH, INC	LAKE SHORE MEQUON ROAD DESIGN RES 4223		19,843.40
Capital Fund Local Road Projects	COUNTY MATERIALS CORP	EMERGENCY HIGHLAND RD PIGEON CREEK CULVERT REPLACE		13,563.00
Capital Fund Local Road Projects Total				33,406.40
Capital Fund Public Safety Equipment	PRIMARY ARMS LLC	RIFLE PARTS		7,304.56
Capital Fund Public Safety Equipment	AMERICAN DEFENSE MANUFACTURING LLC	SQUAD RIFLES		7,174.50
Capital Fund Public Safety Equipment	BROWNELLS, INC.	FIREARM ACCESSORIES		3,955.40
Capital Fund Public Safety Equipment	AMAZON CAPITAL SERVICES, INC	DRONE AND EQUIPMENT - POWER SUPPLY		1,599.99
Capital Fund Public Safety Equipment	AMAZON CAPITAL SERVICES, INC	RETURN-DJI FLIP FLY DRONE		-779.00
Capital Fund Public Safety Equipment Total				19,255.45
Capital Fund Public Safety Vehicles	STAR PROTECTION AND PATROL LLC	K9 SQUAD OUTFITTING		10,553.00
Capital Fund Public Safety Vehicles	CARY A. SCHOESSOW	SQUAD GRAPHICS		777.00
Capital Fund Public Safety Vehicles Total				11,330.00
Capital Fund Public Works Vehicles	MATHESON TRI-GAS INC	REPLACEMENT PLASMA CUTTER-HYP POWERMAX 65 200-600V		4,232.00
Capital Fund Public Works Vehicles Total				4,232.00
Capital Fund TIF 3	CDL ELECTRIC COMPANY LLC	WESTON SIGNAL INTERCONNECT WORK		74,788.59
Capital Fund TIF 3	TRAFFIC AND PARKING CONTROL CO., LLC	RAILROAD ELECTRICAL WORK - TIF		5,841.00
Capital Fund TIF 3	MICHAEL BEST & FRIEDRICH LLP	LEGAL CONSUL - MRO		3,600.00
Capital Fund TIF 3 Total				84,229.59
Capital Fund TIF 4	REVPAR INTERNATIONAL INC	HOTEL FEASIBILITY CONSULTANT		8,800.00
Capital Fund TIF 4	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETScape CONSULTANT		2,108.75
Capital Fund TIF 4 Total				10,908.75
Capital Fund TIF 5	REVPAR INTERNATIONAL INC	HOTEL FEASIBILITY CONSULTANT		8,800.00
Capital Fund TIF 5	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETScape CONSULTANT		2,108.75
Capital Fund TIF 5 Total				10,908.75
City Administrator	TEMP STAFF REIMB	TRAINING EXECUTIVE JUDGEMENT SEMINAR 9/24-9/25		270.24
City Administrator	WI CITY/COUNTY MANAGEMENT ASSOCIATION	W. JONES - ANNUAL WCMA WOMENS LEADERSHIP SEMINAR		125.00
City Administrator	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.34
City Administrator Total				423.58
City Clerk	AMUNDSEN DAVIS LLC	BOA LEGAL SERVICES C.JAEKELS		3,088.00
City Clerk	GRANICUS, LLC	CIVIC STREAMING AND AGENDA MINUTES OCTOBER FEES		1,380.22
City Clerk	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PB SENDPRO QUARTERLY LEASE JUL18-OCT17,2025		916.17
City Clerk	CIVICPLUS LLC	ONLINE CODE HOSTING ANNUAL FEE		525.00
City Clerk	TEMP STAFF REIMB	REIMB. FOR WEC CONF. MILEAGE/LODG/MEALS 9/30-10/1		468.42
City Clerk	AMAZON CAPITAL SERVICES, INC	AMAZON OFFICE PAPER AND TAPE		439.59
City Clerk	CONLEY PUBLISHING GROUP LTD	CONLEY MEDIA PRINTING AND PUBLIC NOTICES AUG/SEPT		112.51
City Clerk	CENTRAL ENGRAVING LLC	UPDATE CC NAMEPLATES, NEW FOR J.WOLFF		66.00
City Clerk Total				6,995.91
Community Development	CONLEY PUBLISHING GROUP LTD	NEWSPAPER PUBLIC NOTICE		129.00
Community Development	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES		64.97
Community Development	AMAZON CAPITAL SERVICES, INC	COMPRESSED AIR, MARKERS, PENS & SHEET PROTECTORS		57.26
Community Development	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		56.67
Community Development	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES		39.17
Community Development	AMAZON CAPITAL SERVICES, INC	RETURN - QTY ORDERED 2 - CLEAR SHEET PROTECTORS		-19.98
Community Development Total				327.09
Engineering	M SQUARED ENGINEERING LLC	SWAN RIDGE INSPECTION RES 4191		6,444.97
Engineering	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES/CHAIR - AMAZON		304.61
Engineering	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		103.73
Engineering	USCC SERVICES LLC	LEMKE PARK DATA & ENGINEERING GPS DATA		25.82
Engineering	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES - AMAZON		19.99
Engineering	AMAZON CAPITAL SERVICES, INC	RETURN-MEETION ERGONOMIC KEYBOARD & COMPUTER MOUSE		-59.99
Engineering Total				6,839.13
Finance	AMERICAN BUSINESS TECHNOLOGIES, INC.	2025 PRINTING & MAILING TAX BILLS		6,700.00
Finance	AMAZON CAPITAL SERVICES, INC	FOLDERS & CAKE PLATES, NAPKINS, FORKS, GLASSES		78.32
Finance	AMAZON CAPITAL SERVICES, INC	2026 DESK CALENDARS		6.58
Finance Total				6,784.90
Fire / EMS	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2025 SOFD ANNUAL FUNDING/MUNICIPAL QUARTERLY PYMT		369,705.25
Fire / EMS Total				369,705.25
Fleet Services	PERFECT CIRCLE TIRE LLC	TRACTOR TIRES		1,819.00
Fleet Services	PERFECT CIRCLE TIRE LLC	561 TIRES		1,774.08
Fleet Services	BROOKS TRACTOR, INC.	328 CYLINDER		1,616.02

Attachment: October 2025 AP Vendor Listing by Dept (10760 : October 2025 Vouchers Paid List)

Processed by Department	Vendor Name	Invoice Description	Grand Total	\$1,455,202.58 Line item amount
Fleet Services	ADVANCE AUTO PARTS	213 FRONT END PARTS		1,019.52
Fleet Services	MID-STATE GROUP, INC.	362 DRIVE MOTOR		989.38
Fleet Services	BROOKS TRACTOR, INC.	329 SENSOR		579.04
Fleet Services	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYCLING		437.00
Fleet Services	POMPS TIRE SERVICE INC	802 TIRES		342.10
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	OIL FILTERS		229.20
Fleet Services	PERFECT CIRCLE TIRE LLC	RIM, O-RING, & BALANCING		197.00
Fleet Services	MID-STATE GROUP, INC.	361 WHEEL STUDS		157.82
Fleet Services	POMPS TIRE SERVICE INC	SQUAD 1 TIRE		138.00
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	213 BRAKE LINE		127.21
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	OIL FILTERS		124.02
Fleet Services	MATHESON TRI-GAS INC	WELDING GAS TANK RENTAL		116.10
Fleet Services	GIERACHS SERVICE INC	802 ALIGNMENT		110.00
Fleet Services	APPLIED US, L.P.	PIPE CAP, PLUGS, & KIT		90.83
Fleet Services	BRAKE & EQUIPMENT CO INC	555 BREAKER		86.98
Fleet Services	BRAKE & EQUIPMENT CO INC	AIR FITTINGS		64.90
Fleet Services	BRAKE & EQUIPMENT CO INC	204 ALARM		41.83
Fleet Services	GIELOWS LAWN & GARDEN EQUIPMENT INC	457 SPRING EXTENSION		32.19
Fleet Services	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.32
Fleet Services	ADVANCE AUTO PARTS	361 HUB THREADS		12.34
Fleet Services	ADVANCE AUTO PARTS	555 WASHER CAP		10.54
Fleet Services	ADVANCE AUTO PARTS	555 DRAIN PLUG		5.29
Fleet Services Total				10,148.71
Forestry	WAYSIDE NURSERIES INC	TREE PLANTING - RESIDENTS		2,054.00
Forestry	WAYSIDE NURSERIES INC	TREES FOR RESIDENT ROW REPLACEMENT PLANTINGS		1,414.00
Forestry	WAYSIDE NURSERIES INC	ROW TREE PLANTING		745.00
Forestry	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAINSAW REPLACEMENT J.C. SECTION SAW		319.99
Forestry	EGELHOFF'S LAWN MOWER SERVICE INC.	MIXED GAS & TRIM LINE		91.97
Forestry	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM - OCTOBER		91.00
Forestry	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.92
Forestry	BOEHLKE HARDWARE & PLUMBING	PLUMBING PART FOR TREE WATERING		20.59
Forestry Total				4,765.47
General Fund	CEDARBURG, CITY OF	2025 OZAUKEE COUNTY SUPER PASS		5,590.40
General Fund	MISC REFUNDS	REFUND DRAINAGE FIN. GUARANTEE @ 12513 LAKE SHORE		4,507.50
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1/2025-11/30/2025		3,482.84
General Fund	MEQUON POLICE ASSOCIATION	UNION DUES PR 2521C 10.10.25		2,220.00
General Fund	WIS SUPPORT COLLECTIONS TRUST	2521C SUPPORT #8648779, 7844747, 7657807		818.94
General Fund	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 10/24/25		818.94
General Fund	NORTH SHORE BANK FSB	DEFERRED COMP PR 2521C 10.10.25		775.00
General Fund	NORTH SHORE BANK FSB	DEFERRED COMP 10/24/2025		775.00
General Fund	DVM INSURANCE AGENCY	ORG ID 24454-EMPLOYEE PET INSURANCE PREMIUMS		430.20
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT #36741-S & 37356		225.00
General Fund	PARK REFUNDS	RIVER BARN PAVILION DEPOSIT REFUND		200.00
General Fund	PARK REFUNDS	RIVER BARN PAVILION DEPOSIT REFUND		200.00
General Fund	PARK REFUNDS	ROTARY PAVILION DEPOSIT REFUND		200.00
General Fund	PARK REFUNDS	RIVER BARN PAVILION DEPOSIT REFUND		200.00
General Fund	PARK REFUNDS	REFUND ROTARY PARK SECURITY DEPOSIT 10/11/2025		200.00
General Fund	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 10/5/2025		200.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT #37592, 37599, 37629		195.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 105 W RAVINE		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12618 YVONNE		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #37279 & 37615		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DE 6000 W COUNTY LINE		124.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8721 DAVENTRY		120.00
General Fund	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		103.39
General Fund	PARK REFUNDS	ROTARY PAVILION DEPOSIT REFUND		100.00
General Fund	PARK REFUNDS	ROTARY PAVILION DEPOSIT REFUND		100.00
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1/2025-11/30/2025		91.20
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT NOVEMBER 2025		75.40
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11525 PARKVIEW		69.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9851 THORNAPPLE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3203 W MEQUON		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3103 RIVERLAND		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 11011 BALSAM TREE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10113 HEATHER		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 417 APPLETREE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 12880 COBBLESTONE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8171 HILLVIEW		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7726 EVERGREEN		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10133 HAWTHORNE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8721 DAVENTRY		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10109 HUNT CLUB		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11456 ST JAMES		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10501 MAGNOLIA		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11754 SOLAR		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 149 GLENVIEW		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10339 VERSAILLES		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10734 MAGNOLIA		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3617 TURNBERRY		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9910 BONNIWELL		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1721 WINSLOW		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10918 RIVER RD		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11345 BUNTROCK		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7940 PRESERVE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11512 WAUWATOSA		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2310 GLENBROOK		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 4205 GAZEBO HILL		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 7575 HIGHLAND RIDGE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11500 BUNTROCK		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2606 SUNNYDALE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 932 CEDAR RIDGE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 4205 GAZEBO HILL		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7421 RIDGEVIEW		65.00
General Fund	PERMIT REFUNDS	REFUND OVERPAYMENT BLDG PERMIT #35284/34768/36158		59.00
General Fund	PARK REFUNDS	REFUND LEMKE PARK SECURITY DEPOSIT 10/11/2025		50.00
General Fund	LABOR ASSOCIATION OF WISCONSIN, INC.	MEQUON PAYROLL 10/24/2025 LG		10.00
General Fund Total				24,475.81
Highway	SHERWIN INDUSTRIES INC	MASTIC		4,504.50
Highway	WESTERN CULVERT & SUPPLY INC	CULVERT SUPPLIES		3,352.00
Highway	DATA SHEET SOLUTIONS LLC	SAFETY DATA SHEET SOFTWARE		3,300.00
Highway	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS		3,247.90

Attachment: October 2025 AP Vendor Listing by Dept (10760 : October 2025 Vouchers Paid List)

Processed by Department	Vendor Name	Invoice Description	Grand Total	\$1,455,202.58 Line item amount
Highway	SHERWIN INDUSTRIES INC	MASTIC ONE		1,501.50
Highway	TRAFFIC AND PARKING CONTROL CO., LLC	2025 TRAFFIC SIGNAL PREVENTATIVE MAINTENANCE SERVI		1,276.00
Highway	LANNON STONE PRODUCTS, INC.	GRAVEL & STONE		1,171.42
Highway	FRANK D GILLITZER ELECTRIC COMPANY LTD	REPAIR SIGNALS - BUNTRUCK & MEQUON RD		520.00
Highway	PAYNE & DOLAN INC	ASPHALT		483.68
Highway	LINCOLN CONTRACTORS SUPPLY INC	COMPACTOR HANDLE		480.01
Highway	STARK PAVEMENT CORPORATION	ASPHALT		454.99
Highway	LANNON STONE PRODUCTS, INC.	GRAVEL FOR DRIVEWAY		433.95
Highway	WESTERN CULVERT & SUPPLY INC	HDPE CAPS FOR SADDLEBROOK		432.00
Highway	LIESENER SOILS INC	TOP SOIL		414.00
Highway	FRANK D GILLITZER ELECTRIC COMPANY LTD	LOCATES - STREETLIGHTING ON MEQUON RD		303.15
Highway	LIESENER SOILS INC	TOP SOIL		288.00
Highway	FRANK D GILLITZER ELECTRIC COMPANY LTD	LOCATE AT MEQUON RD & RR CROSSING		252.15
Highway	USIC LOCATING SERVICES INC	FIBER LOCATES - SEPTEMBER		240.24
Highway	WRANGLER HOLDCO CORP	RECYCLING FEES		215.00
Highway	BOEHLKE HARDWARE & PLUMBING	BENTONITE CHIPS FOR SADDLEBROOK		204.00
Highway	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	RESTORE SUPPLIES		156.56
Highway	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		110.31
Highway	MILLENNIUM SAFETY LLC	SAFETY SUPPLIES		100.66
Highway	PB HAHN & CO INC	TRASH BUCKETS		89.96
Highway	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS		78.40
Highway	PB HAHN & CO INC	PVC, SHOVEL, & CONCRETE		63.79
Highway	AMAZON CAPITAL SERVICES, INC	PHONE CASES		46.08
Highway	HMR MOWER SERVICE LLC	PROPANE REFILLS		42.08
Highway	DIGGERS HOTLINE INC	LOCATES - SEPTEMBER		14.40
Highway	BOEHLKE HARDWARE & PLUMBING	FITTING		7.00
Highway Total				23,783.73
Human Resources	ORGANIZATION DEVELOPMENT CONSULTANTS INC	ODC: PRE-EMPLOYMENT & PROMOTIONAL PSYCHOLOGICALS		2,925.00
Human Resources	ORGANIZATION DEVELOPMENT CONSULTANTS INC	ODC: PRE-EMPLOYMENT & PROMOTIONAL PSYCHOLOGICALS		1,425.00
Human Resources	ORGANIZATION DEVELOPMENT CONSULTANTS INC	ODC: PRE-EMPLOYMENT & PROMOTIONAL PSYCHOLOGICALS		1,125.00
Human Resources	CONLEY PUBLISHING GROUP LTD	AD FOR EXECUTIVE ASSISTANT OPEN POSITION		534.29
Human Resources	CONCENTRA HEALTH SERVICES, INC.	RANDOM DOT LAB FEES		245.00
Human Resources	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.34
Human Resources Total				6,282.63
Information Services	GLYKKA LLC	SIGNEASY SUBSCRIPTION RENEWAL 2025-2027		7,200.00
Information Services	AMAZON CAPITAL SERVICES, INC	PC REPLACEMENT		3,792.27
Information Services	AMAZON CAPITAL SERVICES, INC	QTY 3-LENOVO THINKSTATION COMPUTERS		3,507.30
Information Services	TYLER TECHNOLOGIES INC	SUPPORT/UPDATE LICENSING-TIME & ATTENDANCE MAIN.		2,695.51
Information Services	THE OFFICE TECHNOLOGY GROUP	OFFICE 365 & OUTLOOK ONLY LICENSING		2,259.30
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE		1,157.00
Information Services	MIDWEST FIBER NETWORKS LLC	FIBER NETWORK FEE		895.00
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE		825.57
Information Services	AMAZON CAPITAL SERVICES, INC	ASURION 3 YEAR B2B DESKTOP PROTECTION PLAN		406.97
Information Services	AMAZON CAPITAL SERVICES, INC	QTY 3-ASURION DESKTOP COMPUTER PROTECTION PLAN		395.97
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES		315.08
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES		314.24
Information Services	MIDWEST FIBER NETWORKS LLC	INTERNET SERVICES FEE		200.00
Information Services	AMAZON CAPITAL SERVICES, INC	TV WALL MOUNT BRACKET & WIRELESS KEYBOARD/MOUSE		188.00
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	MONTHLY INTERNET CHARGES		179.99
Information Services	MIDWEST FIBER NETWORKS LLC	FS2 FIBER NETWORK		150.00
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE		130.00
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE		130.00
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	TV SERVICE IN COUNCIL CHAMBERS & CONFERENCE ROOMS		119.50
Information Services	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.34
Information Services Total				24,890.10
Inspections	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		106.77
Inspections	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES		14.37
Inspections Total				121.14
Legal Counsel	STAFFORD ROSENBAUM LLP	2025 LEGAL FEES - SEPTEMBER		7,350.00
Legal Counsel	HOUSEMAN & FEIND LLP	PROSECUTION - SEPTEMBER		2,500.00
Legal Counsel	HOUSEMAN & FEIND LLP	PROSECUTION SPECIAL WORK - SEPTEMBER		360.00
Legal Counsel Total				10,210.00
Library Services Grant	THIENSVILLE, VILLAGE OF	2025 LIBRARY SUPPORT		287,500.00
Library Services Grant Total				287,500.00
Parks	WAYSIDE NURSERIES INC	MEQUON ROAD MEDIAN PLANTING		1,294.50
Parks	BELL TAPE INC	CAN LINERS FOR PARKS		427.48
Parks	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS		235.01
Parks	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - CITY BLDGS & PARKS		191.92
Parks	EGELHOFF'S LAWN MOWER SERVICE INC.	STRING TRIMMER PARTS		164.58
Parks	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	HERBICIDE GRANULES		142.62
Parks	PORT-A-JOHN, INC.	VILLA GROVE PORT-A-JOHN OCTOBER		110.00
Parks	MENARDS	CEDAR TO REPLACE BROKEN BENCH BY OIT		43.76
Parks	USCC SERVICES LLC	LEMKE PARK DATA & ENGINEERING GPS DATA		42.54
Parks	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH DEPT	PWS ID 24612885 -ROTARY PARK WELL ANALYSIS TESTING		40.00
Parks	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH DEPT	PWS ID 24610828 - RIVER BARN WELL ANALYSIS TESTING		40.00
Parks	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH DEPT	PWS ID 24610850 - REUTER WELL ANALYSIS TESTING		40.00
Parks	PB HAHN & CO INC	WIRE FOR TREE STAKING		39.58
Parks	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.63
Parks Total				2,822.62
Police	KIESLER'S POLICE SUPPLY, INC	TRAINING AMMUNITION		4,818.00
Police	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		1,149.68
Police	AT&T MOBILITY LLC	CELL PHONE SERVICE		1,049.53
Police	T-MOBILE USA, INC.	PD CELL SERVICE		910.78
Police	WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT	POLICE TRAINING		753.00
Police	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS		664.50
Police	AMAZON CAPITAL SERVICES, INC	POLICE OFFICE SUPPLIES - SQUAD PRINTERS		597.96
Police	BUBRICK'S COMPLETE OFFICE OF WISCONSIN INC	OFFICE SUPPLIES - MEMO BOOKS		596.00
Police	GIERACHS SERVICE INC	TOWING SERVICE		210.00
Police	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES		205.00
Police	WEST PUBLISHING CORPORATION	CLEAR INVESTIGATIVE SERVICE		204.45
Police	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		155.08
Police	TEMP STAFF REIMB	REIMBURSEMENT NW3C THREE YEAR MEMBERSHIP		125.00
Police	TRANS UNION LLC	CREDIT HISTORIES		116.52
Police	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES		105.96
Police	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECKS		91.00
Police	VRC COMPANIES LLC	SHREDDING SERVICE		83.26
Police	TEMP STAFF REIMB	REIMBURSEMENT (FUEL) TRAINING 10/5/25-10/8/25		65.55
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - DOG CRATE		56.83
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 10/5/2025-10/8/2025		56.58
Police	TEMP STAFF REIMB	PROFESSIONAL COMMUNICATIONS INSTR. TRAIN 9/29-10/1		50.38
Police	TEMP STAFF REIMB	PCS TRAINING INSTRUCTOR 9/25/25-10/1/25		44.36

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Processed by Department	Vendor Name	Invoice Description	Grand Total	\$1,455,202.58 Line item amount
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 10/7/2025-10/9/2025		43.56
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - ANIMAL CARRIER		39.40
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - SCREEN WIPES		37.98
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 10/15/25-10/16/25		32.53
Police	BONUS INC	HOSPITALITY		30.55
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 10/15/25-10/16/25		29.69
Police	TEMP STAFF REIMB	K-9 TRAINING 9/12/25 & 9/22/25		26.24
Police	PERSONNEL EVALUATION INC	PRE EMPLOYMENT TESTING		25.00
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - IT CABLE		19.18
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - BATHROOM SIGNS		18.56
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - BATTERIES		17.98
Police	BONUS INC	HOSPITALITY		17.97
Police	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - LANYARDS		15.57
Police	VERIZON COMMUNICATION INC	CELL PHONE SERVICE		7.89
Police	AMAZON CAPITAL SERVICES, INC	RETURN - KEYSMART CARABINERS		-38.99
Police	AMAZON CAPITAL SERVICES, INC	RETURN - BLACK NYLON DUTY BELT		-39.24
Police Total				12,393.29
Police Seized Assets	AMERICAN DEFENSE MANUFACTURING LLC	SQUAD RIFLES		25,413.00
Police Seized Assets	AMERICAN DEFENSE MANUFACTURING LLC	SLINGS		1,837.50
Police Seized Assets Total				27,250.50
Sewer Utility	INTERSTATE POWER SYSTEMS, INC	STATION A RADIATOR		3,233.33
Sewer Utility	PRIMADATA	Q3 2025 WATER/SEWER BILL POSTAGE		1,160.27
Sewer Utility	PRIMADATA	Q3 2025 SEWER FLAT BILL POSTAGE		1,130.55
Sewer Utility	LANNON STONE PRODUCTS, INC.	GRAVEL & STONE		379.25
Sewer Utility	DIGGERS HOTLINE INC	LOCATES - SEPTEMBER		363.60
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1/2025-11/30/2025		269.17
Sewer Utility	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		267.75
Sewer Utility	BAYSIDE PRINTING INC.	Q3 2025 WATER VOLUME/SEWER		191.93
Sewer Utility	BAYSIDE PRINTING INC.	Q3 2025 SEWER FLATS		185.65
Sewer Utility	W.W. GRAINGER, INC.	DRY WIPES		135.70
Sewer Utility	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		104.88
Sewer Utility	CITY OF MILWAUKEE-DPW	Q3 2025 SEWER AGREEMENT #2531		85.00
Sewer Utility	NORTH SHORE BANK FSB	DEFERRED COMP PR 251C 10.10.25		70.00
Sewer Utility	NORTH SHORE BANK FSB	DEFERRED COMP 10/24/2025		70.00
Sewer Utility	THE SHERWIN-WILLIAMS CO., INC.	STATION PAINT		56.45
Sewer Utility	THE SHERWIN-WILLIAMS CO., INC.	STATION PAINT		56.45
Sewer Utility	MENARDS	STATION AND SHOP SUPPLIES - MESH CLOTH & HARDWARE		46.34
Sewer Utility	WIS SUPPORT COLLECTIONS TRUST	2521C SUPPORT #8648779, 7844747, 7657807		40.39
Sewer Utility	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 10/24/25		40.39
Sewer Utility	PB HAHN & CO INC	STATION SUPPLIES - OIL & KEYS		10.97
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT NOVEMBER 2025		9.04
Sewer Utility	W.W. GRAINGER, INC.	ELECTRICAL TAPE		8.98
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1/2025-11/30/2025		8.00
Sewer Utility Total				7,924.09
Special Events	BARRICADE FLASHER SERVICE INC	2025 TASTE OF MEQUON MESSAGE BOARD RENTAL & LABOR		450.00
Special Events Total				450.00
Water Utility	CITY OF MILWAUKEE	PURCHASED WATER - AUGUST		90,205.83
Water Utility	CITY OF MILWAUKEE	PURCHASED WATER - SEPTEMBER		88,423.17
Water Utility	NORTH SHORE WATER COMMISSION	PURCHASED WATER - SEPTEMBER		24,287.42
Water Utility	USIC LOCATING SERVICES INC	LOCATING - SEPTEMBER		6,686.42
Water Utility	PUBLIC SERVICE COMMISSION OF	PSC ANNUAL FEE		4,132.76
Water Utility	J. F. AHERN CO	DAMPER ACTUATOR REPAIR-WHITMAN PLACE		2,385.47
Water Utility	CORE & MAIN LP	VALVE BOX & SERVICE REPAIR PARTS		1,601.28
Water Utility	DIGGERS HOTLINE INC	LOCATES - SEPTEMBER		1,159.20
Water Utility	PRIMADATA	Q3 2025 WATER/SEWER BILL POSTAGE		773.51
Water Utility	PRIMADATA	Q3 2025 SEWER FLAT BILL POSTAGE		753.70
Water Utility	CORE & MAIN LP	VALVE BOX & SERVICE REPAIR PARTS		687.70
Water Utility	HD SUPPLY INC	HYDRANT ADAPTERS		611.28
Water Utility	LANNON STONE PRODUCTS, INC.	GRAVEL & STONE		374.28
Water Utility	NORTHERN LAKE SERVICE INC	HALOACETIC ACIDS, DISINFECTION BY PRODUCT		368.50
Water Utility	NORTH SHORE WATER COMMISSION	ROUTINE SYSTEM SAMPLES - SEPTEMBER		300.00
Water Utility	AMAZON CAPITAL SERVICES, INC	QTY 2-DESKTOP COMPUTERS, MONITORS, & WARRANTY		279.98
Water Utility	HD SUPPLY INC	WATER CHEMICALS & SAMPLING/CHLORINE-GRANULAR		160.95
Water Utility	BAYSIDE PRINTING INC.	Q3 2025 WATER VOLUME/SEWER		127.95
Water Utility	BAYSIDE PRINTING INC.	Q3 2025 SEWER FLATS		123.77
Water Utility	HD SUPPLY INC	SAMPLING VALVE FOR SAMPLING TAPS		77.97
Water Utility	LIESENER SOILS INC	SOIL FOR RESTORATION		72.00
Water Utility	PB HAHN & CO INC	ACE SLIMPLUG 6' EXTENSION CORD		12.59
Water Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1/2025-11/30/2025		12.10
Water Utility	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.63
Water Utility Total				223,628.46

Attachment: October 2025 AP Vendor Listing by Dept (10760 : October 2025 Vouchers Paid List)



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2956
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance

TO: Finance-Personnel Committee
FROM: Brenda Arnett, Finance Director
DATE: November 11, 2025
SUBJECT: RESOLUTION 4242 A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy

Background

Section 66.0602(2) of the Wisconsin Statutes states that increases to the City's annual levy are generally limited such that the maximum allowable increase is a percentage equal to the greater of either the percentage change in the City's January 1 equalized value due to net new construction between the previous year and the current year, or zero percent. More commonly known as the "State Levy Limit", this regulation - which was adopted by the Wisconsin State Legislature in 2005 - has historically guided the City's annual budget preparation process, whereby the City's tax levy is typically adjusted by what is otherwise allowed per the previous year's increase in net new construction.

In some years, where expenses exceed what is otherwise allowed under the State Levy Limit, the City has either reduced expenses, adjusted other non-property tax revenues, or utilized unused levy capacity that results in a corresponding increase to the City's tax rate. More recently, such unused (or excess) levy capacity has been programmed to fund new full-time positions in the police (patrol officer, 2nd school resource officer, IT specialist) and fire (deputy chief, three (3) battalion chiefs, etc.) departments, additional vehicle and equipment replacement spending across the police and public works departments, an increase to the City's recurring contribution for the Weyenberg Library, and other staffing expenses (wages and benefits) impacted by higher than normal rates of inflation. To date, this has resulted in the City having little unused levy capacity to finance additional ongoing needs into the future, beyond what is typically available via net new construction.

Analysis

In early October, following distribution of the City's proposed budget for Fiscal Year 2026, staff attended a Levy Limit Workshop provided by Ehlers & Associates, the City's designated financial advisor. This seminar - which is conducted annually - is intended to provide area finance directors and other budget practitioners with assistance in correctly and accurately filling out the State's two-page levy limit worksheet, which must be submitted annually to the Department of Revenue. Following the workshop, City staff inquired about an amount at the very bottom of the worksheet equivalent to \$254,098 that is subject to the State's five-year limitation on carrying forward unused levy capacity. Upon further review, it was determined by Ehlers that the City had not utilized all of the new levy capacity attributable to net new construction in 2023, when dispatch services were transferred to Ozaukee County, and fire &

EMS services were consolidated with Thiensville. In fact, the City's levy adjustment that year was equal to 0.237%, which was far lower than what was otherwise available under net new construction at 1.179%.

As a result, the City can continue to carry forward this unused levy capacity for use in fiscal years. Per state law, doing so requires the governing body to adopt the attached resolution by a 2/3 majority, and that the City not issue any new debt in 2026. Given the fact that the City issued \$7 million in debt this past January, that the reconstruction of Lift Station E starting in 2026 will not require any issuance of debt, and that contract awards for construction of a new aquatics facility and/or public safety building(s) will likely follow planning and design during 2026, it is recommended that the Common Council approve the proposed resolution, so as to preserve future budget flexibility.

Fiscal Impact

As indicated, approval of the resolution will provide the City with the opportunity to utilize additional unused levy capacity in the amount of \$254,098 in future fiscal years. Notably, any use of this unused levy capacity will require a corresponding adjustment to the City's tax rate, assuming the City utilizes the full amount of new levy capacity that is attributable to net new construction. As shared at the October 7 Appropriations Committee meeting, a once-cent adjustment to the tax rate proposed for 2026 is equivalent to approximately \$70,000 of new spending. As such, the \$254,098 figure designated for carryover generates about 3.5 cents of future potential adjustment to the City's tax rate.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

EXHIBIT A - Levy Limit Worksheet Overview 2021-25 (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4242

A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy

RECITALS

A. Under Wis. Stat. § 66.0602(2), increases to the City's annual levy are generally limited such that the maximum allowable increase is equal to the greater of either the percentage change in the City's January 1 equalized value due to net new construction between the previous year and the current year, or 0 percent.

B. Where a municipality does not utilize the maximum allowed levy increase, Wis. Stat. creates an exception to the generally applicable levy limit and allows for a "carryforward" adjustment resulting in a maximum allowable increase equal to the lower of the difference between the municipality's percentage of net new construction in the previous year and the actual percent increase in a municipality's levy attributable to the municipality's net new construction in the previous year, for the 5 years before the current year or 5 percent.

C. A municipality may only utilize this exception if its governing body approves of the adjustment by a two-thirds majority vote and if the municipality's level of outstanding general obligation debt in the current year is less than or equal to the level of outstanding general obligation debt in the previous year.

D. For levy year 2023, the City's percentage increase in its actual levy, less adjustments, was 0.237%, which was less than net new construction of 1.179%.

E. The City does not intend to issue general obligation debt in budget year 2026.

F. For levy year 2025 the carryforward exemption will allow an additional \$254,098 to be added to the City's allowable levy.

G. The Common Council desires to utilize this carryforward exemption to ensure that City service levels remain consistent. Utilizing the carryforward allows the City to reduce its levy for general obligation debt so the net impact to taxpayers is zero.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Mayor and Common Council of the City of Mequon, Wisconsin, that the City will increase its levy limit in levy year 2025 by \$254,098 as permitted under Wis. Stat. § 66.0602(3)(fm), thereby allowing and directing City staff to utilize an adjustment in Section D, Line R of the 2025 levy limit worksheet to reflect this approval.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 11, 2025.

Caroline Fochs, City Clerk

EXHIBIT A

City of Mequon Levy Limit Worksheet Overview: Fiscal Years 2021-2025

Levy Year	2020	2021	2022	2023	2024
Budget Year	2021	2022	2023	2024	2025
Line 1 - Payable Actual Levy Plus Personal Property Aid	22,073,530	22,858,793	23,346,858	23,775,251	23,824,687
Line 2 - Unreimbursed Exp. Related to an Emergency	0	0	0	0	0
Line 3 - Exclude Levy for New GO Debt after 7/1/05	(1,969,189)	(2,457,310)	(2,620,379)	(2,787,707)	(2,538,805)
Line 4 - Payable Adjusted Actual Levy	20,104,341	20,401,483	20,726,479	20,987,544	21,285,882
Line 5 - 0% Growth + Terminated TID% + TID Subtract %	20,104,341	20,401,483	20,726,479	20,987,544	21,343,567
Line 6 - NNC%+Terminated TID%+TID Subtract%	20,401,483	20,726,479	21,184,741	21,234,987	21,551,956
Line 7 - Greater of Line 5 or Line 6 - Personal Prop. Aid	20,365,838	20,681,231	21,139,493	21,189,739	21,281,460
Line 9 - Total Levy Adjustments	2,457,310	2,620,379	2,590,510	2,589,700	2,811,400
Line 10 - Payable Allowable Levy	22,823,148	23,301,610	23,730,003	23,779,439	24,092,860
Statement of Taxes	22,823,148	23,301,610	23,730,003	23,779,391	24,092,860
Difference Allowable to Statement of Taxes	0	0	0	48	0
Actual Levy Minus Adjustments	24,401,483	20,726,479	21,184,741	21,234,987	21,551,956
Change from Prior year (%)		1.593%	2.211%	0.237%	1.493%
NNC		1.593%	2.211%	1.179%	0.979%
2024 Actual Levy multiplied by unused 1.179%					254,098

Attachment: EXHIBIT A - Levy Limit Worksheet Overview 2021-25 (RESOLUTION 4242 : 5-Year



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2941
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: November 3, 2025
SUBJECT: RESOLUTION 4241 A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026

Background

The 2026 General Fund Budget to be adopted by the Common Council on November 11 provides funding for step increases or wage adjustments for non-represented employees. Next year's funding levels are commensurate with a planned 3.5% cost-of-living adjustment for both the Mequon Police Association and the Southern Ozaukee Fire & EMS Department (SOFD) during 2026, as well as economic forecasts for next year, which predict inflation to be around 3% (source: *The Kiplinger Letter* - October 23, 2025).

Analysis

Pursuant to a newly structured compensation plan adopted by the City for 2025, employees not subject to a collective bargaining agreement (Mequon Police Association) or employed by the Southern Ozaukee Fire & EMS Department are eligible for either an annual step increase or a merit adjustment, based upon their years of service and/or their current salary level. As indicated in the attached 2026 Compensation Plan recommended for adoption, non-represented employees below the mid-point of their respective salary range are eligible to move to the next step in their pay grade (upon successful completion on an annual performance evaluation), while employees located above the mid-point of their salary range are eligible for a wage adjustment, based on performance.

A Classification and Compensation Study completed in 2022, which serves as the basis for both the current and proposed compensation plans, recommends an annual adjustment be applied to the plan, so that employee wage rates do not outpace the authorized plan. Accordingly, the 2026 Compensation Plan adjusts all classified pay ranges by a factor of 1.5%, which is double the percentage of net new construction (0.74%) realized by the City this year. As such, all non-represented staff covered under the plan will receive a "base" adjustment of 1.5%, starting on January 1, 2026. Further, non-represented employees who successfully complete a 2025 performance review in December will receive an "additional" adjustment equivalent to either the next step within their respective pay grade, or to an amount derived from the numerical rating achieved on the annual performance evaluation.

As is further indicated in the proposed 2026 Compensation Plan, three (3) positions are recommended to move from Pay Grade 3 to Pay Grade 4 beginning next year. These include the current positions of Human Resources Coordinator and Permit Coordinator, respectively, as well as the newly titled position of Finance Coordinator, which is currently categorized as Accounting

Specialist. Given that several “coordinator” level positions (Administrative Coordinator, Executive Assistant-Communications, Engineering Field Coordinator) are already within Pay Grade 4, this adjustment is intended to support internal equity amongst three positions that are individually responsible for coordinating human resources, building permits and payroll on behalf of the entire organization. Further, the elevation of these three positions to Grade 4 will help establish natural advancement opportunities (i.e., “career ladders”) for other administrative-level positions within the organization (e.g., Administrative Assistant, Deputy Clerk, Records Specialist), which are currently situated at Pay Grade 2.

Fiscal Impact

The fiscal impact of the proposed wage and step adjustments will result in a corresponding increase in personnel wages, retirement contributions and associated payroll taxes e.g., (FICA, Medicare, etc.). There is no other financial impact associated with the wage and step adjustments, which are both accounted for in the City’s General, Sewer and Water Utility budgets for Fiscal Year 2026.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

FY2026 EMPLOYEE COMPENSATION PLAN (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4241

A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026

RECITALS

A. The Finance-Personnel Committee has reviewed and recommended to the Common Council the 2026 Compensation Plan that contains all non-represented positions authorized by the City, as well as their pay ranges, which are attached herein as Exhibit A.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the 2026 Compensation Plan for non-represented employees is approved and adopted.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 11, 2025.

Caroline Fochs, City Clerk

**Exhibit A
FY2026 EMPLOYEE COMPENSATION PLAN**

Pay Grade	Annual Steps							Mid Point	Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
1	\$45,683	\$46,825	\$47,966	\$49,108	\$50,250	\$51,392	\$52,534	\$53,677	\$61,672	
2	\$50,251	\$51,507	\$52,763	\$54,019	\$55,274	\$56,530	\$57,786	\$59,045	\$67,839	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist
3	\$55,276	\$56,657	\$58,038	\$59,419	\$60,800	\$62,181	\$63,562	\$64,950	\$74,623	Accounting Specialist Buildings Maintenance Worker Equipment Operator Highway Worker Human Resource Coordinator Parks & Forestry Worker Permit Coordinator Sewer Maintenance Worker
4	\$61,998	\$63,548	\$65,098	\$66,647	\$68,197	\$69,747	\$71,297	\$72,848	\$83,698	Administrative Coordinator Buildings & Grounds Foreman City Forester Engineering Field Coordinator Engineering Technician Executive Assistant Finance Coordinator Human Resources Coordinator Highway Section Foreman Mechanic Permit Coordinator Sewer Section Foreman
5	\$66,958	\$68,632	\$70,306	\$71,980	\$73,654	\$75,328	\$77,003	\$78,676	\$90,393	Planner I Building Inspector Public Safety IT Specialist
6	\$72,315	\$74,122	\$75,930	\$77,738	\$79,545	\$81,353	\$83,160	\$84,969	\$97,625	Assistant Finance Director Fleet Superintendent
7	\$78,100	\$80,051	\$82,003	\$83,955	\$85,906	\$87,858	\$89,809	\$91,767	\$105,435	Buildings & Grounds Superintendent Highway Superintendent Inspections Supervisor Sewer Superintendent

Attachment: FY2026 EMPLOYEE COMPENSATION PLAN (RESOLUTION 4241 : 2026 Compensation Plan)

Pay Grade	Annual Steps							Mid Point	Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
8	\$89,734	\$92,298	\$94,861	\$97,424	\$99,988	\$102,551	\$105,115	\$107,681	\$125,628	Assistant City Engineer Asst. Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	\$107,681								\$150,753	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	<i>Established by Contract</i>									City Administrator

Attachment: FY2026 EMPLOYEE COMPENSATION PLAN (RESOLUTION 4241 : 2026 Compensation Plan)



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2956
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance

TO: Finance-Personnel Committee
FROM: Brenda Arnett, Finance Director
DATE: November 11, 2025
SUBJECT: RESOLUTION 4240 A Resolution Approving a Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., Alpharetta, Georgia, in an Amount Not-to-Exceed \$800,000

Background

Catalis Tax & CAMA (Computer Assisted Mass Appraisal), Inc. (formerly Grota Appraisals, LLC) has been the City's assessor for 15 of the last 18 years, beginning with fiscal years 2007-2011 and again from 2015-2025. This extensive experience gives Catalis valuable historical knowledge of the City. Les Ahrens, the City's Statutory Assessor, took the Oath of Office in December of 2023. He is very familiar with the City and continues to provide excellent assessment services along with his staff.

Each year, the City does an in-depth review of assessment services with the City Assessor. Over the years, the Finance Department has been satisfied with the services performed by Catalis. To provide the most economical fees, a new multi-year engagement with Catalis Tax & CAMA, Inc. is recommended.

With the extension of this contract, Catalis, along with Mr. Ahrens and his staff, are committed to providing high-level assessment services for the City and its residents. Yearly assessment tasks included in the scope of the contract include inspections, parcel identifications, updating property records, holding open book conferences, preparing the assessment roll and reports, attending the annual Board of Review meeting, being available for public requests as they arise, displaying assessment records on the City's website, and any additional services needed.

Historically, the City has experienced light attendance at the annual Board of Review meeting. During a typical non-revaluation year, the Board averages 1-2 appeals. During revaluation years, which occurred in 2021 and again in 2025, the City has experienced up to 20 appeals.

Analysis

Over the term of the current contract, which covered fiscal years 2022-2025, Catalis has partnered with the City as Wisconsin made changes to assessment laws. In 2023, Wisconsin ACT 12 eliminated the Personal Property Tax, effective for the 2024 assessment year. Catalis has worked with the City through the final steps of the elimination process.

Additionally, Catalis has worked with staff to create a plan to achieve full digital compliance for the transfer of paper property sketches into the MarketDrive software system, as required by the Wisconsin Department of Revenue. This project began in October 2023 with a balance of 5,150

sketches. As of November 1, more than 70% of the sketches have been completed; it is anticipated that the remaining 1,500 will be converted by the end of 2026.

Lastly, and as the City continues to grow and evolve, it is important that property assessments keep pace with changing market conditions. To ensure fairness in property taxation, Catalis completed a city-wide revaluation of all real property within the City earlier this year. As a result of this process, the average increase in individual property assessments equated to approximately 36%, thus increasing the overall assessed value of the City from \$5.4 billion to \$7.3 billion.

Fiscal Impact

The total fee proposed by Catalis Tax & CAMA, Inc. for fiscal years 2026-2030 is \$800,000. This is a five-year contract for \$160,000 each year. This contract represents a zero percent increase from the last contract, which was \$160,000 each year for fiscal years 2022-2025.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4240

A Resolution Approving a Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., Alpharetta, Georgia, in an Amount Not-to-Exceed \$800,000

RECITALS

A. The City's contract with Catalis Tax & CAMA, Inc., for property assessment services ends on December 31, 2025.

B. The Finance Director recommends retaining Catalis Tax & CAMA, Inc. based upon actual experience, which suggests that Catalis Tax & CAMA, Inc. best meets the technical and financial requirements set by the City of Mequon and the Wisconsin Department of Revenue.

C. The Finance Director and Finance-Personnel Committee have discussed the matter and recommend Catalis Tax & CAMA, Inc., be engaged to provide property assessment services for fiscal years 2026-2030.

D. The \$800,000 fee involved for this proposal is budgeted in the contracted services account for the Assessor's Office (#110119-683201) for the fiscal years 2026-2030.

E. The City of Mequon will engage in a multi-year engagement to leverage economies of scale while ensuring cost certainty.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that:

1. The Assessment Contract with Catalis Tax & CAMA, Inc. for property assessment services during the fiscal years ending December 31, 2026, through December 31, 2030, is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 11, 2025.

Caroline Fochs, City Clerk



ASSESSMENT SERVICES ORDER FORM

CUSTOMER INFORMATION

Customer:	Mequon, WI (City)	Phone:	(262) 236-2955
Primary Contact:	Brenda Arnett	Address:	11333 N Cedarburg Rd
	barnett@cityofmequonwi.gov		Mequon, WI 53092
System Administrator:	Same as Above		
Billing Contact:	Same as Above	ACH:	<input type="checkbox"/>
Billing Email:		PO Required:	<input type="checkbox"/> PO No.: [PO No.]
Billing Phone:	(262) 236-2955	Tax Exempt:	<input checked="" type="checkbox"/>

Catalis Representative: Jeff Leone, jeff.leone@catalisgov.com, (781) 476-2035

AGREEMENT TERM

Start Date: 1/1/2026
End Date: 12/31/2030

BILLING SUMMARY

- This project will be level funded over 5 Yrs., \$160K per Year, billed monthly less 10% held until completion of the annual Board of Review \$160K- 10% = \$144K each yr. divided by 12 = \$12,000.00 per month, final payment each year after board review will be \$16,000.00.
- Invoices shall be due and payable within thirty (30) calendar days following invoice by Catalis.

PRICING

Pricing below is valid through 1/1/2026. Pricing is subject to change after this date.

Assessment Fees

	<u>Fees</u>
2026 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2027 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2028 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2029 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2030 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
Total Fees:	\$800,000.00



SCOPE OF WORK

2026-2030 MAINTENANCE ASSESSMENT CONTRACT

IT IS AGREED BY AND BETWEEN the City of Mequon, a Wisconsin municipal corporation (hereafter "Municipality") and Catalis Tax & CAMA, Inc, (hereafter "Assessor") as follows:

A. Inspections. The following inspection cycle shall be completed by Assessor or Assessor's authorized representative annually, namely:

1. Annexed properties, parcels with new construction, and exempt status changes shall be physically inspected, and the electronic property record prepared or updated accordingly.
2. Properties affected by building removal, fire, significant remodeling, or demolition (those requiring a building permit), or other major condition changes that typically trigger a change in the assessed value shall be physically inspected.
3. Improved properties under construction over the term of the contract years shall be re-inspected.
4. All properties with legal description changes and zoning changes shall be reviewed and inspected, if the Municipality or assessor deem necessary, to ensure an accurate and fair assessment.
5. Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll within the term of the contract, shall be physically inspected during the current assessment cycle.
6. Mobile home statement of monthly parking fee calculations shall be completed, if the Municipality has an ordinance. Assessor or Assessor's authorized representative shall maintain an electronic copy of the mobile home data for each account on the Manufactured & Mobile Home Valuation Worksheet as prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.
7. A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forest land, drainage districts, and undeveloped land.
8. Assessor shall maintain the inspection results in an electronic format as provided in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.

B. Parcel Identification. An accurate, full legal description, a copy of or a link to the County or Municipal digital parcel maps with measurements of each land parcel and a digital sketch of all building improvements shall be contained in the existing property records. Digital parcel maps shall be made for all new records. In the event of a discrepancy, Assessor or Assessor's authorized representative shall investigate and correct the record. Assessor or Assessor's authorized representative shall have access to a computer system that allows to sort by parcel number and personal property account and complies with Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.



C. Record. Assessor or Assessor's authorized representative shall use the appropriate record in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. If the Municipality uses a computer valuation system, Assessor or Assessor's authorized representative shall provide to the Municipality, a complete set of electronic property records in a computer readable format compatible with the Municipality's computer system. Assessor or Assessor's authorized representative shall update the records within fourteen (14) days of final adjournment of the Municipal Board of Review. Assessor or Assessor's authorized representative shall update the records prior to the open book period and again to reflect any changes made at the Municipal Board of Review. Assessor or Assessor's authorized representative shall maintain and provide the personal property and real estate property records in the format prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

D. Open Book Conference. Upon completion of Assessor's review of assessments and prior to completion of the assessment rolls, Assessor or Assessor's authorized representative shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. Assessor or Assessor's authorized representative shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Wisconsin Department of Revenue and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen (15) days prior to the first day of the conferences. Assessor or Assessor's authorized representative shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present for at least two (2) hours. Assessor or Assessor's authorized representative shall verify that statutorily required instructional materials are available at the open book conference. Assessor or Assessor's authorized representative shall arrange and provide the personal property and real estate roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

E. Assessment Roll and Reports. Assessor or Assessor's authorized representative shall be responsible for the proper completion of the assessment roll in accordance with Chapter 70 of the Wisconsin Statutes and the Wisconsin Property Assessment Manual, as amended each year. Roll transmittal and reception must be made and maintained in accordance with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and follow any County or Municipality prescribed business formats as provided under Wis. Stat. § 70.09(3)(c). Assessor or Assessor's authorized representative shall provide the final assessment figures for each property to the Municipality, and the Roll shall be totaled to an exact balance. Assessor shall prepare and electronically submit the Municipal Assessment Report (MAR) and TID values by the 2nd Monday in June filing deadline to the Wisconsin Department of Revenue (DOR) via the prescribed electronic submittal format listed on the DOR website. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required.

F. Board of Review Attendance. Assessor or Assessor's authorized representative shall attend all Municipal Board of Review meetings as prescribed under Wis. Stat. § 70.47(3)(ag). The Board of Review shall commence no sooner than seven days after Open Book. Assessor or Assessor's authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. Assessor or Assessor's authorized representative shall attend other meetings of the Municipal Board of Review, only if specifically requested to do so by the Municipality. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor or Assessor's authorized representative shall be available upon request of the Municipality to furnish testimony in defense of the values determined. Assessor or Assessor's authorized representative shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Every year at Board of Review or as needed Assessor will inform Municipality on matters concerning but not limited to (a) compliance with State statutes on assessment practices and (b) property assessments in relation to current sales of property.

Attachment: Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (RESOLUTION 4240 : Resolution Awarding a Property



G. Personal Property Assessments. In accordance with the Wisconsin Property Assessment Manual, the Assessor or Assessor's authorized representative shall distribute annual Personal Property Statements to all businesses known or newly discovered to be operating in the municipality each year, review the statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. Assessor or Assessor's authorized representative shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class. Assessor or Assessor's authorized representative shall maintain the Personal Property Roll in a format compliant with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

H. Public Requests and Availability.

1. Assessor or Assessor's authorized representative shall timely respond to all open records requests received by Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including but not limited to Wis. Stat. § 70.35(3) regarding the personal property return, Wis. Stat. § 70.47(7)(af) regarding income and expense information, and Wis. Stat. § 77.265 regarding the real estate transfer return. Assessor or Assessor's authorized representative shall maintain a local or toll-free telephone service with a 24-hour answering machine to receive calls from the Municipality or property owners. Assessor or Assessor's authorized representative shall timely respond to all telephone inquiries or issues within four (4) business days, whether said inquiry or issue is made directly to Assessor by a property owner or said inquiry or issue is raised to the Municipality, the Municipal Clerk or the Municipal Board of Review and subsequently passed to Assessor. Assessor or Assessor's authorized representative shall timely communicate to the Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by the Municipality.

2. Upon request by the Municipality and at any time during this Agreement, Assessor or Assessor's authorized representative shall allow access and make available to the Municipality the following items at no cost: (a) any property records, maps, and other schedules and forms created for the performance of assessment work for the Municipality, (b) all records and material obtained from the Municipality and not previously returned to include maps, plans, and Assessor's records, (c) material specifically obtained and/or used for performance of assessment work for the Municipality, to include correspondence with property owners, sales data, and operating statements of income property, and (d) any exportable text files of the data created for the performance of assessment work for the Municipality.

The Municipality shall allow access and make available to Assessor or Assessor's authorized representative certain municipal records relevant to Assessor's duties under this Agreement including, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

I. Internet Access. Assessor or Assessor's authorized representative shall display the assessment records on the Municipality's or county's website, or if already available, Assessor's free access website.

J. Additional Services. Assessor or Assessor's authorized representative shall:

1. Defend their assessment in any appeal following Board of Review whether before the Department of Revenue or in Circuit Court.

2. Work closely with the City Administrator, Clerk, Finance Director, Community Development Director and Building Inspector on matters of concern.



II. GENERAL REQUIREMENTS

A. Conformance to Statutes. All work of Assessor or Assessor's authorized representative shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality. Assessor or Assessor's authorized representative shall value all agricultural land at its use value, adjusted to the overall level of assessment. All Agricultural forest and undeveloped land shall be assessed at 50% of its full value and adjusted to the level of assessment.

B. Oath of Office. Assessor shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If Assessor is a corporation, limited liability company or partnership, the person designated as responsible for the assessment duties shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Wis. Stat. § 19.0 and be filed with the Municipal Clerk prior to commencing duties. Under Wisconsin law, the statutory Assessor for the Municipality, whether contracted or on-staff is considered to be a public officer of the Municipality.

C. Qualifications and Conduct of Personnel. Except as provided below, Assessor shall provide at Assessor's own expense any personnel necessary and shall comply with the following:

1. All personnel providing services shall be currently certified in compliance with Wis. Stat. §§ 70.05, 70.055 and 73.09 and the administrative rules prescribed by the Wisconsin Department of Revenue.
2. If Assessor is a corporation, limited liability company or partnership, Assessor shall submit to the Municipality a resume containing the name, address, education and prior experience of each employee anticipated to provide assessing services to the Municipality. Employees of Assessor who are later hired or were not anticipated to provide such services at the time of this Agreement, shall submit appropriate information for approval of the Municipality before field inspection work is started by the employee.
3. All employees, agents, or representatives of Assessor shall conduct themselves in a safe, sober, courteous and workmanlike manner while performing services for the Municipality.
4. Assessor shall review any complaint relative to the conduct of Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees, agents, or representatives unsatisfactory, Assessor shall, for good cause, remove such employees, agents, or representatives from work upon written request by the Municipality, such request stating reasons for removal.
5. Assessor shall supply all of Assessor's field representatives with identification cards, including the name, company, telephone number and photograph of the employee.
6. In connection with the performance of work under this Agreement, Assessor shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5)(a) or national origin. This provision shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Assessor agrees to post in a conspicuous place available for employees and applications for employment notices to be provided by the contracting officer setting forth provisions of the nondiscrimination clause.



7. Municipality shall provide, at its sole expense, a clerical staff member to assist the Assessor in its duties while at City Hall. Municipality shall also provide, at its sole expense a minimum of four (4) well maintained, reliable remote connection pathways to be used by the Assessor to access the MD database from an off campus location.

D. Ownership of Records.

1. Each contract year, within fourteen (14) days of the final adjournment of the Board of Review, Assessor shall transfer to the Municipality any and all records prepared or maintained in accordance with the standards of Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and any and all records prepared or maintained in connection with the assessments made for the Municipality.

2. Assessor must provide all of the assessment data to the Municipal Clerk within thirty (30) days of vacating the Office of Assessor or at the final adjournment of the Board of Review, whichever is later.

3. Assessor must turn over all assessment records, paper and electronic, in Assessor's custody to the Municipality within thirty (30) days of vacating the Office of Assessor or at the final adjournment of the Board of Review, whichever is later.

4. Upon conversion of the paper records to an electronic form, as part of the contract, Assessor shall not destroy the original paper record; rather Assessor shall return the original paper record to the Municipality. As of the close of the 2013 Assessment Roll by the Municipal Board of Review, all assessment records are required to be stored in an electronic format. Maintaining electronic assessment data does not relieve Assessor from the responsibility of being able to provide the Municipality with a paper copy of each property record upon request.

5. The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format. Assessor is responsible for extracting raw data in the public domain if contained in a copyrighted software database. Assessor shall not charge or transfer to the Municipality any associated third-party vendor costs for the transfer of the electronically stored data to the Municipality. Electronic data created in other systems must be maintained transferred and reside in the original format.

6. Municipality shall comply with Wisconsin Open Records laws. Assessor shall advise Municipality in writing of all open records requests it receives within three (3) days of receipt. Assessor shall assist and coordinate with Municipality on any records requests which Municipality may need assistance.

E. Status, Change of Ownership or operations. Assessor acknowledges and agrees:

1. The Assessor shall be considered a public officer and afforded the protection from civil liability under Wis. Stat. § 895.46(1) for carrying out duties as an officer of the Municipality. Assessor is an independent contractor to the Municipality, and that Assessor's business is independently owned and operated and that nothing in this Agreement shall be interpreted to cause or result in, directly or indirectly, any principal-agent or employer-employee relationship between Assessor and the Municipality and that nothing in this Agreement shall in any way be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship whatsoever between Assessor and the Municipality. Assessor shall not represent or advertise in any way that Assessor's relationship with the Municipality is other than stated herein.



2. Assessor shall not assign, transfer, convey, or sub-contract all or any part of any rights or obligations under this Agreement without the prior written consent of the Municipality, which consent shall be at the sole discretion of the Municipality.

3. Assessor shall notify the Municipality within five (5) days of any change in majority ownership or chief operating officer.

F. Assessor Provided Insurance. Assessor agrees as follows:

1. Assessor shall obtain and maintain during the term of this Agreement full coverage insurance, with the Municipality as a named insured, which insurance shall include: (a) workers compensation in compliance with Wisconsin State laws, (b) comprehensive general and public liability coverage, and (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor with the following minimum limits: Bodily injury \$500,000/person, \$1,000,000/occurrence, and Property damage \$250,000/occurrence.

2. Prior to commencing services, Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. Assessor shall timely pay all insurance premiums.

G. Municipality Provided Insurance. The Municipality shall carry proper and sufficient insurance to cover loss of records.

H. Assessor agrees and shall indemnify the Municipality for all suits, claims, or actions associated with alleged intentional acts or omissions of the Assessor, such acts or omissions taking place or occurring during the term of this Agreement.

III. TERM AND TERMINATION

A. Term. The term of this Agreement shall be from January 1, 2026, to December 31, 2030 (the "Completion Date"). Assessor shall have completed all work under this Agreement, except for appearing at the Municipal Board of Review and any subsequent appearances as per this Agreement, on or before the Completion Date. The Completion Date may be extended, if necessary, under the terms of this Agreement by mutual written consent.

B. Termination. Either party may terminate this Agreement for cause, cause being defined as a default by the other party under the terms of this Agreement upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Agreement. During the 60-day period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. Renewal or Extension. This Agreement may be renewed or extended only by mutual written consent by Assessor and the Municipality.

D. Changed Circumstances. Assessor and Municipality each understand and agree that, because of the multi-year nature of this Agreement, underlying circumstances may change. In the event of a material change to circumstances, the Parties agree to negotiate in good faith an amendment to this Agreement to address the changed circumstances. Should the parties be unable to reach an agreement on an amendment, either Party may terminate this Agreement effective upon the conclusion of the then-current assessment year (Board of Review and related filings). Assessor shall be compensated only for the years in which work was performed.

Attachment: Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (RESOLUTION 4240 : Resolution Awarding a Property



IV. COMPENSATION. The Municipality shall pay Assessor for all normal duties and functions of the Assessor as described and set forth in Chapter 70 of the Wisconsin Statutes, Volume I of the Wisconsin State Assessor’s Manual, and this Agreement in the amount of Eight Hundred Thousand Dollars (\$800,000), which shall be payable as follows:

- A. 2026 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- B. 2027 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- C. 2028 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- D. 2029 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- E. 2030 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.

The above compensation shall be all-inclusive including no additional charges for quantity of permits or new plats, length of Board of Review and any assessment appeals. Also included in the compensation is annual licenses for Market Drive software. Assessor will provide its own equipment, workspace outside of City Hall, storage and security of records while in Assessor’s possession, and ordinary postage and other expenses as part of this compensation.

Any services requested by Municipality over and above normal yearly assessment functions will be charged extra at a mutually agreed upon rate.



TERMS AND CONDITIONS

1. **Independent Contractor.** The Contractor acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the Customer. The Contractor shall not be entitled to Customer benefits, including, but not limited to, health benefits, paid leave, or participation in the Customer's retirement or equity programs.
2. **Taxes.** The Contractor is responsible for the payment of their own federal, state, and local taxes, including income tax, self-employment tax, and any other applicable taxes. The Customer will not withhold taxes from the Contractor's compensation.
3. **Confidential Information.** The Contractor shall not disclose or use any confidential information of the Customer, including but not limited to proprietary business information, trade secrets, customer data, marketing strategies, and other non-public information obtained during the engagement, for any purpose other than fulfilling their obligations under this Agreement.
4. **Ownership & Intellectual Property.** Any work product, including intellectual property, created by the Contractor during the engagement shall be considered "work made for hire" and shall be the exclusive property of the Customer. The Contractor hereby assigns all rights to such work product to the Customer.
5. **Term and Termination**
 - 5.1. **Effective Date:** The effective date of this Agreement shall be the date upon which the Agreement is signed and executed by the Contractor and Customer.
 - 5.2. **Duration.** Agreement will continue until the end of the Agreement Term noted on the Order Form.
 - 5.3. **Termination:** Either party may terminate this Agreement with written notice if the other party breaches any material provision of this Agreement. Termination does not relieve either party from their obligations accrued prior to termination.
6. **Indemnification.** The Contractor shall indemnify, defend, and hold the Customer, its officers, directors, and employees harmless from any and all claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees, arising out of the Contractor's work under this Agreement or any breach of the Agreement by the Contractor.
7. **Insurance.** The Contractor will maintain a Liability Insurance policy.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin.
9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements, understandings, and representations.
10. **Miscellaneous**
 - 10.1. **Amendment.** This Agreement may only be amended in writing and signed by both parties.
 - 10.2. **Notices.** All notices, requests, demands, or other communications under this Agreement shall be in writing.
 - 10.3. **Assignment.** The Contractor may not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the Customer.



ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

MEQUON, WI (CITY)

CATALIS TAX & CAMA, INC:

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: Steven Ashbacher

Title: Executive Vice President

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Attachment: Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (RESOLUTION 4240 : Resolution Awarding a Property



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: November 11, 2025
SUBJECT: 2025 YTD Budget Report as of September 30, 2025

Attached please find a year to date General Fund Budget to Actual Report for the nine months ending September 30, 2025. The values shown are unaudited. Commentary is included in the report to provide explanations regarding expenditure overage's or revenue shortfalls. Most departmental budgets are tracking at or below the seventy-five percent benchmark. As a reminder, several revenue categories are recorded unevenly throughout the year or are only recorded at the end of the year. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
Q3 2025 Budget Report (PDF)



FY 2025 - Quarter 3

PRIOR YRS COMPARISON

REVENUES	FY 2025 - Quarter 3					PRIOR YRS COMPARISON		
	Original Budget	Amended Budget	Actual	YTD %	% of Total	FY 24 ACTUALS	FY 23 ACTUALS	FY 22 ACTUALS
Taxes	12,719,849	12,719,849	12,719,848	100%	77%	12,364,707	12,387,012	11,939,400
State Shared Revenue	972,397	972,397	145,860	15%	1%	143,107	55,069	244,831
Intergovernmental	1,741,507	1,741,507	1,371,392	79%	8%	1,176,667	1,228,985	1,256,000
Licenses	65,550	65,550	77,397	118%	0%	55,077	52,011	58,842
Permits - Inspection	801,872	801,872	621,730	78%	4%	518,288	484,757	656,663
Permits - Other	57,500	57,500	52,511	91%	0%	50,365	51,585	57,110
General Fees	112,500	112,500	97,112	86%	1%	95,578	128,942	98,869
Public Safety Fees	153,000	153,000	85,703	56%	1%	109,757	82,271	479,727
DPW Fees	87,950	87,950	169,138	192%	1%	43,500	89,131	29,761
Pool & Park Fees	196,000	196,000	187,190	96%	1%	187,854	167,837	170,046
Development Fees	63,200	63,200	42,681	68%	0%	50,469	51,201	67,218
Special Assessments	3,000	3,000	(443)	-15%	0%	1,980	1,910	1,372
Internal Service Fees	525,000	525,000	-	0%	0%	-	-	-
Other Revenue	883,366	883,366	658,987	75%	4%	482,756	354,734	295,637
Investment Revenue	265,500	265,500	355,606	134%	2%	388,528	281,914	(67,869)
Total General Fund Revs	18,648,191	18,648,191	16,584,712	89%	100%	15,668,633	15,417,360	15,287,607

Key:

- Postive variance vs. year-to-date budget, or timing difference not anticipated to result in a year-end variance
- Negative variance of .01% to 4.99% vs. year-to-date budget
- Negative variance ≥ 5% vs. year-to-date budget

Notes:

Over Budget

TAXES: Full tax allocation received for FY 2025.

LICENSES: Full budgeted allocation received.

PERMITS - OTHER: Brush permits (majority of this category) tracking above 90%.

DPW FEES: Many are pass through (if revenue is high, so are expenses, therefore net zero impact).

POOL & PARK FEES: Pool fees are over 100% and park fees are at 80% of budget.

INVESTMENT REVENUE: Investments are recorded at fair market value and have seen a significant increase since FY 2022.

Under Budget

STATE SHARED REVENUE: Receive majority of revenue in Q4.

PUBLIC SAFETY FEES: Several line items in this category pickup towards year end.

DEVELOPMENT FEES: Zoning fees (majority of this category) is tracking at 71%.

SPECIAL ASSESSMENTS: Delinquent Personal Property Tax interest booked here (small category of overall budget).

INTERNAL SERVICE FEES: Recognized as part of year-end process.

Attachment: Q3 2025 Budget Report (10807 : 2025 Q3 YTD Budget (Unaudited))



EXPENDITURES	FY 2025 - Quarter 3					PRIOR YRS COMPARISON		
	Original	Amended	Actual	YTD %	% of Total	FY 24	FY 23	FY 22
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Common Council	105,620	105,620	103,585	98%	1%	87,593	84,409	95,285
City Administrator	488,761	488,761	281,317	58%	2%	278,598	243,785	228,062
City Clerk	301,670	301,670	226,866	75%	2%	221,964	214,807	206,942
Elections	57,056	57,056	123,670	217%	1%	58,222	48,098	62,989
Information Services	499,066	499,066	341,802	68%	3%	384,566	348,156	292,969
Finance	630,444	642,444	477,952	74%	4%	406,606	409,028	463,369
Assessor	258,347	258,347	196,276	76%	1%	172,460	174,994	221,335
Human Resources	284,450	284,450	185,507	65%	1%	195,223	185,174	199,683
Legal Counsel	136,800	136,800	86,324	63%	1%	54,226	(12,302)	(30,278)
Police	6,585,026	6,676,902	4,479,906	67%	34%	4,344,606	4,219,416	4,273,480
Fire/EMS	1,478,821	1,478,821	1,111,523	75%	8%	1,482,845	1,368,752	1,680,508
Communications	325,605	325,605	179,675	55%	1%	214,816	205,736	433,998
Inspections	575,392	575,392	362,546	63%	3%	385,666	402,024	361,753
Building Maintenance	738,763	738,763	550,235	74%	4%	565,708	537,326	510,154
Fleet Services	556,951	556,951	335,559	60%	3%	386,703	425,388	474,004
Engineering	681,908	681,908	600,053	88%	5%	521,946	499,764	429,137
Highway	2,203,784	2,203,784	1,496,067	68%	11%	1,545,334	1,396,395	1,369,810
Forestry	230,338	230,338	166,576	72%	1%	153,799	134,331	124,323
Library Grant	1,150,000	1,150,000	862,500	75%	7%	848,787	830,037	1,061,000
Swimming Pool	142,117	142,117	131,213	92%	1%	142,196	147,347	135,756
Parks	672,702	672,702	460,387	68%	4%	503,690	497,278	418,454
Planning	544,570	544,570	371,827	68%	3%	363,006	351,648	333,951
Total General Fund Exp	18,648,191	18,752,067	13,131,366	70%	100%	13,318,559	12,711,591	13,346,686
Net Surplus (Loss)	-	(103,876)	3,453,347			2,350,074	2,705,769	1,940,921
Fund Balance - Beginning of Year	2,435,457	2,435,457	2,435,457					
Fund Balance - End of Year	2,435,457	2,331,581	5,888,804					

Notes: **Over Budget**
COMMON COUNCIL: Festivals (\$7.5k) & League Membership fee booked at the beginning of the year.
ELECTIONS: Reimbursable insurance claim item expensed to this budget, however offsetting revenue was recorded.
ENGINEERING: Pass through from DPW Fees Revenue category.
SWIMMING POOL: Pool season is finished.

Under Budget
CITY ADMINISTRATOR: 2025 budgeted salary adjustments for City, lies within this department.
COMMUNICATIONS: Vacant positions within the department.

Attachment: Q3 2025 Budget Report (10807 : 2025 Q3 YTD Budget (Unaudited))



11333 N. Cedarburg Rd 60W
 Mequon, WI 53092-1930
 Phone: 262-242-3100
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: November 11, 2025
SUBJECT: Quarterly Investment Report (July 1, 2025 - September 30, 2025)

Background

The City of Mequon Investment Policy requires that the Finance - Personnel Committee receive quarterly investment reports. The purpose of this report is to provide a means for committee members and staff to regularly review and monitor the City's investment position, and to demonstrate compliance with the City's Investment Policy.

The City is continuing to invest pursuant to the Investment Policy. The City's long-term funds are invested in a variety of instruments managed by Dana Investment Advisors. These investment instruments include US Agencies, US Treasuries and Mortgage-Backed Securities. The primary focus and order of priority is safety and preservation of principal, liquidity, and attaining a market rate of return. In February 2025, the City invested its 2025A Note proceeds with Ehlers Public Finance Advisors. The primary focus is the same as Dana Investment Advisors in terms of safety and preservation of principal and liquidity but with shorter maturities.

The investments controlled by Dana saw a quarter-end market value of \$13,014,112 with \$142,500 of investment revenue recorded in Quarter 3. \$559,282 of ARPA funding was liquidated from the portfolio to pay for various ARPA project expenditures or earn interest within the bank's money market account. The investments controlled by Ehlers saw a quarter-end market value of \$7,424,338 with \$75,458 of investment revenue recorded in Quarter 3. \$7,256,635 was initially invested.

The three-year treasury at the end of the third quarter was 3.55%. During Quarter 3 2025, the City recognized \$485,524 of investment profit of which \$267,566 was bank account interest and \$217,958 was Dana and Ehlers portfolios investment revenue.

It is staff's determination that for the quarter ended September 30, 2025, the City's individual portfolios and the combined portfolio continue to comply with both the City's investment policy and Wisconsin State Statue 66.0603.

Recommendation

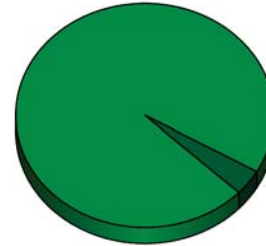
None

Attachment: 2025 3rd Quarter Investment Report Package (10791 : Cash & Investment Report as of 09/30/2025)

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 09/30/25	% of Assets	Estimated Income
Short Term Investments	479,108	3.7	4,899
Agency Bonds	2,745,934	21.0	118,245
Small Business Administration Bonds	1,068,431	8.2	68,297
Mortgage Bonds	7,177,917	55.3	397,729
Corporate Bonds	1,335,741	10.2	46,976
Supranationals	206,981	1.6	8,500
Total Portfolio	13,014,112	100.0	644,646



■ Cash
■ Fixed Income

Account Activity Summary (Market Value Basis)

Portfolio Value on 06/30/2025	\$13,430,894.35
Contributions/Withdrawals	(\$563,341.72)
Investment Income	\$144,424.81
Unrealized Gain/Loss	\$3,251.33
Realized Gain/Loss	(\$12,662.22)
Change in Accrued Income	\$11,545.77
Portfolio Value on 09/30/2025	\$13,014,112.32
Total Gain	\$146,559.69

Financial markets extended their gains in Q3 amid a backdrop of easing trade tensions, sustained AI investment-driven optimism, and a long-awaited Federal Reserve rate cut. Equities broadly advanced, with major indices posting gains fueled by robust corporate earnings and expectations of further monetary easing, while fixed income markets also rallied on declining yields and tightening credit spreads. Despite pockets of volatility from geopolitical uncertainties and fiscal policy debates, investor sentiment remained buoyant, underscoring the economy's underlying strength. Performance this quarter highlighted the value of diversified portfolios positioned for both growth and income in an evolving landscape.

The S&P 500 Index advanced 8.1% in the third quarter of 2025, propelled by strong performances in technology and communication services sectors. While market leadership once again tilted toward mega-cap growth stocks with the Russell 1000 Growth Index outperforming the Russell 1000 Value Index 10.5% vs. 5.3% respectively, more speculative small-cap stocks outperformed large caps with the Russell 2000 Index gaining 12.4% for the quarter amid hopes for a broader economic recovery.

In fixed income, the tide turned favorable as the Fed's 25 basis point rate cut in September sparked a rally across sectors and maturities. The U.S. Treasury yield curve steepened over the quarter, driven by larger declines in short-term yields relative to long-term yields. The one-year Treasury yield fell 0.36%, from 3.97% to 3.61%, while the ten-year yield declined 0.08%, from 4.23% to 4.15%. As a result, the U.S. Aggregate Bond Index advanced 2.0%, while 1-5 Year Govt/Corp and 1-5 Year Municipal indices returned 1.3% and 1.6% respectively. The outlook for fixed income remains positive as yield levels are still attractive, credit quality is stable, and future Fed rate cuts appear likely given recent employment weakness and stable inflation.

Looking ahead, we remain cautiously optimistic, with equities poised for continued gains if AI investments and earnings momentum persist, and fixed income offering attractive yields in a potentially lower-rate environment. However, vigilance is key amid tariff risks, labor market softening, and lingering impacts of a government shutdown and fiscal spending debates. Elevated valuations also highlight the value in disciplined security selection and asset allocation; therefore, please contact us with any questions or changes to your investment objectives.

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	Quarter To Date	Year To Date	Latest 12 Months
Total	1.12	3.87	4.75

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	3 Year Return	5 Year Return	Since 04/2019 (Ann)
Total	4.85	2.28	2.48

Fixed Income Characteristics as of: 9/30/2025

Credit Rating	Avg Maturity	Yield to Worst	Effective Duration
Aa1	3.94	4.79	1.49

Attachment: 2025 3rd Quarter Investment Report Package (10791 : Cash & Investment Report as of 09/30/2025)



Cash/Money Market Accounts for the Quarter Ending 09/30/25

	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beginning Cash 07/01/25	1,412,982	6,199,432	3,353,113	1,371,705	637,321	567,750	9,865,049	23,407,352
Receipts								
Property Tax	7,268,017	-	-	-	-	-	-	7,268,017
City Generated	858,232	1,198,699	916,713	105,104	-	5,848	44,110	3,128,707
State/Fed Funding	876,750	-	-	62,342	-	-	-	939,091
Investment	46,669	59,571	35,762	17,272	5,729	1,433	101,130	267,566
Total Receipts	9,049,668	1,258,270	952,474	184,718	5,729	7,281	145,240	11,603,381
Expenditures								
Payroll & Benefits	(3,212,416)	(186,144)	(11,402)	-	-	-	-	(3,409,962)
Accounts Payable	(1,963,833)	(728,071)	(484,495)	(2,342,148)	(250,514)	(1,000)	(82,959)	(5,853,020)
Other/Transfer	-	(1,337,575)	0	-	359,282	-	(825,301)	(1,803,594)
Total Expenditures	(5,176,249)	(2,251,790)	(495,898)	(2,342,148)	108,769	(1,000)	(908,260)	(11,066,576)
Ending Cash 09/30/25	5,286,401	5,205,913	3,809,690	(785,725)	751,819	574,032	9,102,029	23,944,157

Notes:

PROPERTY TAX: General Fund received second half tax installment settlement in August from Ozaukee County.

CITY GENERATED: General - Cell Tower Lease Revenue, Brush Permits, Pool passes, Developer Escrows, Court Revenue, Inspections Permits, Park Reservations, etc. Sewer/Water- Utility Billing.

STATE/FED FUNDING: General Fund-DOT/Transportaion Aid, State Shared Revenue, Computer Aid & Video Service Aid, Capital Fund-Computer Aid for TID's.

INVESTMENT: Bank Account interest \$268k across several funds.

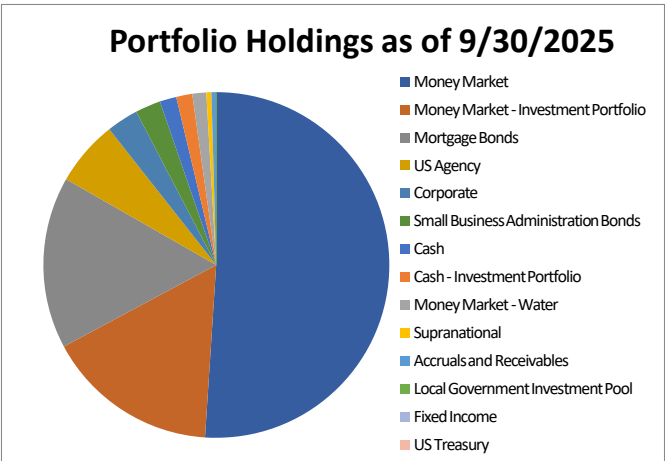
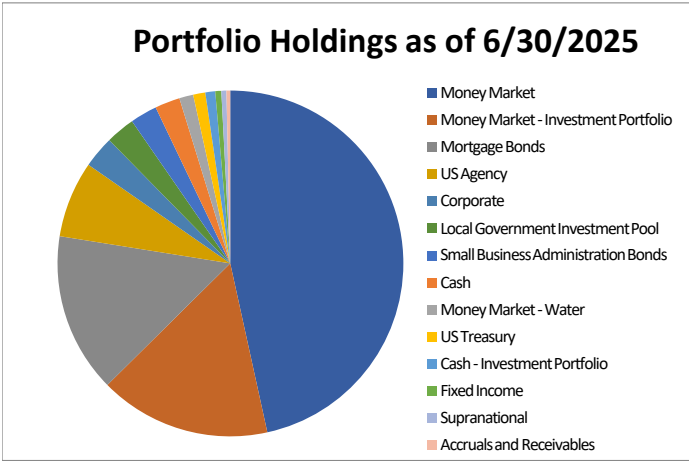
PAYROLL & BENEFITS: Seven pay periods throughout third quarter. Total coincides to other seven pay period quarter.

ACCOUNTS PAYABLE: General Fund - Quarterly support payments to Library & SOFD, Liability Insurance installment payment, Assessing contract, Fuel. Capital Projects - Vehicle purchases, Road Program, Council Chambers project. ARPA - Lemke Pavilion, Reassessment contract. Sewer - Quarterly MMSD payment. Water - Operations/Maintenance contract with City Water, Purchased Water.

OTHER/TRANSFER: G.O. Debt Principal & Interest Payments, Sewer Debt Principal & Interest Payment, ARPA money transferred from Dana account to Bank Money Market Account.

City of Mequon Distribution by Security Sector - Market Value

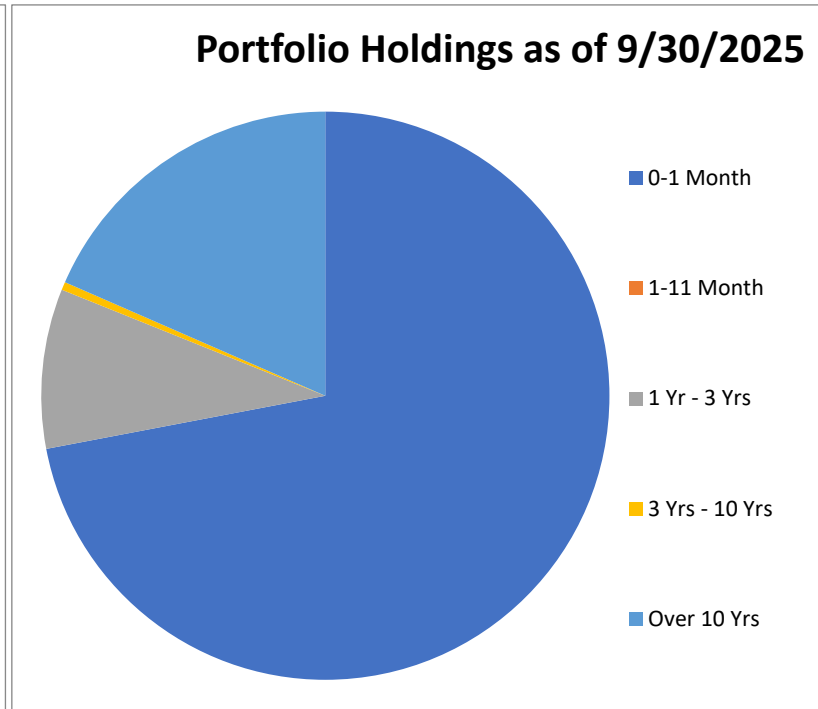
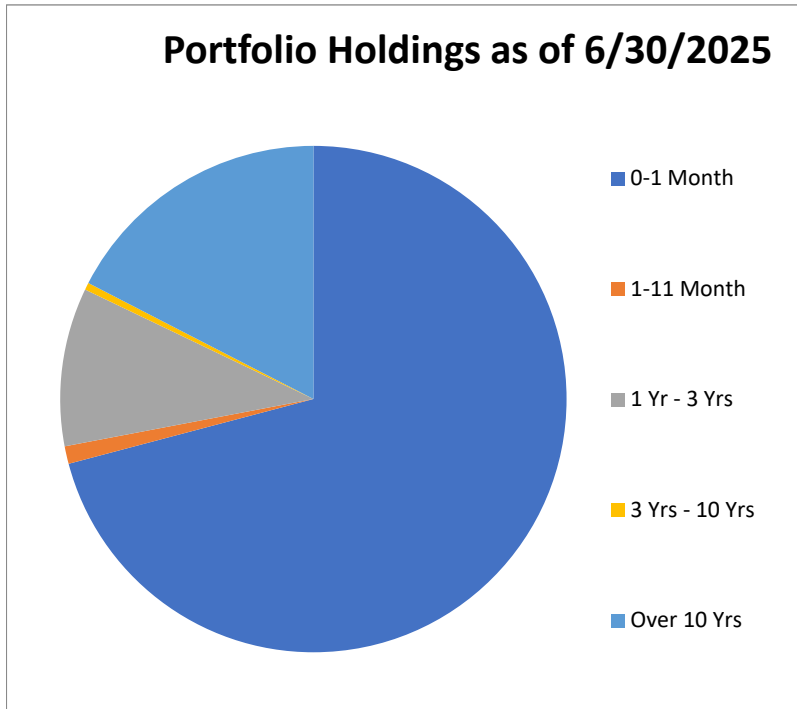
Security Sector	Market Value 6/30/2025	% of Portfolio 6/30/2025	Market Value 9/30/2025	% of Portfolio 9/30/2025
Cash - Investment Portfolio	415,478.07	0.94%	659,863.67	1.49%
Money Market - Investment Portfolio	7,083,082.82	16.03%	7,159,334.39	16.13%
Fixed Income	246,960.48	0.56%	-	0.00%
US Agency	3,158,904.90	7.15%	2,712,791.00	6.11%
US Treasury	499,628.91	1.13%	-	0.00%
Mortgage Bonds	6,589,888.28	14.91%	7,131,522.58	16.07%
Small Business Administration Bonds	1,108,439.97	2.51%	1,057,148.32	2.38%
Corporate	1,309,071.30	2.96%	1,319,980.70	2.97%
Supranational	203,358.20	0.46%	203,967.60	0.46%
Accruals and Receivables	164,961.83	0.37%	193,842.04	0.44%
Cash	1,036,406.21	2.34%	690,750.97	1.56%
Money Market	20,584,728.74	46.57%	22,656,616.82	51.05%
Local Government Investment Pool	1,216,727.42	2.75%	10,523.82	0.02%
Money Market - Water	579,674.88	1.31%	586,265.35	1.32%
Total	44,197,312.01	100.00%	44,382,607.26	100.00%



Attachment: 2025 3rd Quarter Investment Report Package (10791 : Cash & Investment Report as of

City of Mequon Distribution by Maturity - Market Value

Security Sector	Market Value 6/30/2025	% of Portfolio 6/30/2025	Market Value 9/30/2025	% of Portfolio 9/30/2025
0-1 Month	31,328,020.45	70.88%	31,957,197.06	72.00%
1-11 Month	499,628.91	1.13%	-	0.00%
1 Yr - 3 Yrs	4,467,976.20	10.11%	4,032,771.70	9.09%
3 Yrs - 10 Yrs	203,358.20	0.46%	203,967.60	0.46%
Over 10 Yrs	7,698,328.25	17.42%	8,188,670.90	18.45%
Total	44,197,312.01	100.00%	44,382,607.26	100.00%



2025 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
November	<ul style="list-style-type: none"> • An Ordinance Adopting the Annual Budget and Appropriating Funds for the Operation of the Government and Administration of the City of Mequon for the Year 2026 and Levying for the Same • A Resolution Authorizing the use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy • A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026 • A Resolution Approving the Maintenance Assessment Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., in an Amount Not-to-Exceed \$800,000 • 2025 YTD Budget Report as of September 30, 2025 • Cash & Investment Report as of September 30, 2025

Potential Future Agenda Topics

<ul style="list-style-type: none"> • Library Review • Insurance Review • Fundraising • Hotel/Motel Tax 	<ul style="list-style-type: none"> • Payment in Lieu of Tax (PILOT) Agreements • City Ordinance Reconciliation • Impact Fee Closeout • Cash-Handling Procedures • Budget Preview August/September 2026
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Attachment: November 2025 F&P Work Plan (10814 : Finance - Personnel Work Plan)

2025 Completed Items

- A Resolution Awarding a Contract to REVPAR International Inc. to Conduct a Hotel Development Market Feasibility Analysis in the Amount of \$51,400
- 2025 YTD Budget Report as of June 30, 2025
- Cash & Investment Report as of June 30, 2025
- 2025 Investment Portfolio Update-DANA Investment Advisors
- Acceptance of the FY2024 Preliminary Annual Comprehensive Financial Report and Report on Internal Control
- Preliminary 2024 Popular Annual Financial Report (PAFR)
- Impact Fee Audit for 2023/2024
- A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025-December 31, 2025
- An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees
- Adoption of a Resolution Authorizing a Sixth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.
- A Resolution Awarding a Contract for Replacement of the City-Wide Voice Over Internet Protocol (VOIP) Phone System and Five Years of Service Support to RingCentral of Denver, Colorado, in the Amount of \$86,575
- A Resolution Approving a Second Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11333 North Buntrock Avenue Through 2049
- An Ordinance Amending Chapter 14 of the Mequon Municipal Code Regarding Liquor Licensing (Redbud Festival)
- An Ordinance Amending Section 2-230 of the Mequon Municipal Code Regarding Personnel Discipline Procedures
- A Resolution Approving a First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041
- A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023
- Investment Report as of 12/31/2024
- A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC
- A Resolution Awarding a Contract for the Replacement and Installation of Audio Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin in an Amount Not-to-Exceed \$180,000
- A Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2025 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$376,990
- A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon Police Association for the Period January 1, 2025 – December 31, 2027
- Q4 Investment Portfolio Update-DANA Investment Advisors