



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

[www.cityofmequonwi.gov](http://www.cityofmequonwi.gov)

Office of the City Administrator

**FINANCE-PERSONNEL COMMITTEE**  
**Regular**  
**Tuesday, January 13, 2026 - 5:45 PM**  
**North Conference Room**

**Agenda**

- 1) **Call to Order and Roll Call**
- 2) **Approval of Meeting Minutes**
  - a) Meeting minutes of December 9, 2025
- 3) **License Applications**
  - a) January 2026 Licenses
- 4) **Vouchers Paid**
  - a) December 2025 Vouchers Paid List
- 5) **Resolutions**
  - a) **RESOLUTION 4252** A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period January 1, 2026 - December 31, 2027
  - b) **RESOLUTION 4253** A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.
  - c) **RESOLUTION 4254** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026, Related to License Fees Charged to Peddlers, Transient Merchants and Solicitors
- 6) **Discussion Items**
  - a) Finance-Personnel Work Plan
- 7) **Adjourn**

DATED: January 13, 2026

/s/ Andrew Nerbun, Mayor

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 accommodation 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 Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM.



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**FINANCE-PERSONNEL COMMITTEE**  
**Regular Meeting**  
**Tuesday, December 9, 2025 - 5:45 PM**  
**North Conference Room**

**Minutes**

**1) Call to Order and Roll Call**

The meeting was called to order by Mayor Nerbun at 5:46 p.m.

**Present:** Mayor Nerbun, Alderman Strzelczyk, Alderman Parrish (arrived at 5:48 p.m.), Alderman Gebhardt

**Also Present:** William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Wendi Unger, Principal at Baker Tilly and Rick Kalscheuer, R&R Insurance.

**2) Approval of Meeting Minutes**

- a) Meeting minutes of November 11, 2025

<b>MOTION:</b>	Motion to approve the Meeting Minutes
<b>MOVER:</b>	Alderman Robert Strzelczyk
<b>SECONDER:</b>	Alderman William Gebhardt
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman William Gebhardt
<b>NAYS:</b>	Brian Parrish (deemed no)
<b>RESULT:</b>	Approved by Voice Acclamation

**3) License Applications**

- a) December 2025 Licenses  
b) Waste Hauler Permit

<b>MOTION:</b>	Motion to Approve Licenses and Waste Hauler Permit
<b>MOVER:</b>	Alderman Robert Strzelczyk
<b>SECONDER:</b>	Alderman William Gebhardt
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman William Gebhardt
<b>NAYS:</b>	Brian Parrish (deemed no)
<b>RESULT:</b>	Approved by Voice Acclamation

**4) Vouchers Paid**

a) November 2025 Vouchers Paid List

<b>MOTION:</b>	Motion to Approve the Vouchers Paid List
<b>MOVER:</b>	Alderman Robert Strzelczyk
<b>SECONDER:</b>	Alderman William Gebhardt
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

**5) Resolutions**

a) **RESOLUTION 4245** - A Resolution Approving Three (3) Letters of Engagement for the Completion of Statutorily-Required Audits of Tax Increment Financing Districts #3, #4 & #5 with Baker Tilly US, LLP, Milwaukee, Wisconsin in a Total Amount Not-To-Exceed \$57,500

Director Arnett introduced the resolution. TID #3 will receive a 100% audit and TID's #4 and #5 will each receive a 30% audit. TID #3 is near completion and a 100% audit is appropriate at this time. It will receive one final "close out" audit once it is officially closed. TID's #4 and #5 have each been open for over ten years, and it is prudent they each receive a 30% audit.

<b>MOTION:</b>	Motion to Approve Resolution 4245
<b>MOVER:</b>	Alderman Brian Parrish
<b>SECONDER:</b>	Alderman William Gebhardt
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
<b>NAYS:</b>	None

<b>RESULT:</b>	Approved by Voice Acclamation
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- b) **RESOLUTION 4246** - A Resolution Approving the City of Mequon’s Insurance Program for Fiscal Year 2026 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$311,008

Director Arnett introduced the 2026 Insurance Renewal from the League of Wisconsin Municipalities Mutual Insurance. Rick Kalscheuer from R&R Insurance was in attendance and answered questions from the Committee members.

<b>MOTION:</b>	Motion to Approve Resolution 4246
<b>MOVER:</b>	Alderman William Gebhardt
<b>SECONDER:</b>	Alderman Robert Strzelczyk
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

- c) **RESOLUTION 4247** - A Resolution Adopting the City of Mequon's Annual Fee Schedule for Fiscal Year 2026

Administrator Jones briefed Committee members on proposed new Planning fees to add to the 2026 fee schedule. The proposed schedule also incorporates the 2026 Sewer Utility rates, which were approved at the November 11th Common Council meeting.

<b>MOTION:</b>	Motion to Approve Resolution 4247
<b>MOVER:</b>	Alderman Robert Strzelczyk
<b>SECONDER:</b>	Alderman Brian Parrish
<b>AYES:</b>	Alderman Robert Strzelczyk, Alderman Brian Parrish, Alderman William Gebhardt
<b>NAYS:</b>	None
<b>RESULT:</b>	Approved by Voice Acclamation

**6) Discussion Items**

- a) Finance-Personnel Work Plan

Alderman Strzelczyk asked about a method for the City accepting donations. Administrator Jones noted the request and explained that once the Common Council agreed on the path forward for the Civic Campus Plan, the best course of action can be decided for accepting donations.

**7) Adjourn**

A motion to adjourn was made at 6:27 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser  
*Assistant Finance Director*



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**Office of the City Clerk**

**TO: Finance-Personnel Committee**  
**FROM: Caroline Fochs, City Clerk**  
**DATE: January 13, 2026**  
**SUBJECT: January, 2026 License Applications**

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Following are recommended approvals:

**Peddler Class A Licenses - Renewal for the period of January 18, 2026 - April 18, 2026**

**Richmond Investment Services**

7702 W. Mequon Road  
Mequon, WI 53097

*Request to provide door-to-door selling of financial services.*

**Applicant Name:** Marcus Mrugala

Following are recommended denials: None.

**CITY OF MEQUON  
11333 N CEDARBURG ROAD  
MEQUON, WI 53092**

<b>THE FOLLOWING VOUCHERS PAID:</b>	<b>DECEMBER 2025</b>
GENERAL FUND (0110)	\$ 173,291.57
SPECIAL REVENUE FUND (0210)	2,081.25
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	147,053.35
ENVIRONMENTAL REMEDIATION FUND (0270)	0.00
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	1,730,146.11
SEWER UT FUND (0610)	25,716.37
WATER UT FUND (0620)	266,493.48
TAX FIDUCIARY FUND (0810)	258.86
<b>TOTAL</b>	<b><u>\$ 2,345,040.99</u></b>

			Grand Total	\$2,345,040.99
Processed by Department	Vendor Name	Invoice Description		Line item amount
ARPA Grant	VINTON CONST. CO.	DEMO & GRADING CONSTRUCTION BRUSH SITE-PAY APP 3		94,784.83
ARPA Grant	CATALIS TAX & CAMA INC	2025 ASSESSMENT REVALUATION		18,750.00
ARPA Grant	IWORQ SYSTEMS INC	ARPA: BUILDING PERMIT PROCESSING SOFTWARE		15,000.00
ARPA Grant	PRO-WEST & ASSOCIATES, INC.	ARPA: GIS ASSISTANCE FOR TYLER EPL PROJECT		6,600.00
ARPA Grant	THE LAKOTA GROUP INC	CIVIC CAMPUS CONSULTANT		4,110.00
ARPA Grant	MEAD AND HUNT INC	ARPA: GIS CONFIG. ANALYSIS FOR TYLER EPL PROJECT		2,890.00
ARPA Grant	DEPARTMENT OF WORKFORCE DEVELOPMENT	UNEMPLOYMENT INSURANCE 8/23/25-10/11/25		2,253.90
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		700.00
ARPA Grant	WIS DEPT OF TRANSPORT 7366	COUNTY LINE RD TRAFFIC SIGNAL		564.62
ARPA Grant	THE LAKOTA GROUP INC	CIVIC CAMPUS CONSULTANT		0.00
<b>ARPA Grant Total</b>				<b>147,053.35</b>
Assessor	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT		13,333.33
<b>Assessor Total</b>				<b>13,333.33</b>
Building Maintenance	J. F. AHERN CO	BOILER AND PUMP REPAIR-SAFETY BUILDING		6,305.83
Building Maintenance	J. F. AHERN CO	DECEMBER HVAC CONTRACT		2,640.75
Building Maintenance	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.50
Building Maintenance	BELL TAPE INC	JANITORIAL SUPPLIES		497.72
Building Maintenance	MENARDS	FLOOD DAMAGE TOOL REPLACEMENT		421.99
Building Maintenance	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT-DEC		380.23
Building Maintenance	AT&T CORP	CITY HALL PHONE LINES TO SOFD		161.60
Building Maintenance	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT-NOV		135.00
Building Maintenance	MILLENNIUM SAFETY LLC	FIRST AID CITY HALL		84.93
Building Maintenance	PB HAHN & CO INC	MATERIALS FOR BOILER STALK SAFETY BUILDING		80.05
Building Maintenance	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		52.62
Building Maintenance	NEHER ELECTRIC SUPPLY INC	LED LIGHT REPLACEMENT-SOUTH ENTRANCE		44.50
Building Maintenance	PB HAHN & CO INC	ANCHORS FOR IT SHELVING		5.35
<b>Building Maintenance Total</b>				<b>11,346.07</b>
Capital Fund General Government Equipment	RING CENTRAL, INC.	RING CENTRAL PHONE SYSTEM YEAR 1- RES: 4198		23.40
<b>Capital Fund General Government Equipment Total</b>				<b>23.40</b>
Capital Fund General Government Other	SELZER-ORNST CONSTRUCTION COMPANY LLC	PAYMENT 8 CHN HVAC PROJECT		50,625.39
<b>Capital Fund General Government Other Total</b>				<b>50,625.39</b>
Capital Fund Local Road Projects	PAYNE & DOLAN INC	2025 ROAD PROGRAM - RES 4201		1,527,434.66
Capital Fund Local Road Projects	VINTON CONST. CO.	DEMO & GRADING CONSTRUCTION BRUSH SITE-PAY APP 3		68,929.91
Capital Fund Local Road Projects	VINTON CONST. CO.	DEMO & GRADING CONSTRUCTION BRUSH SITE-PAY APP 3		27,508.80
Capital Fund Local Road Projects	R.A. SMITH, INC	LAKE SHORE MEQUON ROAD DESIGN RES 4223		9,207.00
Capital Fund Local Road Projects	WIS DEPT OF TRANSPORT 7366	MEQUON RD SIDEWALK		3,562.90
Capital Fund Local Road Projects	WIS DEPT OF TRANSPORT 7366	MEQUON ROAD CONNECTING HIGHWAY		225.93
Capital Fund Local Road Projects	WIS DEPT OF TRANSPORT 7366	HIGHLAND RD INTERCHANGE		0.63
<b>Capital Fund Local Road Projects Total</b>				<b>1,636,869.83</b>
Capital Fund Public Safety Equipment	COUNTRIAIRE KENNELS INC.	K9 BOARDING - YUKON		300.00
Capital Fund Public Safety Equipment	MAGGIE STEINER	K9 BOARDING		240.00
Capital Fund Public Safety Equipment	TEMP STAFF REIMB	REIMBURSEMENT K9 E COLLAR REMOTE		93.90
Capital Fund Public Safety Equipment	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT		17.75
<b>Capital Fund Public Safety Equipment Total</b>				<b>651.65</b>
Capital Fund Public Works Other	CLIFFORD J DETEMPLE	BRUSH SITE BIORETENTION STAKING EQUIPMENT		132.22
<b>Capital Fund Public Works Other Total</b>				<b>132.22</b>
Capital Fund Public Works Vehicles	GIELOW'S LAWN & GARDEN EQUIPMENT INC	REPLACE TWO SNOWBLOWERS		1,150.00
<b>Capital Fund Public Works Vehicles Total</b>				<b>1,150.00</b>
Capital Fund TIF 3	MISC REFUNDS	TID 3 INCENTIVE REIMBURSEMENT (ADDITIONAL 5%)		17,235.44
Capital Fund TIF 3	NORTHERN EXPOSURE LANDSCAPING	TC STREETSCAPING		16,100.00
Capital Fund TIF 3	MICHAEL BEST & FRIEDRICH LLP	LEGAL CONSUL - MRO		900.00
Capital Fund TIF 3	CARLIN SALES CORP	GRASS SEED FOR MEQUON RD PROJECT		558.18
<b>Capital Fund TIF 3 Total</b>				<b>34,793.62</b>
Capital Fund TIF 4	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		2,950.00
<b>Capital Fund TIF 4 Total</b>				<b>2,950.00</b>
Capital Fund TIF 5	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		2,950.00
<b>Capital Fund TIF 5 Total</b>				<b>2,950.00</b>
City Administrator	TEMP STAFF REIMB	REIMBURSEMENT WCMA MEETING/CONFERENCE EXPENSES		114.44
City Administrator	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		62.23
<b>City Administrator Total</b>				<b>176.67</b>
City Clerk	PITNEY BOWES	POSTAGE ACCT 17061995		6,000.00
City Clerk	GRANICUS, LLC	CIVIC STREAMING AND AGENDA MINUTES MONTHLY REQ#13		1,380.23
City Clerk	GRAPHIC COMMUNICATIONS INC	SUPPLY OF WINDOW ENVELOPES WITH CITY LOGO		670.55
City Clerk	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PITNEY BOWES QUARTERLY INSERTER LEASE SEP-DEC		385.89
City Clerk	CONLEY PUBLISHING GROUP LTD	CONLEY MEDIA PRINTING AND PUBLIC NOTICES OCT/NOV		104.05
City Clerk	CENTRAL ENGRAVING LLC	NAMEPLATES HONECK AND BLEIDORN		38.00
City Clerk	AMAZON CAPITAL SERVICES, INC	ELECTION LABELS AND ORGANIZING SUPPLIES		31.58
City Clerk	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PITNEY BOWES QUARTERLY INSERTER LEASE SEP-DEC		0.00
<b>City Clerk Total</b>				<b>8,610.30</b>
Common Council	MISC REFUNDS	RETIREMENT RECOGNITION - 28 YEARS OF SERVICE		1,400.00
<b>Common Council Total</b>				<b>1,400.00</b>
Communications	WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT	POLICE TRAINING		500.00
<b>Communications Total</b>				<b>500.00</b>
Community Development	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS		155.20
Community Development	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		56.68
Community Development	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES		38.01
Community Development	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES		0.00
<b>Community Development Total</b>				<b>249.89</b>
Elections	AMAZON CAPITAL SERVICES, INC	AMAZON DESK, PRIVACY SCREEN AND LAPTOP CASES		1,503.15
Elections	AMAZON CAPITAL SERVICES, INC	ELECTION LABELS AND ORGANIZING SUPPLIES		890.05
Elections	ROBERT A GOSEWEHR	ELECTION TRAINING		80.00
Elections	STEPHANI A KOHL	ELECTION TRAINING		80.00
Elections	LAWRENCE JANCZAK	ELECTION TRAINING		80.00
Elections	LINDA JANCZAK	ELECTION TRAINING		80.00
Elections	TOBY LUKOFF	ELECTION TRAINING		80.00

			Grand Total	\$2,345,040.99
Processed by Department	Vendor Name	Invoice Description		Line item amount
Elections	HEATHER TIRRO	ELECTION TRAINING		80.00
Elections	DIANA T. TURNER	ELECTION TRAINING		70.00
Elections	PIKU, CAROL E	ELECTION TRAINING		70.00
Elections	NANCY E MARTIN	ELECTION TRAINING		70.00
Elections	EVELYN S ZGANJAR	ELECTION TRAINING		60.00
Elections	GREGORY J LEE	ELECTION TRAINING		60.00
Elections	KATHLEEN M BROGHAMMER	ELECTION TRAINING		50.00
Elections	MADELINE HENRY	ELECTION TRAINING		50.00
Elections	CATHERINE SEASHOLES	ELECTION TRAINING		50.00
Elections	GORDON L WOOD	ELECTION TRAINING		50.00
Elections	DEANNA B. CONATY	ELECTION TRAINING		40.00
Elections	LYNN M CLARK	ELECTION TRAINING		40.00
Elections	NANCY GUY	ELECTION TRAINING		40.00
Elections	GRETCHEN Z. TITUS	ELECTION TRAINING		30.00
Elections	NEAL ANDREW LINKON	ELECTION TRAINING		30.00
Elections	AMY S CESARZ	ELECTION TRAINING		30.00
Elections	VERNETTA JEFFERSON	ELECTION TRAINING		30.00
Elections	SANDRA R WOYCKE	ELECTION TRAINING		30.00
Elections	MARY K MELROSE	ELECTION TRAINING		20.00
Elections	BUCHAN, MARTHA S.	ELECTION TRAINING		20.00
Elections	WALDEN, SUE A.	ELECTION TRAINING		20.00
Elections	LOUISE E DERNEHL	ELECTION TRAINING		20.00
Elections	SARAH ELIZABETH RIEMER	ELECTION TRAINING		20.00
Elections	LUCINDA C SHALLOCK	ELECTION TRAINING		20.00
Elections	MARK R JACOBSON	ELECTION TRAINING		20.00
Elections	LEE WUESTHOFF	ELECTION TRAINING		20.00
Elections	BARRY S. WERNER	ELECTION TRAINING		20.00
Elections	SALLY LYNE	ELECTION TRAINING		20.00
Elections	GARY BALCERZAK	ELECTION TRAINING		20.00
Elections	ROBERT W HENDERSON	ELECTION TRAINING		20.00
Elections	BARBARA J. HERNANDEZ	ELECTION TRAINING		20.00
Elections	DAVID HILL	ELECTION TRAINING		20.00
Elections	VALERIE A LUTZEN	ELECTION TRAINING		10.00
Elections	CARLA C BARTLETT	ELECTION TRAINING		10.00
Elections	CAROL E BUTZKE	ELECTION TRAINING		10.00
Elections	LAURIE A ARNOLD	ELECTION TRAINING		10.00
Elections	SCHMALE, LINDA L.	ELECTION TRAINING		10.00
Elections	GARY J REDLINGER	ELECTION TRAINING		10.00
Elections	MARILYN K HART	ELECTION TRAINING		10.00
Elections	SHERYL ANN REED	ELECTION TRAINING		10.00
Elections	MARGARET GLEASON	ELECTION TRAINING		10.00
Elections	JOHN R RICHMOND	ELECTION TRAINING		10.00
Elections	NEIL GLASSTEIN	ELECTION TRAINING		10.00
Elections	DAVID HARDER	ELECTION TRAINING		10.00
Elections	DEBORAH J HARDER	ELECTION TRAINING		10.00
Elections	MARSHA MILLER	ELECTION TRAINING		10.00
Elections	ALISHA CAMPBELL	ELECTION TRAINING		10.00
Elections	SHARON R HALL	ELECTION TRAINING		10.00
Elections	ANTHONY L IMPELLITTERI	ELECTION TRAINING		10.00
Elections	COLLEEN M IMPELLITTERI	ELECTION TRAINING		10.00
Elections	JAMIE L O'CONNOR	ELECTION TRAINING		10.00
<b>Elections Total</b>				<b>4,143.20</b>
Engineering	DLT SOLUTIONS INC	AUTODESK RENEWAL		2,683.75
Engineering	GREATAMERICA FINANCIAL SERVICES CORPORATION	PLOTTER LEASE HP DESIGNJET Z9		195.43
Engineering	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		103.74
Engineering	USCC SERVICES LLC	ENGINEERING GPS CELL SERVICE - NOV		25.82
<b>Engineering Total</b>				<b>3,008.74</b>
Finance	AMAZON CAPITAL SERVICES, INC	QTY 2-DELL COMPUTER MONITORS FOR FINANCE COUNTER		159.98
Finance	MEQUON CITY OF-PETTY CASH	REIMBURSEMENT OF CITY HALL PETTY CASH		6.86
<b>Finance Total</b>				<b>166.84</b>
Fleet Services	EDWARD H WOLF & SONS INC	FUEL		18,045.72
Fleet Services	EDWARD H WOLF & SONS INC	FUEL		16,426.54
Fleet Services	POMPS TIRE SERVICE INC	312 AND 320 TIRES		3,149.80
Fleet Services	SAFETY-KLEEN SYSTEMS INC	OIL RECYCLE		1,674.51
Fleet Services	POMPS TIRE SERVICE INC	970 TIRES		999.96
Fleet Services	ELLIOT AUTO SUPPLY CO INC	SQ 6 BRAKES		610.06
Fleet Services	MONTAGE ENTERPRISES INC	361 MOWER BLADES		590.00
Fleet Services	POMPS TIRE SERVICE INC	SQ 19 TIRES		552.00
Fleet Services	BRAKE & EQUIPMENT CO INC	311 BRAKE VALVE		459.86
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	FILTERS		429.75
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	970 BATTERIES		407.98
Fleet Services	APPLIED US, L.P.	309 TRANS LINES		369.17
Fleet Services	BRAKE & EQUIPMENT CO INC	315 SPINNER		328.37
Fleet Services	UNIVERSAL TRUCK EQUIPMENT INC	305 BRINE MOTOR		324.10
Fleet Services	KAESTNER AUTO ELECTRIC CO	BEAD SEATER		300.00
Fleet Services	BRAKE & EQUIPMENT CO INC	312 BRAKES		299.00
Fleet Services	BRAKE & EQUIPMENT CO INC	303 BATTERIES		293.78
Fleet Services	ELLIOT AUTO SUPPLY CO INC	SQ 19 BRAKES		287.10
Fleet Services	ELLIOT AUTO SUPPLY CO INC	SQ 6 BRAKES		287.10
Fleet Services	TODDS TOOLS	TIRE GAUGE		279.99
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	304 CLAMPS		279.72
Fleet Services	BRAKE & EQUIPMENT CO INC	BRINE PUMP FOR 305		270.00
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	PLOW LIGHTS		247.92
Fleet Services	POMPS TIRE SERVICE INC	SQ 7 TIRES		239.78
Fleet Services	BRAKE & EQUIPMENT CO INC	FUEL STABILIZER		222.08
Fleet Services	TRUCK COUNTRY OF WISCONSIN	315 EXHAUST CLAMP		193.23

			Grand Total	\$2,345,040.99
Processed by Department	Vendor Name	Invoice Description		Line item amount
Fleet Services	GORDIE BOUCHER FORD OF MEMONONEE FALLS INC	FORD PARTS		174.55
Fleet Services	MENARDS	SHOP SHELF		169.00
Fleet Services	MATHESON TRI-GAS INC	TANK RENTAL		121.50
Fleet Services	BRAKE & EQUIPMENT CO INC	317 EXHAUST		81.86
Fleet Services	BRAKE & EQUIPMENT CO INC	303 BRAKE CHAMBER		63.25
Fleet Services	ADVANCE AUTO PARTS	GRADER OIL FILTER		58.70
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	FILTERS		58.40
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	FILTERS		49.68
Fleet Services	JUNIORS TOOLS LLC	IMPACT SOCKETS		46.92
Fleet Services	HUMPHREY SERVICE PARTS INC	309 SOLENOID		39.90
Fleet Services	HOMER'S TOWING & SERVICE INC	960 LIGHTS		31.80
Fleet Services	TRUCK COUNTRY OF WISCONSIN	306 CLAMP		31.21
Fleet Services	LAKESIDE INTERNATIONAL TRUCKS, LLC	FILTERS		29.92
Fleet Services	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.33
Fleet Services	EGELHOFF'S LAWN MOWER SERVICE INC.	235 THROTTLE		24.60
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	CHIPPER BUTT TERMINALS		17.81
Fleet Services	BRAKE & EQUIPMENT CO INC	960 CAB LIGHTS		16.10
Fleet Services	APPLIED US, L.P.	315 FITTINGS		15.26
Fleet Services	EGELHOFF'S LAWN MOWER SERVICE INC.	485 MUFFLER		13.70
Fleet Services	ADVANCE AUTO PARTS	VALVE STEMS		11.81
Fleet Services	ADVANCE AUTO PARTS	304 CLAMP		8.29
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	CHIPPER BUTT ENDS		6.69
Fleet Services	EGELHOFF'S LAWN MOWER SERVICE INC.	235 FILTER		6.20
Fleet Services	FALLS AUTO PARTS AND SUPPLIES INC	RETURN-CORE		-36.00
Fleet Services	BRAKE & EQUIPMENT CO INC	CORE RETURN		-50.00
<b>Fleet Services Total</b>				<b>48,587.00</b>
Forestry	EGELHOFF'S LAWN MOWER SERVICE INC.	ELECTRIC CHAINSAW BUCKET TRUCK		439.98
Forestry	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAINS FOR CHAINSAWS		351.31
Forestry	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM-DEC		91.00
Forestry	EGELHOFF'S LAWN MOWER SERVICE INC.	MIX FOR GAS		47.98
Forestry	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.84
<b>Forestry Total</b>				<b>959.11</b>
General Fund	MISC REFUNDS	REFUND - DRAINAGE FINANCIAL GUARANTEE - LANIGAN		7,333.00
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 1/1/2026-1/31/2026		3,538.14
General Fund	MEQUON POLICE ASSOCIATION	UNION DUES 12/5/2025		2,220.00
General Fund	NORTH SHORE BANK FSB	DEFERRED COMP 12/5/2025		935.00
General Fund	NORTH SHORE BANK FSB	DEFERRED COMP 12/19/2025		935.00
General Fund	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 12/19/25		824.47
General Fund	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 12/5/25		818.94
General Fund	PERMIT REFUNDS	REFUNDS INSPECT SEC DEP 12308 CORPORATE #100		503.00
General Fund	DVM INSURANCE AGENCY	ORG ID 24454-EMPLOYEE PET INSURANCE PREMIUMS		430.10
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 10404 PORT WASHINGTON		386.00
General Fund	PERMIT REFUNDS	REFUND INSPECT SEC DEP 11649 PORT WASHINGTON #220		340.00
General Fund	PERMIT REFUNDS	REFUND INSP SEC DEP #37666/37781/37782/37829/37853		325.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SECURITY DEP 1000 DONGES BAY		306.00
General Fund	PERMIT REFUNDS	SECURITY DEPOSIT 10592 TREE SPARROW/8211 SKYLARK		300.00
General Fund	PERMIT REFUNDS	REFUND INSP SEC DEP 9902 MIGRATORY/9420 HUNTINGTON		285.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3761 W CLUB		224.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 12513 LAKE SHORE		222.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 6040 EXECUTIVE #A-B		221.00
General Fund	THE OFFICE TECHNOLOGY GROUP	CITY & SOFD OFFICE 365 & OUTLOOK LICENSING		206.85
General Fund	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 11/22/25		200.00
General Fund	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 12/6/25		200.00
General Fund	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 11/8/25		200.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11300 PORT WASHINGTON		199.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP #37505/37677/37680		195.00
General Fund	PERMIT REFUNDS	SEC DEP 9851 THORNAPPLE/11617 ST JAMES/9820SHANNON		195.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1539 MARKET		193.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10433 N BAEHR		178.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11001 PORT WASHINGTON		165.00
General Fund	PERMIT REFUNDS	REFUND-CANCELLED PERMIT @ 8627 W SUNNYVILLE RD		150.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SEC DEP 11223 PORT WASHINGTON		143.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6200 DONGES BAY		143.00
General Fund	PERMIT REFUNDS	REFUND SEC DEP 6508 ASPEN TREE/11616 LANTERN		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECT SEC DEP 708 MCINTOSH/1423 WESTPORT		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11805 & 11821 SEMINARY		130.00
General Fund	PERMIT REFUNDS	SECURITY DEPOSIT 13480 SILVER FOX & 3418 RIVIERA		130.00
General Fund	PERMIT REFUNDS	SECURITY DEPOSIT 11884 ORIOLE & 10034 GRASSLYN		130.00
General Fund	PERMIT REFUNDS	REFUND INSP SEC DEP 7409 WILLOWBROOK/2616 CRIMSON		130.00
General Fund	PERMIT REFUNDS	REFUND INSPECT SEC DEP 10829 WYNGATE/1427 WESTPORT		130.00
General Fund	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		103.65
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JANUARY 2026		101.50
General Fund	PARK REFUNDS	REFUND 2025 FIELD RENTAL SECURITY DEPOSIT		100.00
General Fund	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 1/1/2026-1/31/2026		91.20
General Fund	PERMIT REFUNDS	REFUND-CANCELLED PLUMBING PERMIT #P44924		89.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SECURITY DEPOSIT 3520 TORREY		85.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SECURITY DEPOSIT 6077 MEQUON		77.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 940 HERITAGE #109		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 12641 RIVER FOREST		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3623 W CLUB		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 4006 COUNTY LINE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 1408 COUNTY LINE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 550 E JUNIPER		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10837 HADDONSTONE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1505 EASTBROOK		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 5724 SHERWOOD		65.00

			Grand Total	\$2,345,040.99
Processed by Department	Vendor Name	Invoice Description		Line item amount
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 11007 BALSOM TREE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10922 LAKE SHORE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9100 HAWTHORNE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 5412 RIVER TRAIL		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4843 GLEN COVE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6425 MEQUON		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 12308 CORPORATE #600		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2310 CHESTNUT		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9731 KENT		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11726 N COUNTRY		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10023 FOXKIRK		65.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SECURITY DEPOSIT 10501 MAGNOLIA		65.00
General Fund	PERMIT REFUNDS	REFUNDS INSPECTION SECURITY DEP 9933 THORNAPPLE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 122 E TRILLIUM		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 820 W ZEDLER		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 603 KENILWORTH		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7940 PERSERVE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11450 WAUWATOSA		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10633 RIVERLAKE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 13948 LAKE SHORE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 427 W ZEDLER		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 3100 COUNTRY CLUB		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11921 LANTERN		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10280 RANGE LINE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 12619 RIVER FOREST		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10702 FAIRWAY		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 1997 HIDDEN RESERVE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 9726 VALLEY HILL		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10524 WOODCREST		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2609 LAKE ISLE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 11023 BALSAM TREE		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10727 TORREY		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10309 AMHERST		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4419 MEADOW		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 136 WHITE OAK		65.00
General Fund	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 420 W MEQUON		65.00
<b>General Fund Total</b>				<b>26,996.85</b>
Highway	CARLIN SALES CORP	MAT FOR BIO SWALE DOG PARK		1,180.80
Highway	CARLIN SALES CORP	GRASS SEED AND MAT		680.62
Highway	NEHER ELECTRIC SUPPLY INC	LED STREETLIGHTS		659.50
Highway	SHERWIN INDUSTRIES INC	MANHOLE RINGS		514.50
Highway	MENARDS	MARKERS		219.93
Highway	WRANGLER HOLDCO CORP	RECYCLING FEES-DEC		215.00
Highway	MILLENNIUM SAFETY LLC	SAFETY SUPPLIES		171.42
Highway	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		110.48
Highway	CARLIN SALES CORP	STAPLES		91.66
Highway	USC LOCATING SERVICES INC	FIBER LOCATES-NOV		68.64
Highway	PB HAHN & CO INC	MAILBOX SUPPLIES		61.52
Highway	MISC REFUNDS	REIMBURSEMENT MAILBOX DAMAGE CITY PLOW		50.00
Highway	HMR MOWER SERVICE LLC	273 PRIMER		11.34
Highway	DIGGERS HOTLINE INC	NOVEMBER LOCATES		10.80
Highway	BOEHLKE HARDWARE & PLUMBING	CHECH VALVE		9.49
<b>Highway Total</b>				<b>4,055.70</b>
Human Resources	AVERO LLC	PROJECT MANAGEMENT FOR TYLER EPL IMPLEMENTATION		5,400.00
Human Resources	EMPLOYEE BENEFITS CORPORATION	EMPLOYEE BENEFITS CORPORATION: FSA		677.85
Human Resources	AURORA MEDICAL GROUP, INC.	AURORA: PRE-EMPLOYMENT TESTING		190.00
Human Resources	CONLEY PUBLISHING GROUP LTD	AD FOR MECHANIC OPEN POSITION		162.03
Human Resources	PORT PUBLICATIONS INC	MECHANIC JOB POSTING AD		145.00
Human Resources	AMAZON CAPITAL SERVICES, INC	WIRE CADDY, SEAT CUSHION, & PENS		51.46
Human Resources	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.34
Human Resources	MEQUON CITY OF-PETTY CASH	REIMBURSEMENT OF CITY HALL PETTY CASH		7.12
<b>Human Resources Total</b>				<b>6,661.80</b>
Information Services	THE OFFICE TECHNOLOGY GROUP	OTG - SECURITY, MONITORING, BACKUP, & SERVERIES		9,885.00
Information Services	AMAZON CAPITAL SERVICES, INC	COMPUTER PARTS & EQUIPMENT-FLOOD REPLACEMENT		3,804.49
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY & SOFD OFFICE 365 & OUTLOOK LICENSING		2,052.75
Information Services	MIDWEST FIBER NETWORKS LLC	FIBER NETWORK FEE		895.00
Information Services	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE		647.75
Information Services	ADVANCED TECHNICAL LLC	DPW DOOR CONTROLLER REPAIR		370.00
Information Services	AMAZON CAPITAL SERVICES, INC	COMPUTER PARTS & EQUIPMENT-FLOOD REPLACEMENT		359.94
Information Services	AMAZON CAPITAL SERVICES, INC	AVERMEDIA & ELGATO CAPTURE CARDS		319.98
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES		315.86
Information Services	AMAZON CAPITAL SERVICES, INC	SHELVING PER INSURANCE DUE TO FLOOD		245.99
Information Services	MIDWEST FIBER NETWORKS LLC	Internet at All Primary City Facilities		200.00
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	MONTHLY INTERNET CHARGES		179.99
Information Services	MIDWEST FIBER NETWORKS LLC	FS2 FIBER NETWORK FEE		150.00
Information Services	CHARTER COMMUNICATIONS HOLDINGS LLC	TV SERVICE IN COUNCIL CHAMBERS & CONFERENCE ROOMS		128.45
Information Services	AMAZON CAPITAL SERVICES, INC	COMPUTER PARTS & EQUIPMENT-FLOOD REPLACEMENT		99.23
Information Services	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		28.34
<b>Information Services Total</b>				<b>19,682.77</b>
Inspections	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS		232.80
Inspections	AMAZON CAPITAL SERVICES, INC	IPAD CASE		129.99
Inspections	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		106.77
Inspections	AMAZON CAPITAL SERVICES, INC	IPAD CASE		0.00
<b>Inspections Total</b>				<b>469.56</b>
Legal Counsel	HOUSEMAN & FEIND LLP	2025 PROSECUTION LEGAL FEES		2,500.00
Legal Counsel	VON BRIESEN & ROPER, S.C.	VON BRIESEN & ROPER LEGAL SERVICES		1,569.50

			Grand Total	\$2,345,040.99
Processed by Department	Vendor Name	Invoice Description		Line item amount
<b>Legal Counsel Total</b>				<b>4,069.50</b>
Parks	TREES FOR LESS NURSERY	HOLIDAY DECOR		1,107.75
Parks	CARLIN SALES CORP	ROTARY SEED MIX PRAIRIE		288.78
Parks	PB HAHN & CO INC	CHRISTMAS SUPPLIES PARKS		260.91
Parks	CARLIN SALES CORP	ROUND UP BLVD PARKS		205.85
Parks	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS		155.20
Parks	BOEHLKE HARDWARE & PLUMBING	TANKS FOR HEATER-PATIO		56.88
Parks	USCC SERVICES LLC	ENGINEERING GPS CELL SERVICE - NOV		42.54
Parks	MENARDS	FLOOD DAMAGE TOOL REPLACEMENT		37.53
Parks	PB HAHN & CO INC	CLEANING SUPPLY COMMUNITY PARKS		31.86
Parks	PB HAHN & CO INC	SUPPLIES TO FIX SLED (XMAS DECOR)		18.88
Parks	PB HAHN & CO INC	TREE STAKES		13.47
Parks	PB HAHN & CO INC	WIRE FOR CHRISTMAS DECOR		12.59
Parks	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.69
Parks	PB HAHN & CO INC	3 WAY PLUG HOLIDAY DECOR-SETTLERS PARK		5.93
<b>Parks Total</b>				<b>2,248.86</b>
Police	PORT53 TECHNOLOGIES, INC.	5 YEAR MFA		6,345.00
Police	GALL'S LLC	POLICE EQUIPMENT - BADGES		2,121.30
Police	WAUKESHA COUNTY AREA TECHNICAL COLLEGE DISTRICT	POLICE TRAINING		1,449.00
Police	AT&T MOBILITY LLC	CELL PHONE SERVICE		1,051.01
Police	MEQUON THIENSVILLE CHAMBER OF COMMERCE	AUXILIARY MEMBER GIFT CARDS		900.00
Police	KASEYA US LLC	DATO - IT		825.13
Police	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES		295.00
Police	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT		262.56
Police	WEST PUBLISHING CORPORATION	CLEAR INVESTIGATIVE SERVICE		204.45
Police	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLES - CALENDAR, PAPER		196.65
Police	BATTERIES PLUS HOLDING CORP	BATTERIES		186.98
Police	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES NOV		168.73
Police	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		155.49
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	POLICE RESERVE	2025 AUXILIARY STIPEND		100.00
Police	TRANS UNION LLC	CREDIT HISTORIES		94.95
Police	STATE OF WISCONSIN	WI DOJ RECORDS CHECKS		84.00
Police	VRC COMPANIES LLC	SHREDDING SERVICE		82.59
Police	VERIZON COMMUNICATION INC	CELL PHONE SERVICE		74.48
Police	UNIVERSITY OF WISCONSIN SYSTEM	2026 CRIMINAL JUSTICE CAREER DAY BOOTH & 2 LUNCH		50.00
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 11/24/25-11/25/25		34.00
Police	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		32.37
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 11/24/25-11/25/25		31.91
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 11/17/25-11/18/25		30.59
Police	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT - POOK		30.19
Police	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT - POOK		28.94
Police	BONUS INC	HOSPITALITY		26.08
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 12/9/2025		21.82
Police	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 12/1/2025-12/2/2025		21.78
Police	BONUS INC	HOSPITALITY		13.08
Police	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT		7.30
<b>Police Total</b>				<b>16,625.38</b>
Sewer Utility	MERIT ASPHALT LLC	STATION L-PARKING		8,516.00
Sewer Utility	FRANK D GILLITZER ELECTRIC COMPANY LTD	STATION X LIGHT POLE		4,907.60
Sewer Utility	MSA PROFESSIONAL SERVICES, INC.	SCADA DESIGN		2,976.10
Sewer Utility	ORGANIZATION DEVELOPMENT CONSULTANTS INC	TEAM ASSESSMENTS		1,975.00
Sewer Utility	BAXTER & WOODMAN, INC.	STATION U SPECS		1,831.25
Sewer Utility	ENERGENECS INC	SCADA PHONE LINE		768.75
Sewer Utility	GIELOW'S LAWN & GARDEN EQUIPMENT INC	SNOWBLOWER		725.00
Sewer Utility	DIGGERS HOTLINE INC	NOVEMBER LOCATES		592.20
Sewer Utility	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.50
Sewer Utility	MENARDS	TRENCH DRAIN SUPPLIES		478.99
Sewer Utility	VEOLIA WATER	WETWELL DUMPING		474.74
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 1/1/2026-1/31/2026		269.17
Sewer Utility	ENERGENECS INC	STATION X MATERIALS		234.82
Sewer Utility	OLSEN SAFETY EQUIPMENT CORPORATION	POWER SUPPLY (BACKORDERED)		201.48
Sewer Utility	NORTH SHORE BANK FSB	DEFERRED COMP 12/5/2025		150.00
Sewer Utility	NORTH SHORE BANK FSB	DEFERRED COMP 12/19/2025		150.00
Sewer Utility	CORE & MAIN LP	STATION L DRAINAGE PROJECT		149.66
Sewer Utility	WIS DEPT OF TRANSPORT 7366	MEQUON RD INTERCHANGE SANITARY ADJUSTMENTS		146.20
Sewer Utility	OLSEN SAFETY EQUIPMENT CORPORATION	LATEX GLOVES		109.60
Sewer Utility	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		101.29
Sewer Utility	MENARDS	STATION AND SHOP SUPPLIES		60.67
Sewer Utility	MENARDS	CLEANER AND LIGHTBULBS		53.40

			<b>Grand Total</b>	<b>\$2,345,040.99</b>
<b>Processed by Department</b>	<b>Vendor Name</b>	<b>Invoice Description</b>		<b>Line item amount</b>
Sewer Utility	PB HAHN & CO INC	REBAR		50.36
Sewer Utility	WIS DEPT OF TRANSPORT 7366	MEQUON RD SIDEWALK		47.55
Sewer Utility	WIS DEPT OF TRANSPORT 7366	STH 57 MH/CONNECTION		41.28
Sewer Utility	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 12/5/25		40.39
Sewer Utility	CARLIN SALES CORP	PENN MULCH		39.60
Sewer Utility	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 8648779 7844747 7657807 12/19/25		34.86
Sewer Utility	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	STRAW MAT		26.22
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JANUARY 2026		13.26
Sewer Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 1/1/2026-1/31/2026		8.00
Sewer Utility	PB HAHN & CO INC	KEYS FOR STATION B		5.38
Sewer Utility	PB HAHN & CO INC	BOLTS		1.97
Sewer Utility	WIS DEPT OF TRANSPORT 7366	COUNTY LINE RD TRAFFIC SIGNAL		0.08
<b>Sewer Utility Total</b>				<b>25,716.37</b>
Special Events	BEISTLE BROTHERS PERCHERONS LLC	WINTER WONDERLAND CARRIAGE RIDES		800.00
Special Events	KIM GUIBORD	2025 WINTER WONDERLAND ENGINEER & SOUND SYSTEM		500.00
Special Events	BRIAN LEWIS	2025 WINTER WONDERLAND SANTA SERVICES		500.00
Special Events	AREA RENTAL AND SALES CO., LLC	2025 WINTER WONDERLAND BANDSHELL & OTHER RENTALS		210.90
Special Events	RITEWAY BUS SERVICE INC	REMAINING BALANCE OWED FOR 2025 TASTE OF MEQUON		70.35
<b>Special Events Total</b>				<b>2,081.25</b>
Tax Fiduciary Fund	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2025 TAXES #151480201000		258.86
<b>Tax Fiduciary Fund Total</b>				<b>258.86</b>
Water Utility	WILLKOMM EXCAVATING & GRADING INC	HYDRANT AND VALVE REPLACEMENTS 2025		92,289.00
Water Utility	MK/S-EP, LLC	WATERMAIN BETTERMENT OF SERVICE-SWAN RIDGE		69,833.00
Water Utility	CITY OF MILWAUKEE	NOVEMBER PURCHASED WATER		51,269.00
Water Utility	NORTH SHORE WATER COMMISSION	NOVEMBER PURCHASED WATER		19,246.58
Water Utility	BUDIAC PLUMBING, INC	WATER LATERAL REPLACEMENT-3610 RIVER RIDGE CT		8,940.00
Water Utility	USIC LOCATING SERVICES INC	NOVEMBER LOCATES		6,856.18
Water Utility	MISC REFUNDS	REFUND - HYDRANT METER DEPOSIT		3,000.00
Water Utility	MISC REFUNDS	REFUND - HYDRANT METER DEPOSIT		3,000.00
Water Utility	MISC REFUNDS	REFUND - HYDRANT METER DEPOSIT		3,000.00
Water Utility	MSA PROFESSIONAL SERVICES, INC.	SCADA DESIGN		2,976.40
Water Utility	BROWN DEER, VILLAGE OF	WILSON SCHOOL METER		2,874.10
Water Utility	CORE & MAIN LP	CURB STOP KEYS AND REPAIR COUPLINGS		870.53
Water Utility	ENERGENECS INC	SCADA PHONE LINE		768.75
Water Utility	DIGGERS HOTLINE INC	NOVEMBER LOCATES		702.00
Water Utility	NORTH SHORE WATER COMMISSION	NOVEMBER BACTI		300.00
Water Utility	CORE & MAIN LP	CURB STOP KEYS AND REPAIR COUPLINGS		238.62
Water Utility	TEMP STAFF REIMB	REIMBURSEMENT WGFOA CONFERENCE MILEAGE		91.59
Water Utility	TEMP STAFF REIMB	REIMBURSEMENT WGFOA CONFERENCE MILEAGE		79.38
Water Utility	PB HAHN & CO INC	BATTERIES, SNOWSHOVEL, BLADES		78.80
Water Utility	WIS DEPT OF TRANSPORT 7366	MEQUON RD SIDEWALK		14.69
Water Utility	PB HAHN & CO INC	BATTERIES		14.02
Water Utility	PB HAHN & CO INC	MOTH BALLS-BOOSTER STATION		13.49
Water Utility	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 1/1/2026-1/31/2026		12.10
Water Utility	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.63
Water Utility	PB HAHN & CO INC	MISCELLANEOUS-FASTENERS AND ELECTRIC TAPE		10.20
Water Utility	PB HAHN & CO INC	SCREWDRIVER TIPS		3.59
Water Utility	WIS DEPT OF TRANSPORT 7366	COUNTY LINE RD TRAFFIC SIGNAL		0.83
<b>Water Utility Total</b>				<b>266,493.48</b>



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**Administration**

**TO: Finance-Personnel Committee**  
**FROM: William Jones, City Administrator**  
**DATE: January 13, 2026**  
**SUBJECT: A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period January 1, 2026 - December 31, 2027**

---

### **Background**

Section 62.09 of the Wisconsin Statutes creates the office of city attorney for all Wisconsin cities. Brian Sajdak, formerly of Wesolowski, Reidenbach & Sajdak, S.C., has served as Mequon's City Attorney since 2014. In 2022, as part of the City's efforts to periodically review its professional services, the City conducted an RFP process that resulted in the continued engagement of Mr. Sajdak under a three-year agreement between 2023-2025. More recently, City Attorney Sajdak moved his legal practice to Stafford Rosenbaum LLP, effective June 1, 2025. Last May, the Common Council approved the transfer of Mr. Sajdak's engagement as City Attorney from his prior firm to Stafford Rosenbaum.

Under terms of the most recent agreement with Mr. Sajdak - which expired on December 31 - the City enjoyed a favorable retainer-style arrangement that capped monthly legal expenses at an amount adjusted annually for inflation. In 2025, the monthly retainer paid to Mr. Sajdak equaled \$7,350, equivalent to \$88,200 annually. Upon Mr. Sajdak's move to Stafford Rosenbaum in mid-2025, the firm agreed to honor existing terms of his retainer agreement with the City, with the express acknowledgment that Mr. Sajdak would be transitioning to an hourly billing structure starting in 2026.

### **Analysis**

Since mid-November, the City Administrator and City Attorney have been working to negotiate a new agreement that moves away from the previous retainer-style agreement and towards a contract arrangement that governs the use of legal services in a manner that is both effective and efficient. To this end, a copy of the proposed agreement - modeled after a similar document used by the Village of Germantown - is attached, along with five (5) attachments as further discussed below.

Summarily, the new agreement includes an initial term of two years, with the option to exercise up to five (5) one-year renewals. Like the previous agreement, the City Attorney will maintain periodic office hours at City Hall, albeit in a reduced fashion up to 16 hours per month.

Additionally, the new agreement continues to delineate between core (Attachment B) and non-routine (Attachment C) legal services and requires development and submittal an annual work plan to the City (Attachment D).

Notably, the proposed agreement includes a couple of changes from the previous version, as part of a broader effort to manage costs under the new hourly billing approach. One such modification is the inclusion of a City Attorney Contact Policy (Attachment A), which prescribes who may contact the City Attorney, as well as the authorization process to be followed if assistance or non-routine legal work is requested. Moreover, the requirement to provide a monthly report regarding legal matters and projects is being discontinued, so as to be most efficient with Mr. Sajdak's time.

Lastly, the proposed agreement contains several 'carry-over' projects that Mr. Sajdak has agreed to complete free of charge, given that these items were longstanding matters contained within previous monthly reports. A listing of these items, which total six (6) in number, are included in Section 3. F. on page 2 of the agreement.

### **Fiscal Impact**

As indicated on page 1 of the proposed agreement, Mr. Sajdak's hourly billing rate for general legal services will be \$250 in 2026. As further noted in the agreement - and as an accommodation to the City as it transitions to the new billing structure - Mr. Sajdak has agreed to charge a reduced rate of \$220 for all items performed on a monthly basis (as listed in Attachment B) through June 30, 2026. Thereafter, the City will be billed at the higher rates delineated on page 1 of the agreement for the remainder of this year.

As also noted during the assignment of Mr. Sajdak's engagement to Stafford Rosenbaum in mid-2025, the transition to an hourly billing approach should make it easier for the City to allocate costs or receive reimbursement for certain legal work related to various categories either within, or outside, of the City's General Fund. Accordingly, Attachment E includes a list of sample billing categories (e.g., Open Records Requests, Mequon Water Utility, Tax Increment District #4, etc.) that will appear on monthly invoices, so that associated legal charges can be properly allocated and/or charged.

Nonetheless, it is anticipated that the new billing structure will increase the City's legal costs on a going forward basis. As such, the legal services budget has increased by \$20,000 for 2026, to account for Stafford & Rosenbaum's hourly billing rates over the coming year.

### **Recommendation**

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

Attachments:

LEGAL SERVICES AGREEMENT - 2026-27

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION - 4252

A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period January 1, 2026 - December 31, 2027

**RECITALS**

- A. Wis. Stat. § 62.09 and Section 2-63(b) of the Mequon Municipal Code calls for the appointment of a City Attorney.
- B. Presently, Brian C. Sajdak of Stafford Rosenbaum LLP serves as the appointed City Attorney under a three-year engagement which was approved in 2022 and amended to reflect Attorney Sajdak's move to Stafford Rosenbaum LLP in May 2025.
- C. The current engagement agreement ran through December 31, 2025.
- D. The Common Council desires to continue to engage Stafford Rosenbaum LLP and services of Attorney Sajdak under the terms of the attached agreement.

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

1. The Agreement for Legal Services with Stafford Rosenbaum LLP, of Madison, Wisconsin, in the form attached hereto as Exhibit A, 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: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

\_\_\_\_\_  
Caroline Fochs, City Clerk

## AGREEMENT FOR LEGAL SERVICES

It is hereby agreed by and between the City of Mequon, Wisconsin, hereinafter referred to as the “City,” and the law firm of Stafford Rosenbaum LLP, hereinafter referred to as “City Attorney,” as follows:

1. *Term of Agreement.* The term of this Agreement shall commence January 1, 2026, and shall terminate December 31, 2027, subject, however, to the termination provisions of paragraph 5. Beginning January 1, 2028, this Agreement shall automatically renew for five additional, successive one-year terms unless otherwise terminated under paragraph 6.
  
2. *Duties and Responsibilities.* The City hereby retains the City Attorney to provide such municipal legal services as shall, from time to time, be requested in accordance with the City Attorney Contact Policy attached as Attachment A. The City Attorney may assume that requests for legal services that are made by or authorized by the Mayor, Common Council as a body, City Administrator, City Clerk, Police Chief, Finance Director, Director of Public Works, Director of Community Development, Assistant City Administrator, Assistant City Engineer, and Assistant Director of Community Development are in accordance with the City's Attorney Contact Policy.

City hereby appoints Brian C. Sajdak, a partner with the Stafford Rosenbaum law firm, to hold the office of city attorney under Wis. Stat. § 62.09(12) and Sec. 2-183(a) of the Mequon Municipal Code. In the event that Attorney Sajdak is unable or unwilling to serve as city attorney, City Attorney may assign another attorney to fill the office, subject to approval by the City.

City Attorney shall provide the routine legal services identified in Attachment B, which will generally constitute General Municipal Law Services. City Attorney will provide non-routine legal services identified in Attachment C as requested. In addition, City Attorney shall endeavor to complete an annual workplan, as initially specified for calendar year 2026, in Attachment D. The City Attorney and City Administrator shall collectively prepare an updated annual workplan for each subsequent year this Agreement is in place.

3. *Compensation.*
  - A. The City shall pay for legal services on an hourly basis as follows:

<b>Type of Services</b>	<b>Description of Services</b>	<b>Hourly Rates</b>	
<b>General Municipal Law Services</b>	Advising on issues of municipal law; attending meetings as directed; drafting municipal ordinances, resolutions, public construction contracts and other instruments as may be required; and performing such other duties as may be prescribed by law or requested.	Partners	\$250
		Associates	\$220
		Paralegals	\$160
<b>Land Use and Development-Related Services</b>	Advising and representing in the review, processing and action on land use and development-related matters, including annexation, zoning, land division, tax increment financing, urban service area amendments;	Partners	\$330
		Associates	\$270
		Paralegals	\$160

negotiating and drafting permits, agreements and other documents relating to land use and development issues.

**Additional or Specialized Services**

Litigation, Environmental, Employment or other Specialized/Non-Routine Services – Rates per matter will be determined on a case-by-case basis.

- B. City Attorney may adjust the hourly rates listed in Section A once per year. Any adjustment must be communicated to the City in writing prior to the anniversary date of this Agreement. Written notice shall include the revised rates and the effective date of the adjustment.
  - C. The City shall reimburse the City Attorney for time spent traveling on City-related business at the hourly rates set forth in Section A, except for Attorney Sajdak’s travel time for commuting for the purposes of providing regular “office hours” and attendance at meetings of the Common Council (and those standing committees which meet immediately prior to such Council meetings). Travel time will be charged on the basis of travel to/from City Attorney’s Milwaukee office, or to/from the billing individual’s origination/destination point, whichever is shorter. City Attorney personnel should, whenever possible, attempt to utilize travel time for other billable purposes on behalf of City or for other clients of the firm (e.g., telephone calls, document dictation, etc.).
  - D. The City shall reimburse the City Attorney for all expenses the City Attorney incurs in connection with services provided to the City.
  - E. The City Attorney shall provide an itemized statement each month that shows the total time worked and the nature of the work performed and the amount due to the City Attorney. Such itemized statement shall be broken into discrete matter categories to assist City in proper allocation of fees. An example of such categories is shown in Attachment E. The City shall pay any amounts due within 30 days of receipt of such an itemized statement. Errors or questions regarding any statement should be addressed pursuant to the Billing Information Statement previously provided to City.
  - F. Notwithstanding the above, City Attorney shall perform work related to the following “carry-over” matters at no charge (except for any cost reimbursements) to the City: (i) T-Mobile Fire Station 2 Lease Renewal/Extension; (ii) Poblocki Paving - City Hall Parking Lot; (iii) Ville du Parc Litigation; (iv) Berrada Claim; (v) Ranch Road Lift Station property rights acquisition (not including any litigation commenced by property owners); and (vi) Code Update Concerning Cell Tower Regulations.
  - G. Notwithstanding the above, work performed by Attorney Sajdak under the “Monthly Services” heading of Attachment B shall be billed by City Attorney at a rate of \$220 per hour through June 30, 2026. Commencing on July 1, 2026, these services will be billed at the standard hourly rates.
4. *Conflict of Interest.* The City Attorney will notify the City of any real or potential conflict

of interest regarding the City Attorney's representation of the City. The City Attorney may decline or withdraw from representation of the City in a matter as a result of any real or potential conflict of interest.

5. *Limited Liability Law.* City Attorney is registered as a limited liability partnership with the Wisconsin Department of Financial Institutions. In order to operate as a limited liability entity, City Attorney is required by Wisconsin Supreme Court Rule to file an annual registration with the State Bar of Wisconsin, maintain specified minimum levels of insurance (which City Attorney exceeds) and include an appropriate limited liability designation in its name (which is done through the use of “LLP”). City Attorney is also required to explain to the City the significance that operating as a limited liability entity has on City Attorney’s responsibility for acts and omissions. As a limited liability partnership, each attorney who will render services to the City may be liable for his or her acts and omissions, as may each attorney who actually supervises and controls that attorney. The firm as an entity may also be liable for the acts and omissions of its attorneys. However, individual attorneys in the firm who have no involvement with a matter are not subject to unlimited personal liability for that matter.
6. *Termination.* Either party, upon written notice to the other, may terminate this Agreement without cause upon the expiration of 60 days from the delivery of such written notice to the other party. In the event the City Attorney is unable to represent the City in any matter as a result of a conflict of interest, the City may terminate this Agreement immediately upon delivery of written notice of termination to the City Attorney. In the event of termination, the City Attorney will be compensated for services rendered and expenses incurred prior to such termination in accordance with the terms set forth above. Wisconsin’s *Rules of Professional Conduct for Attorneys* shall govern any termination of this Agreement.
7. *Return of City Records.* The City Attorney shall return to the City all City Records and files upon termination or expiration of this Agreement.
8. *Non-Assignment.* The City Attorney's rights and obligations under this Agreement are not assignable without the City's prior written consent.
9. *Modification of Agreement.* No modification of this Agreement will be valid unless it is in writing and is duly executed by both parties. The parties further agree that the provisions of this paragraph may not be waived, except as specifically herein set forth.

[SIGNATURE PAGE FOLLOWS]

**CITY OF MEQUON**

Date \_\_\_\_\_

\_\_\_\_\_  
Andrew Nerbun, Mayor

\_\_\_\_\_  
Caroline Fochs, City Clerk

**STAFFORD ROSENBAUM LLP**

Date \_\_\_\_\_

\_\_\_\_\_  
Brian C. Sajdak, Partner

- Attachment: A - City Attorney Contact Policy
- B - Core Services & Duties
- C - Non-Routine Services
- D - 2026 Work Plan
- E - Sample Billing Categories

## ATTACHMENT "A"

### CITY ATTORNEY CONTACT POLICY

There are times when the City, City officials and City staff need legal advice or legal services from the City Attorney. Because legal services are costly and because requests for legal services should be coordinated to avoid unnecessary expense, this CITY ATTORNEY CONTACT POLICY should be followed when seeking legal services.

1. Any person seeking legal services from the City Attorney should first determine whether the City already has a formal or informal legal opinion on file that addresses the question. Changes in the law or different circumstances may make it advisable to obtain legal advice even where the City has an existing opinion.
2. The Mayor, Common Council as a body, City Administrator, City Clerk, Police Chief, Finance Director, Director of Public Works, Director of Community Development, Assistant City Administrator, Assistant City Engineer, and Assistant Director of Community Development are each authorized to request legal services from the City Attorney, on the City's behalf, as they deem necessary.
3. Any elected City official is authorized to directly request legal advice from the City Attorney on matters related to his or her individual compliance with the open meetings law, ethics laws, and open records law. Any elected City official or appointed member of any City board, committee, or commission is authorized to request an advisory ethics opinion from the City Attorney pursuant to Wis. Stat. § 19.59(5)(a).
4. Individual alderpersons, appointed members of any City board, commission, or committee, City employees (except as identified above), and others who wish to request legal services may make such request through the Common Council, Mayor, or City Administrator. Except as provided in Section 3, individual alderpersons, appointed members of any City board, commission, or committee, City employees (except as identified above), and others who wish to request legal services directly from the City Attorney, shall do so as follows:
  - a. The individual requesting legal services shall inform the Mayor or City Administrator that he or she will be contacting the City Attorney.
  - b. The individual requesting legal services shall ask the City Attorney for an estimate of the amount of time required to provide the legal services. If the estimated time is more than 1 hour, the Common Council, Mayor, or City Administrator must approve the request for legal services.
5. Legal service requests relating to personnel, employment or labor law related matters shall be directed to the City Administrator or Assistant City Administrator, unless such request pertains to the City Administrator or Assistant City Administrator, in which case such request shall be directed to the Mayor.
6. Written formal legal opinions (generally those opinions which relate to organizational

matters or broader policy issues, and not those relating to individual or discrete matters without wider consequence or importance) from the City Attorney shall be provided as deemed appropriate by the City Attorney, or as may be expressly requested by the Common Council, Mayor, or City Administrator, or as may be required by law. In some cases, such as ethics opinions under Wis. Stat. § 19.59(5)(a), confidentiality rules may apply to legal opinions. In some cases, distribution of communications with legal counsel may need to be restricted to protect the City's interests, as determined by the Mayor, City Administrator and/or Common Council, in consultation with the City Attorney. Written and verbal communication between City Officials and the City Attorney may also be privileged. No person may disclose privileged communications without prior approval from the Common Council.

## ATTACHMENT “B”

### CORE SERVICES & DUTIES

Routine Legal Services shall include:

#### Weekly Services:

- Be available to provide telephone consultations, emails or videoconferences with City officials and City staff in accordance with the City Attorney Contact Policy.

#### Monthly Services:

- Attendance at all regular meetings of the Common Council and Board of Appeals, and such special meetings of these bodies as requested.
- Review of agendas and hearing notices as requested.
- Review of resolutions, ordinances and other materials submitted with Common Council meeting packets.
- Provide availability of up to 16 hours per month at City Hall to provide legal services, on days and times to be mutually agreed upon.
- Provide report on the status of all pending and threatened litigation in which the City is involved, all outstanding legal opinion requests and all other long-term projects.

#### Yearly:

- Preparation of responses to annual audit requests.
- Provide one training session on matters of interest to staff and/or members of boards and commissions (e.g., open meetings/records law, parliamentary procedure, etc.) as requested.

#### As Needed/Requested:

- Attend meetings of other boards and commissions not identified in monthly services above as requested.
- Review and direct processing of all claims received by the City.
- Review administrative policies and procedures.
- Review and approve bidding documents and requests for proposals for City projects.
- Review and approve destruction of documents per the City’s records retention policy.
- Review public records requests referred by the City’s records custodians. Review responsive documents when a determination as to disclosure must be made.
- Review all contracts with third-party providers and other agencies, upon request.
- Draft resolutions and ordinances.
- Draft correspondence and legal opinions regarding the above matters, upon request.
- Render general oral and written legal advice to authorized City officials and staff in accordance with the City Attorney Contact Policy.
- Provide information regarding legislation and court decisions having a significant impact on the City, or its officials, staff, or operations.
- Supervise other outside counsel as requested.

## **ATTACHMENT “C”**

### **NON-ROUTINE SERVICES**

Non-Routine Legal Services shall include:

- Attendance at meetings of the standing committees of the Council, Board of Review and meetings of other City boards and commissions as requested.
- Representation of the City and/or its elected officials, appointed officers and agents in civil litigation brought by or against the City in circuit court or Wisconsin appellate courts.
- Provide availability at City Hall for legal services, on days and times beyond those included in Routine Services.
- Negotiations, drafting agreements, and other services rendered with respect to land use development proposals and projects.
- Other legal services provided to the City which have no routine equivalent and are often paid for by another source including work which constitutes a project cost of a tax increment district, or work related to the issuance of industrial revenue bonds.
- Other legal services not specified as included in Routine Legal Services above.

## **ATTACHMENT “D”**

### **2026 WORK PLAN**

1. Renegotiate Mequon-Milwaukee Water Agreement
2. Assist staff in creation of Southwest Industrial Development Area
  - a. Ordinance establishing zoning
  - b. Possible Tax Increment District (Project Plan, etc.)
3. Resolve concerns regarding County-owned parcels and City Zoning
4. Complete “Carry-Over” Matters:
  - a. T-Mobile Fire Station 2 Lease Renewal/Extension
  - b. Poblocki Paving - City Hall Parking Lot Dispute
  - c. Ville du Parc Litigation
  - d. Berrada Claim
  - e. Ranch Road Lift Station property rights acquisition
  - f. Code Update Concerning Cell Tower Regulations
5. Comprehensive review/revision of one Chapter of the Municipal Code, as mutually agreed upon

## ATTACHMENT “E”

### SAMPLE BILLING CATEGORIES

- General Corporate
  - Generally, the Core Services and Duties in Attachment B except where such service could be billed to a non-general fund source (e.g., contract review for water matters would be billed under the water utility matter and not general corporate)
- Water Utility
- Sewer Utility
- Open Records Requests
- Board of Appeals
- TID 3
- TID 4
- TID 5
- General Development
- Project-Specific Development Matters
  - e.g., Swan Ridge Farms Subdivision, Southwest Industrial, etc.



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**Administration**

**TO: Finance-Personnel Committee**  
**FROM: William Jones, City Administrator**  
**DATE: January 13, 2026**  
**SUBJECT: A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.**

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### **Background**

On December 23, 2014, the Common Council approved an initial employment agreement with City Administrator William Jones, who began his duties with the City of Mequon on January 12, 2015. The agreement includes provisions whereby on an annual basis, the Common Council will review the performance, as well as the compensation and benefits, of the City Administrator.

### **Analysis**

In December, the Common Council met to discuss and evaluate Mr. Jones' job performance during 2025. Following this review, the Common Council authorized an adjustment to the City Administrator's salary for 2026, as well as the restoration of a severance provision included in Mr. Jones' original employment agreement. Accordingly, a seventh amendment to the City Administrator's employment agreement was prepared to properly reflect the approved changes.

### **Fiscal Impact**

The proposed seventh amendment adjusts the City Administrator's annual salary from \$185,000 to \$195,000 for 2026, retroactive to January 1. This reflects a market adjustment that corresponds to an independent analysis of compensation levels conducted amongst other managers and administrators from across the state in late 2025. More locally, the neighboring Village of Fox Point (pop. 6,591) is presently advertising a starting salary of up to \$180,000 for its Village Manager position, which currently remains vacant.

Additionally, the amendment restores a 12-month severance payment provision that, as noted, was part of the original employment agreement executed in 2015. More recently, this payment amount had been capped at \$150,000 in 2022, and the proposed change simply reinstates the original agreement's severance methodology - equal to twelve months of pay following six years of service to the City.

### **Recommendation**

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

**Attachments:**

**SEVENTH AMENDMENT - WHJ JR. EMPLOYMENT AGREEMENT**

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION - 4253

A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the  
City of Mequon and William H. Jones, Jr.

**RECITALS**

- A. Section 2-180 of the Mequon Municipal Code calls for the appointment of a City Administrator.
- B. The City of Mequon and William H. Jones, Jr., entered into an Employment Agreement on January 2, 2015, wherein the parties set forth their entire understanding regarding the employment of Mr. Jones as City Administrator for the City of Mequon.
- C. The City and Mr. Jones desire to amend the Employment Agreement upon such terms that are mutually agreeable to the parties.

BASED UPON THE FORGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the Seventh Amendment to Employment Agreement in the form as attached is approved, and that the Mayor and City Clerk are hereby authorized to execute and deliver the same.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

\_\_\_\_\_  
Caroline Fochs, City Clerk

## **SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT**

THIS SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT (“Amendment”), effective as of January 1, 2026, is by and between the CITY OF MEQUON, a Wisconsin municipal corporation (the “City”), and William H. Jones, Jr. (“Employee”).

### **RECITALS**

A. The City and Employee entered into an Agreement on January 2, 2015, in which the parties set forth their entire understanding regarding the employment of the Employee as City Administrator (as amended prior to this date, the “Employment Agreement”).

B. The City and Employee desire to amend the Employment Agreement upon the terms set forth in this Amendment.

### **AGREEMENTS**

NOW, THEREFORE, in consideration of the promises and agreements set forth in this Amendment, the parties agree as follows:

1. Section 5 of the Employment Agreement is hereby amended to read as follows:

During calendar year 2026, the CITY shall pay an annual base salary of \$195,000 to EMPLOYEE for his services under this Agreement. The City shall pay such base salary to EMPLOYEE in installments at the same time the CITY pays other employees. The CITY shall, as part of the first regular payroll following the execution of this Amendment, pay to EMPLOYEE an amount equal to the difference between the amount actually paid to EMPLOYEE from January 1, 2026, through the date of execution and the amount that would have been paid to EMPLOYEE had the parties executed this Amendment on or before January 1, 2026.

Upon approval of the Common Council in its sole discretion, the CITY may pay to EMPLOYEE a bonus from time to time based on performance, to adjust for inflation or for any other good reason.

2. Section 7 of the Employment Agreement is hereby amended to read as follows.

In the event EMPLOYEE is terminated by the Common Council, then the CITY agrees to pay the EMPLOYEE a severance payment equal to twelve (12) months base salary plus payment for any sick leave, vacation and/or holiday benefits accrued, provided that no such payment shall be due to the EMPLOYEE if such termination shall be for cause, cause being defined as misconduct, malfeasance, willful breach or habitual neglect of duty, defalcation, or any other conduct in derogation of the rights of the CITY as the employer as generally defined in the City’s Personnel Code.

In the event EMPLOYEE shall resign his position as City Administrator, he shall not be entitled to any severance compensation.

If EMPLOYEE should become permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of three (3) successive months or eight (8) successive weeks beyond any accrued sick leave, whichever is longer, CITY shall have the option to terminate this Agreement and such termination shall not be subject to the severance compensation requirement of this §7.

In the event of the EMPLOYEE’S death, this agreement shall terminate automatically and without any liability to the CITY or the EMPLOYEE’S estate, except EMPLOYEE’S estate shall be entitled to payment for 100% of any accrued and unused sick, vacation and holiday time.

Should EMPLOYEE resign from employment, EMPLOYEE shall provide at least 60 days written notice of the termination to CITY, unless the parties agree otherwise.

3. Except as provided in this Amendment, the terms, covenants and provisions of the Employment Agreement remain unmodified and in full force and effect. In the event of any conflict between the provisions of this Amendment and the provisions of the Employment Agreement, the terms and provisions of this Amendment control.

Effective and dated as of the date first set forth above.

CITY:

CITY OF MEQUON

EMPLOYEE:

\_\_\_\_\_  
Andrew J. Nerbun, Mayor

\_\_\_\_\_  
William H. Jones, Jr.

\_\_\_\_\_  
Caroline Fochs, City Clerk



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City Clerk

**TO: Finance-Personnel Committee**  
**FROM: Caroline Fochs, City Clerk**  
**DATE: January 13, 2026**  
**SUBJECT: A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026, Related to License Fees Charged to Peddlers, Transient Merchants and Solicitors**

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### **Background**

During the Finance-Personnel Committee's December meeting, a review of the fees the City charges for Peddler, Transient Merchant and Solicitor Licenses was requested. Currently, the fee is structured to charge the business entity \$100, and for each person who is engaged in selling or soliciting, \$15 to cover staff time and the fee charged to the City for a background check. The average number of sellers per license is three.

In determining the correct fee for any license, the Committee should consider applicable statutes such as § 66.0628:

Fees imposed by a political subdivision.

(1) In this section:

(a) "Political subdivision" means a city, village, town, or county.

(b) "Reasonable relationship" means that the cost charged by a political subdivision for a service provided to a person may not exceed the political subdivision's reasonable direct costs that are associated with any activity undertaken by the political subdivision that is related to the fee.

(2) Any fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed.

Therefore, fees should have a justifiable basis for how they are determined.

### **Analysis**

Staff from the City Clerk's Office, Finance Department and the Police Department are involved in the processing of each license. Considering the overall time involved, and using the 2025 hourly billing rate which captures staff's wages and overhead, the actual cost to the City is approximately \$270 for each license issued. Therefore, the Committee could make the case that a fee increase is justifiable.

**Fiscal Impact**

Staff contacted surrounding municipalities to inquire about their fees and found all were charging a similar fee or less. However, with the ability to recapture actual costs, staff believes an increase is in order. Accordingly, it is recommended that a fee increase to \$150 for the business entity and \$50 per seller/solicitor would allow the City to recoup actual costs in a fashion that is consistent with other City fees. Based on the 2024-2025 licensing period, this change in fees would result in an increase of \$1,300 annually.

**Recommendation**

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

Attachments:

None

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION - 4254

A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026,  
Related to License Fees Charged to Peddlers, Transient Merchants and Solicitors

RECITALS

A. The City fee schedule is reviewed and recommended for implementation by the Finance-Personnel Committee on an as-needed basis.

B. The City fee schedule includes an overhead cost model that incorporates overhead costs in the fee calculation methodology used by all departments where staff time is involved in providing a service to insure, where appropriate, that all City costs associated with providing a particular service are recovered.

C. City staff has reviewed the fee schedule and recommends adjustments to Peddler, Transient Merchant and Solicitor licensing fees to reflect actual costs to the City.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the 2026 City Fee Schedule related to Peddler, Transient Merchant and Solicitor License fees be adjusted to \$150 for the business entity and \$50 for each seller/solicitor, and implemented for use as hereby stated until further amended.

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Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

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Caroline Fochs, City Clerk

## 2026 Finance-Personnel Monthly Work Plan

### Current Agenda Topics

Month	Agenda Topics
January	<ul style="list-style-type: none"> <li>• A Resolution Approving an Agreement for General Legal Services During Fiscal Years 2026 and 2027 with Stafford Rosenbaum, LLP, of Madison, Wisconsin</li> <li>• A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.</li> <li>• A Resolution Amending the 2026 City of Mequon Fee Schedule</li> </ul>

### Potential Future Agenda Topics

<ul style="list-style-type: none"> <li>• Library Review</li> <li>• Fundraising</li> <li>• Hotel/Motel Tax</li> <li>• City Ordinance Reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Payment in Lieu of Tax (PILOT) Agreements</li> <li>• Impact Fee Closeout</li> <li>• Cash-Handling Procedures</li> <li>• Budget Preview August/September 2026</li> </ul>
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### 2026 Completed Items

<ul style="list-style-type: none"> <li>• </li> </ul>
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