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

www.ci.mequon.wi.us
Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, February 13, 2024
6:00 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes
   Action requested: review and approve
   a. January 9, 2024 Finance-Personnel Meeting Minutes

3) License Applications
   Action requested: review and approve
   a. February, 2024 Licenses

4) Vouchers Paid
   a. January 2024 Vouchers Paid List

5) Resolutions
   Action requested: review and recommend approval
   a. **RESOLUTION 4099** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennicke Field

6) Discussion Items
   Action requested: discuss and take action as needed
   a. Review of Proposed Financial Policy Change Recommendations
   b. 2023 YTD Cash & Investment Report as of 12/31/2023
   c. Finance & Personnel Work Plan

7) Adjourn

Dated: February 13, 2024 *\/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, January 9, 2024
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Caroline Fochs, City Clerk, Patrick Pryor, Police Chief, Brian Sajdak, City Attorney and Fred Wahlen, Sybaris.

2) Approve Meeting Minutes
a. December 12, 2023 Finance-Personnel Meeting Minutes

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

3) Action Item
a. Request by Sybaris Clubs for a Revision to the Current Liquor License Agreement

Clerk Fochs explained the background of the current Liquor License Agreement with Sybaris Clubs. The revision was enacted in 2017 and includes several stipulations. The current ownership is requesting to remove or revise stipulation #3 (same day booking of any afternoon getaway suite) as they feel it has restricted bookings.

Chief Pryor voiced his concern regarding amending the current agreement. All Aldermen spoke at the meeting asking questions of Mr. Whalen or giving their opinions on the situation at hand.

The request was ultimately denied.

RESULT: **Denied [Unanimous]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid
   a. December 2023 Vouchers Paid List

Staff answered Committee members questions regarding the Betterment of Service payment to Thiensville for the Water Utility and the County Line Traffic Signal payment to Wisconsin Department of Transportation.

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

AYES:	Gebhardt, Parrish, Strzelczyk

5) Information Items
   a. Review of City Financial Policies

Administrator Jones briefed the Committee about reviewing the comprehensive Financial Policy over the next several months. The last time all the policy statements were reviewed was 2018.

Committee members were in agreement with the approach.

   b. Finance & Personnel Work Plan

6) Adjourn

A motion to adjourn was made by Alderman Parrish at 7:07PM, seconded by Alderman Gebhardt. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

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

www.ci.mequon.wi.us **Office of City Clerk**

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **February 8, 2024**
SUBJECT: **February, 2024 Licenses**

Following are the recommended approvals:

Class B Beer and Class C Wine License - New for the period of February 13, 2024 through June 30, 2024 - contingent upon passing all inspections

Mint Asian Kitchen LLC DBA
Mint Asian Kitchen
1380 W. Mequon Rd.
Agent: Paige Sy

Class C Wine License - New for the period of February 14, 2024 through June 30, 2024 - contingent upon passing all inspections

Foxtown – GBC, LLC DBA
Foxtown Station
6209 W. Mequon Rd.
Agent: Thomas E. Nieman

Peddler Class A License - Renewal for the period of February 16, 2023 through May 16, 2024

Richmond Investment Services
7702 W. Mequon Rd.
Mequon, WI 53097
Request to sell financial services door-to-door
Applicant Name: Marcus John Mrugala

Following are the recommended denials:

None.

Attachments:
Mint Asian Application (PDF)
Foxtown Station application (PDF)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: ~~01/01/2023~~ 2/13/23 (mm dd yyyy) ending: 06/30/2023 (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } Mequon

County of Ozaukee Aldermanic Dist. No. ______ (If required by ordinance)

Check one: ~~☒ Individual~~ ☒ Limited Liability Company ☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
456-1031539558-04	
FEIN Number 93-4487534	
TYPE OF LICENSE REQUESTED	**FEE**
☐ Class A beer	$
☒ Class B beer	$ ~~100~~ 41.66
☒ Class C wine	$ ~~100~~ 41.66
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☐ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 10
TOTAL FEE	$ ~~210~~ 93.3

pro rated

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Mint Asian Kitchen LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	[redacted]
Sy	Paige		
Vice President / Member Last Name	(First)	(Middle Name)	
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name Sy	(First) Paige	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code) See Above
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Mint Asian Kitchen Business Phone Number (262) 241-1999 W
2. Address of Premises 1380 W. Mequon Rd Post Office & Zip Code 53092
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
   Alcohol will be stored in locked storage room. Served in dinning room & outdoor patio. in dinig room there will be fridge for storage.
4. Legal description (omit if street address is given above): ______
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
   (b) If yes, under what name was license issued? Kong Meng Lo

AT-106 (R. 3-19) Wisconsin Department of Revenue

Call for P/U Quan 414-578-6313 (cell)

Attachment: Mint Asian Application (9059 : February Licenses)

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** .... ☑ Yes ☐ No

Need training Course

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? .... ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** .... ☐ Yes ☒ No

9. (a) **Corporate/limited liability company applicants only:** Insert state ______ and date ______ of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** .... ☐ Yes ☒ No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] .... ☑ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] .... ☑ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? .... ☑ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.)	Title/Member	Date
Paige Sy	Owner	
Signature	[redacted]	**Email Address**
Paige Sy		MintAsianKitche @gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AT-106 (R. 3-19)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 02/14/2024 *(mm dd yyyy)* ending: 06/30/2024 *(mm dd yyyy)*

To the Governing Body of the: ☐ Town of ☐ Village of ☑ City of } MEQUON

County of OZAUKEE

Aldermanic Dist. No. ______ (if required by ordinance)

Check one: ☐ Individual ☐ Partnership ☑ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number: 456102960394304

FEIN Number: 82-4425863

TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	$
☐ Class B beer	$
☑ Class C wine	$ 41.67
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☐ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 20.00
TOTAL FEE	$ 61.67

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Foxtown - GBC, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
President / Member Last Name			
Vice President / Member Last Name			
Secretary / Member Last Name			
Treasurer / Member Last Name			
Agent Last Name: Nieman	Thomas	E.	[redacted]
Directors / Managers Last Name: Nieman	Thomas	E.	[redacted]

1. Trade Name Foxtown Brewing Co. / Foxtown Brewery / FoxTown Station Business Phone Number (262) 292-5700 (Brewery b/c Station has limited
2. Address of Premises 6209 W. Mequon Rd. Post Office & Zip Code Mequon, WI 53092
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

   The applicant will be storing and making retail sales of wine on the real estate shown on the attached site plan including the land, parking areas, buildings, and improvements (the "Property"). The Property is leased from Fox Yard, LLC. The Property contains 3.1947 acres of land and is located as depicted in the attached site plan in the City of Mequon, Ozaukee County, Wisconsin (Lot 2 of Certified Survey Map #4054).

4. Legal description (omit if street address is given above): N/A
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☑ No

   (b) If yes, under what name was license issued? N/A

mmeyer@mawickelaw.com 414·224·0600

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** . . . . ☐ Yes ☑ No

Applicant's appointed agent has completed the responsible beverage server training course.

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? . . . . ☐ Yes ☑ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** . . . . ☐ Yes ☑ No

9. (a) **Corporate/limited liability company applicants only:** Insert state Wisconsin and date 01/18/2018 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** . . . . ☑ Yes ☐ No

See attached.

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☑ Yes ☐ No
If yes, explain.

Foxtown - GBC, LLC holds: (1) a brewer's permit in Germantown, WI; and (2) a "Class C" wine license for 6411 W. Mequon Rd., Mequon, WI.

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] . . . . ☑ Yes ☐ No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] . . . . ☑ Yes ☐ No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? . . . . ☑ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.)	Title/Member	Date
Nieman, Thomas E.	President	01/25/24
Signature Thomas C Nieman		

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
1/25/24 CF	2/13/24		
Date license granted	Date license issued	License number issued	

AT-106 (R. 3-19)

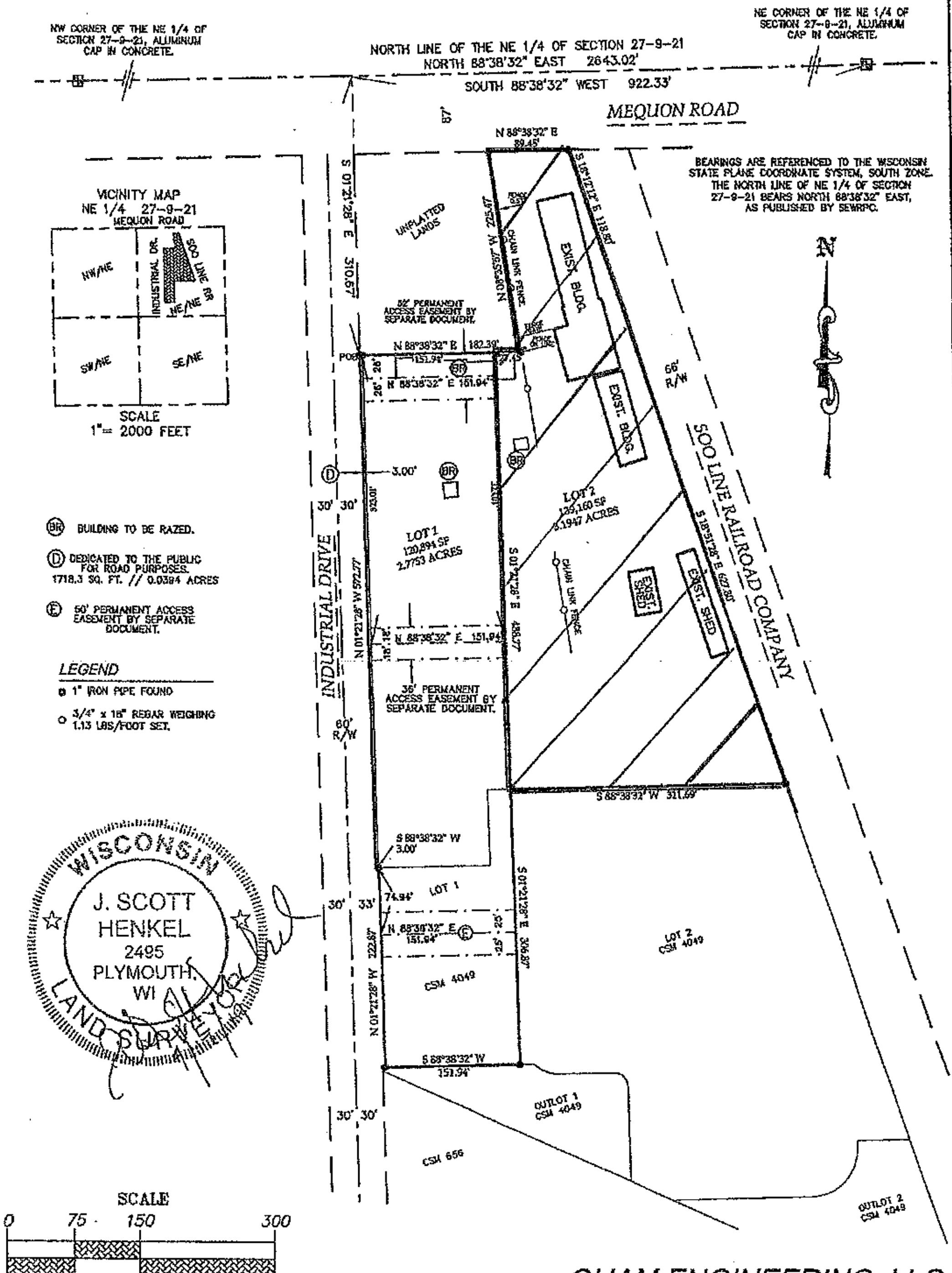
8360034
Tx:4307384

1076129
RONALD A. VOIGT
OZAUKEE COUNTY
REGISTER OF DEEDS
RECORDED ON
04/24/2019 01:41 PM
REC FEE: 30.00
TRANS FEE:
PAGES: 4
EXEMPT #:

CERTIFIED SURVEY MAP #4054

LOT 1 OF CERTIFIED SURVEY MAP 4049, RECORDED AS DOCUMENT NO. 1074319 AND PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 27, TOWNSHIP 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, COUNTY OF OZAUKEE, STATE OF WISCONSIN.

OWNER--LOT 1: FT 1, LLC
OWNER--LOT 2: FOX YARD, LLC



QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND, WI, 53095
262-338-6641 www.quamengineering.com
Project # PD-04-16 Date: 12/10/18

Surveyed & Mapped by J. Scott Henkel

REVISED: 04/17/19
REVISED: 01/11/19

SHEET 1 OF 4

Attachment: Foxtown Station application (9059 : February Licenses)

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID:

GENERAL FUND (0110)	715,169.02
SPECIAL REVENUE FUND (0210)	916.10
PARKS & OPEN SPACE (0220)	2,800.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	15,400.00
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	150,840.80
SEWER UT FUND (0610)	30,241.16
WATER UT FUND (0620)	57,499.14
TAX FIDUCIARY FUND (0810)	35,517.04
TOTAL	1,008,383.26

IN THE AMOUNT OF $ 1,008,383.26 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

WILLIAM JONES
CITY ADMINISTRATOR 2/13/2024

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$1,008,383.26
Building Maintenance	10115	BELL TAPE INC	JANITORIAL SUPPLIES - CITY BLDGS	3,527.02
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,817.00
Building Maintenance	13011	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT	622.86
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	510.00
Building Maintenance	12311	JOHN A. GUETZKE & ASSOCIATES, INC.	ANNUAL WIRELESS MONITORING FIRE ALARM SYSTEM	365.00
Building Maintenance	10115	BELL TAPE INC	JANITORIAL SUPPLIES - CITY BUILDINGS	334.49
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	318.69
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	187.45
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES - CITY HALL	158.67
Building Maintenance	10074	AT & T CORP	ALARM CIRCUTS	84.30
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	83.74
Building Maintenance	10428	FRANK GILLITZER ELECTRIC CO LTD	REPAIRS	70.90
Building Maintenance	12883	PB HAHN & CO INC	WORK SUPPLIES	52.16
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	17.99
Building Maintenance Total				**8,150.27**
Building Projects	12651	AMAZON CAPITAL SERVICES, INC	AUDIO/VIDEO EQUIPMENT FOR TRAINING & CONFERENCE RO	2,049.00
Building Projects Total				**2,049.00**
City Administrator	13134	T&G THIENSVILLE INC	2023 EMPLOYEE HOLIDAY PARTY	2,025.00
City Administrator	11246	WCMA EXECUTIVE DIR	WCMA ANNUAL MEMBERSHIP - W. JONES	240.00
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT PAD FOR MAXMARK XL DATER	10.90
City Administrator Total				**2,275.90**
City Clerk	11747	CIVICPLUS LLC	ANNUAL SUPPLEMENT FEE	6,185.00
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00
City Clerk	12532	GRANICUS, LLC	JANUARY 2024 FEE	1,289.93
City Clerk	10834	OFFICE DEPOT *	COPY PAPER, MOUSE, SIGN HOLDERS, CLEAR COVER	598.29
City Clerk	10834	OFFICE DEPOT *	PAPER, POSTITS, PENS, STAPLES, ETC	410.41
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	PUBLICATION 11/26/23-12/30/23	363.90
City Clerk	10834	OFFICE DEPOT *	3 BINDERS	76.24
City Clerk	11343	WISCONSIN MUNICIPAL CLERKS ASSOCIATION	2024 WCMA MEMBERSHIP DUES - J. MEYER	65.00
City Clerk	11343	WISCONSIN MUNICIPAL CLERKS ASSOCIATION	2024 WCMA MEMBERSHIP DUES - C. FOCHS	65.00
City Clerk	10834	OFFICE DEPOT *	BLUE LABELS	39.35
City Clerk	10834	OFFICE DEPOT *	CERTIFICATES STATIONARY	21.98
City Clerk	10834	OFFICE DEPOT *	PACKING TAPE	17.53
City Clerk	10834	OFFICE DEPOT *	SECURITY STAMP	14.99
City Clerk	10834	OFFICE DEPOT *	DESK PROTECTOR	4.99
City Clerk Total				**13,152.61**
Common Council	10635	THE LEAGUE OF WISCONSIN MUNICIPALITIES	MEMBERSHIP DUES FOR 1/1/2024-12/31/2024	12,269.96
Common Council Total				**12,269.96**
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,134.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PC PUBLIC NOTICES IN NEWSPAPER	78.26
Community Development	11581	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	75.91
Community Development Total				**1,288.17**
Elections	10854	OZAUKEE COUNTY CLERK	ICE MACHINE ANNUAL MAINTENANCE	8,843.36
Elections	10108	BEAR GRAPHICS INC	10K INNER ABSENTEE ENVELOPES	1,746.40
Elections	10108	BEAR GRAPHICS INC	10K OUTER ELECTION ENVELOPES	1,731.38
Elections	10108	BEAR GRAPHICS INC	2500 SVD ENVELOPES	629.77
Elections Total				**12,950.91**
Engineering	11062	RASMITH, INC	TORREY DRIVE INSPECTIONS RES. 4020	5,738.97
Engineering	12322	BAXTER & WOODMAN, INC.	HIGHLAND MEADOWS SWMP REVIEW	1,501.25
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	1,089.48
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER LEASE	297.73
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03
Engineering Total				**8,680.46**
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2023 AUDIT SERVICES	4,638.00
Finance	12326	KEY BENEFIT CONCEPTS LLC	12/31/23 OPEB & STIPEND TABLE UPDATES	1,600.00
Finance	12651	AMAZON CAPITAL SERVICES, INC	PENS FOR FINANCE DEPARTMENT	36.23
Finance Total				**6,274.23**
Fire / EMS	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2024 SOFD ANNUAL FUNDING	350,430.75
Fire / EMS Total				**350,430.75**
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	18,939.62
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	PARTS FOR 312	11,858.30
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TIRES FOR 302	2,684.93
Fleet Services	10540	INTERSTATE POWER SYSTEMS, INC	TRANSMISSION REPAIR #314	2,217.73
Fleet Services	10803	NEWMAN CHEVROLET INC	TRANSMISSION REPAIRS 403	1,438.24
Fleet Services	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	FUEL PUMP FOR 437	1,278.00
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS	461.17
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	345.84
Fleet Services	10732	MILLER BRADFORD & RISBERG, INC	DOOR FOR 338	340.00

			Grand Total	$1,008,383.26
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	327.74
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	269.82
Fleet Services	11727	BLUE TARP FINANCIAL, INC	SPRAYER PUMP	212.79
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TIRES FOR 302	184.50
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	164.37
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS	161.14
Fleet Services	10650	LOCHEN CO INC, JOHN P	YOKE FOR BEFCO MOWER	160.81
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	158.55
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	149.24
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	148.90
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	130.94
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	WORK SUPPLIES	116.57
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS	110.92
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	104.71
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	98.36
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	85.32
Fleet Services	11675	GIELOW'S LAWN & GARDEN	LAWN MOWER PARTS	78.69
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	77.04
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	75.45
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	69.95
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	62.88
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	STEVE S TOOL ALLOWANCE	62.80
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	55.20
Fleet Services	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	WORK SUPPLIES - EQUIPMENT	53.86
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	49.24
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	43.50
Fleet Services	12651	AMAZON CAPITAL SERVICES, INC	INVERTER FOR 337	42.59
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	42.37
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	40.79
Fleet Services	12542	FPR INVESTMENTS, LLC	HYDRAULIC SUPPLIES	36.60
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	32.87
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	27.70
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	27.57
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	22.28
Fleet Services	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	WORK SUPPLIES - EQUIPMENT	12.36
Fleet Services	12390	ADVANCE AUTO PARTS	BELT RETURN	-43.54
Fleet Services	12390	ADVANCE AUTO PARTS	BELT RETURN	-75.45
Fleet Services	12390	ADVANCE AUTO PARTS	BELT RETURN	-84.69
Fleet Services	12390	ADVANCE AUTO PARTS	BELT RETURN	-104.71
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	CLAMP RETURN	-110.70
Fleet Services Total				**42,643.16**
Forestry	12505	ENER-CON INC	BRUSH GRINDING @ BRUSH SITE	14,300.00
Forestry	10582	KAESTNER AUTO ELECTRIC CO	NEW LIGHTS FOR CARTS	686.00
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	102.95
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	79.58
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	60.04
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	42.07
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	23.19
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	15.90
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	2.33
Forestry Total				**15,433.10**
General Fund - General Activites	13077	MUNICIPAL PROPERTY INSURANCE COMPANY	2024 PROPERTY INSURANCE	64,223.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2024 LIABILITY INSURANCE PYMT 1 OF 4	46,142.50
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2024 WORKERS COMP INSURANCE PYMT 1 OF 4	35,956.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2024-2/29/2024	3,000.25
General Fund - General Activites	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2023 WT-7 RETURN TAX DUE	2,559.82
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 1/5/2024	2,100.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2024 CRIME INSURANCE PYMT 1 OF 4	1,937.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 1/5/2024	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 1/19/2024	1,240.09
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/5/2024	525.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/19/2024	525.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7981 W PRESERVE	210.00
General Fund - General Activites	90002	PARK REFUNDS	CANCELLATION REFUND REUTER SECURITY DEPOSIT	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP #36213, 36296, & 36314	180.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #36279 & 36294	120.00

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$1,008,383.26
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #36057 & 36082	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #36220 & 36350	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 13120 N WEST SHORELAND	114.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2024-2/29/2024	106.40
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT FEBRUARY 2024	101.01
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11022 N WHILTON	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10826 N PEBBLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10533 N MANOR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4927 W ELMDALE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10709 N HOLLYHOCK	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 5510 SUNNYSIDE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11090-11120 N WESTON	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10608 MAGNOLIA	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10900 WAUWATOSA	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3326 W COLETTE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 5447 W BAYBERRY	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11251 BUNTROCK	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10416 W FREISTADT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1522 GREENBRIER	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 9926 VALLEY HILL DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12525 N LABELLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 3613 W RIVER RIDGE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11342 N ORIOLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 10519 GAZEBO HILL	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 13748 BIRCHWOOD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10156 SHERIDAN	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8202 HAWTHORNE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10826 N PEBBLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 11697 N CANTERBURY	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEP 11412 N STONEFIELD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10733 N RIVER	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1528 RIVER OAKS	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 426 E JUNIPER	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12316 N GOLF	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 937 W HERITAGE CT #103	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10625 HOLLYHOCK	60.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD WORK SUPPLIES	48.22
General Fund - General Activites	10610	L A W HEALTH BENEFIT TRUST	MEQUON PAYROLL 1/19/2024 GRAYCAREK	10.00
General Fund - General Activites Total				**162,638.38**
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	1,400.00
Highway	10647	LINCOLN CONTRACTORS SUPPLY INC	TOOLS	1,039.96
Highway	11109	SUPERIOR CHEMICAL CORP	TRUCK CLEANING SOLUTION	619.96
Highway	10172	CARLIN SALES CORP	DE-ICING CHEMICALS	492.45
Highway	11248	WE ENERGIES	SIRENS	326.26
Highway	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	242.43
Highway	10691	MENARDS	STREET MAINTENCE SUPPLIES	240.62
Highway	10691	MENARDS	STREET MAINTENCE SUPPLIES	189.90
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	175.45
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	171.60
Highway	13148	CREEKSIDE VALLEY FARM LLC	COVER STRAW FOR TOPSOIL - ROAD PROGRAM	168.00
Highway	11195	USIC LOCATING SERVICES INC	LOCATES	123.24
Highway	10814	NORTH SHORE PUBLIC WORKS ASSC	NSPWA MEMBERSHIP DUES - T.WEYKER	100.00
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	10647	LINCOLN CONTRACTORS SUPPLY INC	SUPPLIES	49.99
Highway Total				**5,414.96**
Human Resources	11830	ORGANIZATION DEVELOPMENT CONSULTANTS INC	ODC: Pre-Employment & Promotional Psychologists	1,000.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	295.82
Human Resources Total				**1,295.82**
Information Services	12651	AMAZON CAPITAL SERVICES, INC	IT Equipment: Computers & Monitors	8,315.66
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Fortinet 3 Year Agreement Services - OTG	4,160.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MWF Annual Maintenance Fee	1,768.29
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	1,597.99
Information Services	12629	TELECOM FITNESS INC	Phone & Internet Provider Support - Telcom Fitness	1,200.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Print Services Contract	1,157.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network for 4 Buildings	895.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	889.28
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - 2024 3 Switch Warranty Renewal	763.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	696.61

Attachment: January 2024 AP Vendor Listing by Dept (9091 : January 2024 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$1,008,383.26
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	IT Special Projects and Hourly Services	600.01
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Print Services Contract	592.15
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet - ISCORP	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet Services - MWF	200.00
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet - ISCORP	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network for 4 Buildings	150.10
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	84.15
Information Services	11701	TYLER TECHNOLOGIES INC	Tyler Munis ERP System Annual Fee	75.68
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	52.97
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	28.58
Information Services Total				**23,626.47**
Inspections	13151	MARTIN SCHOENKNECHT	EMPLOYEE REFERRAL BONUS	1,500.00
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	366.00
Inspections	10325	ELECTRICAL INSPECTORS ASSOCIATION OF	2024 MEMBERSHIP G. GOLDEN	40.00
Inspections	11581	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	21.82
Inspections	90001	TEMP STAFF REIMB	REIMBURSEMENT FAREWELL CARDS FOR B. PUPS	11.58
Inspections Total				**1,939.40**
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2023 LEGAL FEES	7,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	2,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	700.00
Legal Counsel Total				**9,700.00**
Local Road Projects	10167	CABLECOM LLC	CITY FIBER HANDHOLE REPLACEMENT	2,924.40
Local Road Projects	13148	CREEKSIDE VALLEY FARM LLC	COVER STRAW FOR TOPSOIL - ROAD PROGRAM	404.25
Local Road Projects Total				**3,328.65**
Parks	13149	TREES FOR LESS NURSERY	CHRISTMAS DECOR FOR CITY HALL	553.88
Parks	12883	PB HAHN & CO INC	TOOLS - FORESTRY	473.12
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	330.00
Parks	11727	BLUE TARP FINANCIAL, INC	MOWER JACK	329.99
Parks	12883	PB HAHN & CO INC	TOOLS - FORESTRY	250.69
Parks	12883	PB HAHN & CO INC	TOOLS - FORESTRY	85.38
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	44.41
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	35.96
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	23.98
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	20.69
Parks	12883	PB HAHN & CO INC	TOOLS - FORESTRY	13.93
Parks Total				**2,162.03**
Parks Nature Preserve	11538	MEQUON NATURE PRESERVE, INC	Q4 2023 RENT REBATE	2,800.00
Parks Nature Preserve Total				**2,800.00**
Police	10417	GENERAL COMMUNICATIONS INC	2024 MAINTENANCE CONTRACT	15,900.00
Police	12183	LEXIPOL LLC	LAW ENFORCEMENT POLICIES	9,721.39
Police	13150	LEADSONLINE PARENT LLC	CELL PHONE FORENSICS	4,995.00
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	945.03
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	511.87
Police	12535	SOUND DESIGNS, INC	IMPOUND CAMERA SERVICE	345.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	231.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	219.99
Police	11244	WAUWATOSA, CITY OF	2024 ALPRS ANNUAL MEMBERSHIP	200.00
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	185.44
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	179.98
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	156.95
Police	12857	VISUAL IMAGE PHOTOGRAPHY	DEPARTMENT PHOTOGRAPHS	125.00
Police	10708	MEQUON POLICE-PETTY CASH	12/31/2023 RECONCILIATION OF PD PETTY CASH	116.51
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	103.65
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	100.00
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	12665	CWKK CORP	CRIMEDEX SUBSCRIPTION	79.00
Police	12558	HALO BRANDED SOLUTIONS, INC.	UNIFORMS	78.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	74.40
Police	13026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	63.10
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	59.97
Police	12683	UNIVERSITY OF WISCONSIN- PLATTEVILLE	CRIMINAL JUSTICE CAREER DAY BOOTH FEE	50.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	41.98
Police	12768	BONUS INC	HOSPITALITY	39.86
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	33.47
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 12/14/2023-12/22/2023	30.70
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES	25.40
Police	11114	T MOBILE	CELL PHONE RECORDS	25.00
Police	10852	OZAUKEE COUNTY CHIEFS ASSOCIATION	MEMBERSHIP DUES	25.00

			Grand Total	$1,008,383.26
Processed by Department	**Vendor Number**	**Vendor Name**	**Invoice Description**	**Line item amount**
Police	11114	T MOBILE	CELL PHONE RECORDS	25.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	19.95
Police	10708	MEQUON POLICE-PETTY CASH	12/31/2023 RECONCILIATION OF PD PETTY CASH	17.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	12.89
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	10.29
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	4.94
Police Total				**34,842.44**
Public Safety Equipment	10417	GENERAL COMMUNICATIONS INC	SQUAD EQUIPMENT / MAINTENANCE / REPAIR	2,500.00
Public Safety Equipment	10313	VETCOR OF EAST TOWNE LLC	VETERINARY SERVICES	331.63
Public Safety Equipment	10313	VETCOR OF EAST TOWNE LLC	VETERINARY SERVICES	70.00
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	39.99
Public Safety Equipment Total				**2,941.62**
Public Works Other	11563	KUENY ARCHITECTS, LLC	DESIGN SERVICES FOR LEMKE PARK	31,048.38
Public Works Other	11062	RASMITH, INC	FIESTA LANE DRAINAGE STUDY RES. 4044	2,913.75
Public Works Other Total				**33,962.13**
Public Works Vehicles	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	Plow Truck & Engine Shaft (Res 3925/PO20220454)	107,342.00
Public Works Vehicles Total				**107,342.00**
Sewer General Activities	90007	MISC REFUNDS	REFUND DRAINAGE FINANCIAL GUARANTEE 385 W HEMLOCK	9,350.94
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2024-2/29/2024	263.34
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/19/2024	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/5/2024	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT FEBRUARY 2024	11.69
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2024-2/29/2024	8.80
Sewer General Activities Total				**9,754.77**
Sewer UT Operations	11217	VISU-SEWER INC	SAN REHAB (#2598-H & F)-RES 3907	8,353.37
Sewer UT Operations	13131	NEW RESTORATION AND RECOVERY SERVICES LLC	SEWER LATERAL WORK, #3566-23-G2(1), RES #4067	6,371.51
Sewer UT Operations	11556	BLOOM COMPANIES LLC	PPII INSPECTIONS (3566-22-I)-RES 3947 & 4006	1,795.50
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	INSPECTION FOR LS O (#3491)	1,275.71
Sewer UT Operations	12225	PRIMADATA	Q4 2023 WATER/SEWER VOLUME BILLS POSTAGE	1,010.70
Sewer UT Operations	12225	PRIMADATA	Q4 2023 SEWER FLAT BILLS POSTAGE	1,000.07
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	510.00
Sewer UT Operations	10691	MENARDS	MISC SUPPLIES	109.45
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	60.08
Sewer UT Operations Total				**20,486.39**
Special Events	13143	GOLLNICK & SONS TREE SERVICE LLC	2023 WINTER WONDERLAND	600.00
Special Events	10647	LINCOLN CONTRACTORS SUPPLY INC	2023 WINTER WONDERLAND	316.10
Special Events Total				**916.10**
Special Federal Grant Fund	12887	AVERO LLC	LMS-CONSULTING	4,560.00
Special Federal Grant Fund	11701	TYLER TECHNOLOGIES INC	ARPA: Munis ERP System Business Licensing Implemen	3,500.00
Special Federal Grant Fund	12887	AVERO LLC	LMS-CONSULTING	3,210.00
Special Federal Grant Fund	13152	FGM ARCHITECTS INC	PUBLIC SAFETY SPACE NEEDS - ANALYSIS	1,450.00
Special Federal Grant Fund	11701	TYLER TECHNOLOGIES INC	ARPA: Munis ERP System Business Licensing Implemen	1,400.00
Special Federal Grant Fund	11701	TYLER TECHNOLOGIES INC	ARPA: Munis ERP System Business Licensing Implemen	1,280.00
Special Federal Grant Fund Total				**15,400.00**
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #141010040000	10,367.52
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #151070209000	5,992.72
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150650602002	5,050.08
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #151150083000	4,637.66
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140970012000	2,382.41
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #141500008000	2,371.73
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140110800100	1,207.07
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150321000400	862.99
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #151340010000	289.42
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #141290120000	289.42
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140131100900	284.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140920905000	273.63
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #151661131000	193.46
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140241100600	188.27
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140500716005	183.36
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #142040108000	138.42
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #142100058000	136.18
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #142040085000	126.75
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #142040091000	125.96
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140050700400	114.35
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #141160024000	68.58
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140840106000	65.19
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140500716007	61.29
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140130500100	50.01

			Grand Total	$1,008,383.26
Processed by Department	**Vendor Number**	**Vendor Name**	**Invoice Description**	**Line item amount**
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140030300100	42.63
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150600213000	13.94
Tax Fiduciary Fund Total				**35,517.04**
TIF 3	11476	NORTHWAY FENCE INC	TC TIF EXPENDITURE	1,059.00
TIF 3	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	158.40
TIF 3 Total				**1,217.40**
Water general Activities	90007	MISC REFUNDS	REFUND HYDRANT METER DEPOSIT	3,000.00
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	800.00
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	300.00
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2024-2/29/2024	10.65
Water general Activities Total				**4,110.65**
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	20,887.55
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	6,058.42
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	3,250.86
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	3,103.09
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	2,733.68
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	2,068.73
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	1,847.08
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	1,773.20
Water UT Operations	10938	PUBLIC SERVICE COMMISSION OF	ANNUAL FEE	1,646.48
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	700.00
Water UT Operations	12225	PRIMADATA	Q4 2023 WATER/SEWER VOLUME BILLS POSTAGE	673.80
Water UT Operations	12225	PRIMADATA	Q4 2023 SEWER FLAT BILLS POSTAGE	666.72
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT	630.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	350.00
Water UT Operations	13098	HD SUPPLY INC	WATER CHEMICALS AND SAMPLING EQUIPMENT	251.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	221.65
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	147.77
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	147.77
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	147.77
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2023	117.00
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations Total				**53,388.49**

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2945
Fax: 262-242-9655

www.ci.mequon.wi.us
Office of Parks and Forestry

TO: Finance-Personnel Committee
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: February 13, 2024
SUBJECT: RESOLUTION 4099 A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennicke Field

Background

Mequon-Thiensville Little League/Mequon Heat (MTLL/Heat) has secured funding and requested permission to install a new batting cage at Rennicke Field in Community Park.

The current batting cage at Rennicke consists of a gravel base surrounded by timbers and mesh netting strung between metal poles. Private funds from MTLL/Mequon Heat, provide the sole donation towards the new cage. No additional monetary participation is needed to complete the project. The batting cage will improve the overall user experience of Rennicke ballfield. Rennicke Field sees considerable use throughout the season by seven different user groups, including being the primary home field of Homestead boys' baseball. The batting cage will benefit multiple user groups and can be considered an upgrade to existing facilities.

Attached is the signed Dedication Agreement executed by MTLL/Heat.

Analysis

Based on preliminary analysis there are no zoning issues with the proposed location of the fences. A building permit is required from the Inspections Division prior to construction being started.

The batting cage will be constructed of metal posts that will be reset to secure the mesh netting. The largest upgrade will consist of a 4-inch concrete base pad being poured, and synthetic turf being adhered to the new concrete. The pad will be 20 feet by 80 feet. The cage will be constructed in the same area as the current cage, having no further impact on the park. Additionally, more gravel will be brought in to slightly raise the grade of the pad allowing for better drainage. Restoration will be completed at the end of the end of project.

Representatives from MTLL/Heat are the liaisons for MTLL/Heat and will have a representative attend the meeting for further information and discussion.

Fiscal Impact

MTLL/Heat has estimated that the costs associated with the construction of the fences will be approximately $15,000. All additional or other expenses associated with the project will be incurred directly by MTLL/Heat. The City of Mequon will not participate in any further costs associated with completion of the project.

Recommendation

The Park and Open Space Board unanimously approved the acceptance of the donation at its January meeting. A further recommendation is forthcoming from the Finance-Personnel Committee on February 13, 2024.

Attachments:
Letter Request Rennicke Donation (PDF)
MTLL Baseball Dedication Agreement - Rennicke Cages (PDF)
Rennicke Batting Cages Drawing (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4099

A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennicke Field

RECITALS

A. The City owns active and passive use parklands for the use and enjoyment of its residents, and other users.

B. The Park and Open Space Board of the City of Mequon and the City are authorized to accept monetary and in-kind donations for parks and parklands with the approval of the Common Council of the City of Mequon, pursuant to Section 27.08 (2)(b), Wisconsin Statutes.

C. The Mequon-Thiensville Little League/Mequon Heat (MTLL/Heat) has offered to donate infrastructure including batting cages at Rennicke Field.

D. MTLL/Heat estimates the cost of this infrastructure at approximately $15,000.

E. The City's Donation Policy requires that real property donations over $5,000 cannot be accepted without prior approval from the Common Council.

F. MTLL/Heat and the City will execute a Dedication Agreement to address unbudgeted and ongoing expenditures related to maintenance.

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

1. That the City be and is hereby authorized to accept the donated infrastructure of batting cages from MTLL/Heat, with its grateful appreciation.

2. That upon the completion of the construction of all improvements and infrastructure required for the project or upon written notification to MTLL/Heat from the City, MTLL/Heat shall donate the constructed improvements and all associated documentation related thereto, including but not limited to any architectural drawings, plans, engineering reports and/or surveys, to the City for public purposes.

3. That the appropriate parties are authorized to execute the Dedication Agreement between MTLL/Heat and the City as attached to this resolution.

____
Approved by: Andrew Nerbun, Mayor

Date Approved: February 13, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on February 13, 2024.

Caroline Fochs, City Clerk

December 21, 2023

Mike Gies
Parks and Forestry Superintendent
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Re: Rennicke Field Batting Cage
Approval Packet

Dear Mike:

Mequon Thiensville Little League/Mequon Heat hopes to make improvements to the batting cage at Rennicke Field and is looking to obtain City Council approval.

The current cage is single lane and includes netting attached to steel poles and has a gravel floor for the surface. The floor gets rutted by users over the course of its life and damages baseballs as they hit the surface. Additionally, the poles, while in good working condition, have leaned toward the center of the cage.

The proposed improvements are to pour a 4" concrete slab in the entire lane and cover it with indoor/outdoor turf. To extend the life of the turf to its fullest extent, we will cover the hitting area with a hitting mat.

Procedurally, the existing gravel will be leveled, with gravel being added to raise and allow for a consistent base. The poles will be straightened prior to the concrete work. The 4x4 wood borders will be removed. Following the concrete pour, topsoil and seed will be applied to the edge to blend in with the existing grass.

The anticipated costs for these improvements are approximately $15,000 for the concrete and finishing and $0 for the turf, as it is being donated. The divider net and mats will cost approximately $6,000, although the existing net may be repaired and not replaced. The total donated value for the work will be $5,000.

Should the Council approve this request in January, we still hope to have this work executed before the spring high school season.

Attached to this letter is an aerial photograph showing the work area, as well as the proposed dedication agreement. I believe this fulfils the required information, but please let me know if you need anything else.

Sincerely,

Jack Blume-MTLL/Mequon Heat

DEVELOPMENT and DEDICATION AGREEMENT FOR MEQUON-THIENSVILLE LITTLE LEAGUE/MEQUON HEAT RESTORATION OF THE BATTING CAGE AT RENNICKE FIELD

THIS DEVELOPMENT and DEDICATION AGREEMENT ("Agreement"), made as of the 21st day of December 2023, by and between Mequon-Thiensville Little League/Mequon Heat (MTLL) ("MTLL") and the City of Mequon, Wisconsin ("CITY") (referred to individually, each of the foregoing is a "Party" and collectively, the "Parties").

RECITALS

WHEREAS, Rennicke Field and Community Park are part of the CITY's park system and are under the jurisdiction of the CITY and the Mequon Park and Open Space Board; and

WHEREAS, the CITY's Comprehensive Park, Recreation & Open Space Plan ("Park Plan") identifies recreational facilities and active and passive parks as critical components enhancing the quality of life within the City of Mequon; and

WHEREAS, the Park Plan identifies Community Park as a community park with a list of specifically prioritized park improvements; and

WHEREAS, sport-specific park improvements are not among the highest priorities for Community Park within the Park Plan; and

WHEREAS, MTLL utilizes Rennicke Field at Community Park; and

WHEREAS, MTLL has indicated a need for batting cage replacement to enhance the game experience at Rennicke Field (the "Project"); and

WHEREAS, MTLL proposes to replace the existing 20'x80' cage, at its sole cost of construction; and

WHEREAS, adding infrastructure to a public park facility results in maintenance costs to the CITY upon construction of said infrastructure; and

WHEREAS, without the MTLL Project, the City would not incur these maintenance costs; and

WHEREAS, MTLL has agreed to donate the infrastructure to the City and participate in ongoing operation and maintenance responsibilities and cost; and

WHEREAS, MTLL has raised funds sufficient to pay for the design and construction of the Project that it intends to construct on CITY property and then turn the Project over to the CITY by way of dedication; and

WHEREAS, the CITY has reviewed and approved the plans and renderings for the Project and agrees that the Project would be an asset to the CITY and the residents of the CITY, but needs to make sure that the Project will be completed in a timely and workmanlike manner without the expenditure of any CITY money;

NOW, THEREFORE, the Parties agree as follows:

ARTICLE I
OBLIGATIONS OF THE PARTIES

(1) MTLL shall construct, at its sole cost and expense, the Project within Rennicke Field and Community Park in accordance with the Approved Plans for the Project, which is attached hereto and incorporated herein by reference as Exhibit A.

(2) The Project will be managed by MTLL under the oversight of the CITY.

(3) After the Project is fully completed (as determined by the CITY) MTLL shall dedicate the Project to the CITY, and the CITY shall accept dedication of the Project.

(4) After the Project is dedicated to the CITY, the CITY shall take over all responsibility for the use and maintenance of the Project. However, the City will consider subsequent contributions from MTLL, both monetary and in-kind, of the ongoing maintenance requirements for the Project.

(5) CITY will provide reasonable access to MTLL at Rennicke Field and Community Park for the construction of the Project.

(6) Recommendation from the Park and Open Space Board constitutes review of architecture as required by the City of Mequon Code of Ordinances.

(7) Recommendation by the Park and Open Space Board, Finance-Personnel Committee and approval of the Common Council does not constitute the right to construct. Proper permits must be obtained through the City Inspections Division.

(8) MTLL shall be responsible for ensuring that all needed utilities are provided to the Property. MTLL shall be solely responsible for marking all underground utilities prior to the Project and shall be responsible for any damage that may occur as part of the construction.

(9) Any easement that may be required for the installation of private utilities requires Common Council approval.

(10) CITY agrees to pay the ongoing utility costs associated with the Project after acceptance of the dedication.

(11) MTLL shall not charge any fee for the use of the property without the express written consent of CITY, which consent can be withheld in its absolute discretion.

(12) Should CITY renovate Rennicke Field or Community Park to the extent that the batting cages are impacted, MTLL is not owed repayment or damages for donated infrastructure.

ARTICLE II
REPRESENTATIONS AND WARRANTIES

Representations and Warranties of CITY. The CITY makes the following representations and warranties:

(1) CITY is a municipal corporation of the State of Wisconsin and has the power to enter into this Agreement and carry out its obligations hereunder.

(2) CITY makes no representation or warranty, either express or implied, as to the Property, or its condition or the soil conditions thereon, or that the Property shall be suitable for MTLL's purposes or needs.

(3) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in the breach of, the terms, conditions or provision of any law, ordinance, charter, contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the CITY is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(4) The private development of the Project is consistent with the public purposes, plans and objectives of the CITY.

Representations and Warranties of MTLL. MTLL makes the following representations and warranties:

(1) MTLL is a Wisconsin Non-Stock/Non-Profit Corporation and has the power to enter into this Agreement and to perform its obligations hereunder and is in good standing under the laws of the State of Wisconsin.

(2) MTLL will cause the Project to be constructed in accordance with the terms of this Agreement, the Plans and Specifications and all local, state and federal laws, ordinances, approvals, licenses, and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws, ordinances and regulations), except for minor changes to the Plans and Specifications approved in writing by CITY staff which will not have a material adverse effect on the Project.

(3) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in the breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which MTLL is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(4) Insurance. MTLL or its contractors shall maintain, until CITY's acceptance of the dedication of the Project, Commercial general liability insurance covered under a comprehensive general liability policy including contractual liability issued by insurers licensed in the State of Wisconsin, with Best's A ratings and in the financial size category as insurers of similar projects, with such policies (the "Insurance Policies") in amounts maintained by developers of similar projects, and insuring against bodily injury, including personal injury, death, property damage and other risks and casualties. Each Insurance Policy shall require the insurer to provide at least thirty (30) days prior written notice to the CITY of any material change or cancellation of such policy. The CITY shall be named as an additional insured/loss payee on all policies of insurance except worker's compensation insurance. MTLL further understands and agrees that any builders risk coverage is its responsibility.

(5) Indemnification. Except as caused, in whole or in part, by negligence or wrongful act or omission of the CITY, if the persons or property of others sustain loss, damage or injury resulting directly or indirectly from the negligence or wrongful act or omission of MTLL or its contractors, subcontractors or materialmen in their performance of this Agreement or from MTLL's failure to comply with any of the provisions of this Agreement or of law, MTLL shall indemnify and hold the CITY harmless from any and all claims and judgments for damages, and from costs and expenses to which the CITY may be subjected or which it may suffer or incur by reason thereof, provided; however, that the CITY shall provide to MTLL promptly, in writing, notice of the alleged loss, damage or injury.

(6) The Project shall at all times be subject to CITY inspection and approval, and the CITY shall not be required to accept conveyance of the Project unless it has been constructed in a good workmanlike manner, in accordance with the approved plans. Following approval by the CITY of the completed Project, the Project shall be dedicated and conveyed to the CITY, at no cost or expense to the CITY. MTLL shall provide to the CITY, from the general contractor constructing the Project, a one-year warranty against defects in construction, materials and workmanship, from the date of conveyance to the CITY, in a customary form reasonably acceptable to the CITY.

(7) MTLL acknowledges and agrees that it is not entitled to any just compensation for the donation of the improvements to CITY and that this donation is a material inducement for CITY to permit the construction of such improvements upon CITY-owned real property.

(8) MTLL acknowledges and agrees that CITY will ultimately own and operate the improvements associated with the Project and has the right to provide use of the improvements to other entities, subject to CITY approval.

ARTICLE III
DEFAULT AND REMEDIES

The occurrence of any one or more of the following events shall constitute a default ("Default") hereunder.

(1) Any representation or warranty made by MTLL or the CITY in this Agreement, or any document or financial statement delivered by MTLL pursuant to this Agreement, shall prove to have been false in any material respect as of the time when made or given; or

(2) Except as provided for in (a), MTLL or the CITY shall breach or fail to perform timely any of its covenants or obligations under this Agreement, and such failure shall continue for thirty (30) days following written notice thereof from the other party; however, if the breach or failure was not the result of an intentionally wrongful act or omission of the breaching party and the breach or failure cannot be cured using commercially reasonable and diligent efforts within such 30-day period but could, with additional time, be cured using commercially reasonable and diligent efforts, such 30-day cure period shall be extended for the period reasonably necessary to cure if (and for such period as) (i) the breaching party uses commercially reasonable and diligent efforts during such 30-day period; (ii) the breaching party continues to use all commercially reasonable and diligent efforts to cure after such 30-day period; and (iii) such efforts are adequate to ensure a cure; or

(3) Construction of the Project shall be abandoned (no material work having been completed) for more than ninety (90) consecutive days after commencement, or if the Project is not completed on or before the deadlines set forth in this Agreement, or if any portion of the Project shall be damaged by fire or other casualty and not be repaired, rebuilt or replaced; or

(4) If MTLL shall cease to exist; or

Except as otherwise set forth in this Agreement, upon the occurrence of any Default, without further notice, demand or action of any kind by the non-defaulting party, the non-defaulting party may, at its option, pursue any or all of the rights and remedies available at law and/or in equity against the defaulting party and/or the Project. The non-defaulting party shall also have the right to suspend performance of any of its obligations or covenants under this Agreement and/or to terminate this Agreement. Except as otherwise set forth herein, no remedy herein conferred upon the non-defaulting party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement, and/or now or hereafter existing at law or in equity. No failure or delay on the part of the non-defaulting in exercising any right or remedy shall operate as a waiver thereof nor shall any single or partial exercise of any right preclude other or further exercise thereof or the exercise of any other right or remedy.

MTLL shall pay all costs and expenses, including attorney's fees and costs, associated with the enforcement of the CITY's rights against MTLL under this Agreement, including without limitation the enforcement of such rights in any bankruptcy, reorganization or insolvency proceeding involving MTLL. Any and all such fees, costs and expenses incurred by the CITY which are to be paid by MTLL, shall be paid by MTLL to the CITY within 90 days following delivery of invoices documenting the costs.

ARTICLE IV
MISCELLANEOUS PROVISIONS

(1) Execution in Multiple Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

(2) Construction. The Parties acknowledge and represent that this Agreement has been the subject of negotiation by all Parties and that all Parties together shall be construed to be the drafter hereof and this Agreement shall not be construed against any Party individually as drafter.

(3) Legal Relationship. Nothing in this Agreement shall be construed to create an employer/employee relationship, joint employer, joint venture or partnership relationship, or a principal/agent relationship.

(4) Survival. All agreements, representations, covenants and warranties made herein shall survive the execution of this Agreement and the making of the grants hereunder. This Agreement shall be binding upon the Parties, their respective successors and assigns.

(5) No Waiver. The failure of any Party to require strict performance of any provision of this Agreement will not constitute a waiver of the provision or of any other of that Party's rights under this Agreement. Rights and obligations under this Agreement may only be waived or modified in writing. A writing waiving a right must be signed by the Party waiving the right. If an obligation of a Party is being waived or released, the writing must be signed by the affected Parties. Waiver of one right, or release of one obligation, will not constitute a waiver or release of any other right or obligation of any Party. Waivers and releases shall affect only the specific right or obligation waived or released and will not affect the rights or obligations of any other Party that did not sign the waiver or release.

(6) Severability of Provisions. If any provision of this Agreement shall be held or declared to be invalid, illegal or unenforceable by reason of its being contrary to any applicable law, such provision shall be deemed to be deleted from this Agreement without impairing or prejudicing the validity, legality or enforceability of the remaining provisions.

(7) Law Governing. This Agreement will be governed and construed in accordance with the laws of the State of Wisconsin. Except as otherwise specifically and expressly set forth in this Agreement, the venue for any disputes arising under this Agreement shall be the Circuit Court for Ozaukee County.

(8) Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any Party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

(a) in the case of MTLL is addressed to or delivered personally to:

Steven Wirth
12517 N. Emily Lane
Mequon, WI 53092

(b) in the case of CITY is addressed to or delivered personally to:

Mr. William H. Jones, Jr., City Administrator
City of Mequon
11333 N. Cedarburg Rd.
Mequon, WI 53092

With a Copy to:

Mr. Brian C. Sajdak, City Attorney
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church St.
Franklin, WI 53132

or at such other address with respect to any such Party as that Party may, from time to time, designate in writing and forward to the other, as provided in this Section.

(9) Force Majeure. As used herein, the term "Force Majeure" shall mean any accident, breakage, war, insurrection, civil commotion, riot, act of terror, act of God or the elements, governmental action (except for governmental action by CITY with respect to obligations of CITY under this Agreement), alteration, strike or lockout, picketing (whether legal or illegal), inability of a Party or its agents or contractors, as applicable, to obtain fuel or supplies, unusual weather conditions, or any other cause or causes beyond the reasonable control of such Party or its agents or contractors, as applicable. No Party to this Agreement shall be in default hereunder for so long as such Party or its agents and contractors, if applicable, are prevented from performing any of its obligations hereunder due to a Force Majeure occurrence.

(10) Compliance. Nothing contained in this Agreement is intended to or has the effect of releasing MTLL, its successors and/or assigns, from compliance with all applicable laws, rules, regulations and ordinances in addition to compliance with all terms, conditions and covenants contained in this Agreement.

(11) Amendment. This Agreement may be rescinded, modified or amended, in whole or in part, by mutual agreement of the Parties hereto, their successors and/or assigns, in writing signed by all Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date indicated.

CITY OF MEQUON

Dated:____________________________ BY: ______________________________
Andrew Nerbun, Mayor

ATTEST:

BY:_______________________________
Caroline Fochs, Clerk

Mequon-Thiensville Little League/Mequon Heat, LLC

Jack Blume
Digitally signed by Jack Blume
DN: C=US, E=jack.blume@zastudios.com, CN=Jack Blume
Location: Milwaukee WI
Reason: I agree to the terms defined by the placement of my signature on this document
Contact Info: jackblume21@gmail.com
Date: 2023.12.21 16:11:47-06'00'

Dated:____________________________ BY: ______________________________

Rennicke Field Batting Cage

Concrete slab dimensions

The spacing of the existing net poles is 15'-0" x 75'-0".
The proposed 4" slab is to be 20'-0" x 80'-0", with the slab extending equally beyond each pole (2'-6" in each direction).
The existing 4x4 perimeter will be removed and topsoil and seed will be applied to blend in with the existing turf.

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

www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO:	**Finance-Personnel Committee**
FROM:	**Jennifer Engroff, Finance Director**
DATE:	**February 8, 2024**
SUBJECT:	**Review of Proposed Financial Policy Change Recommendations**

At the January 9th Finance-Personnel Committee meeting, staff introduced the commencement of the project to review the City's financial policies. February starts with a focus on the budgeting policies which include the following: 1) Budgeting, 2) Amending the Budget, 3) Reserve Requirements, 4) Revenues, 6) Expenditures, 10) Accounting, Auditing & Financial Reporting, and Appendix A. Finance accumulated feedback from City leadership which has been enclosed in this memo. City staff will be prepared to discuss these recommendations along with any others recommended by the Committee.

Attachments:
2024 CITY FINANCIAL POLICIES Change Recommendations Feb24 (PDF)

INTRODUCTION

The City of Mequon has adopted by resolution, the following policy statements in order to help guide the City's financial management practices and to support the City's efforts to continually work towards meeting the objectives set forth in its mission statement.

> *The City of Mequon's overall mission is the provision of quality public services and the adoption of thoughtful policies that serve to enhance and maintain the unique quality of life of throughout the~~our~~ community.*
>
> *Through the judicious use of community resources, the City is committed to managing growth, efficiently using tax dollars and making wise investments for the~~in our~~ future. The community's~~Our~~ success depends on Mequon's~~our~~ ability to offer quality and value to its~~our~~ taxpayers with the highest standards of accountability, responsiveness, economy and integrity.*

These financial policies, and the processes that support them, are further intended to summarize the major goals and objectives which make up the financial framework under which the City operates. These practices are also governed by applicable Federal and State laws, rules, and regulations, the G~~g~~enerally A~~a~~ccepted A~~a~~ccounting P~~p~~rinciples (GAAP) and practices as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA), and by the continuing guidance of the City of Mequon Common Council.

The components of this document have been prepared by staff to provide an outline describing the general processes which are currently used to help facilitate meeting the broader goals and objectives of the policy statements, and to help ensure that the financial resources of the City are managed in a manner consistent with those expectations. They are intended to highlight the significant components of the processes used to achieve these goals and are not intended to be an all-inclusive listing of the duties required of staff at the direction of the Common Council.

These policies will be reviewed periodically in order to determine if any additional policies may be necessary to fill identified policy gaps, or if any updates are required due to changes in the City's practices. Any recommended changes will be presented to the Common Council for its~~their~~ consideration and approval~~ during the annual budget cycle~~.

POLICY STATEMENT 1
BUDGETING

The Common Council shall adopt a balanced budget, and authorize the required appropriations, prior to the beginning of each fiscal year. Appropriations are made on a fund level basis.

Process overview:

Budgets requests are prepared by department heads with the assistance of staff under the direction of the City Administrator. The City's budget is prepared for the fiscal year beginning January 1 and ending December 31. The budget is a total financial management plan for City operations.

Prior to September 30~~15~~th of each year, the City Administrator shall submit a proposed budget for the following fiscal year to the Common Council for consideration.

The Common Council evaluates and amends the proposed budget at their discretion and then adopts a final balanced budget prior to the beginning of the fiscal year. A balanced budget requires that the proposed budget expenditures shall not exceed the estimated revenues and any applied fund balances.

POLICY STATEMENT 2
AMENDING THE BUDGET

At the Common Council's discretion, it may choose to amend the budget due to unforeseen and changing circumstances. In accordance with Wisconsin Statute Section 65.90(5)(a), amendments to budgeted appropriations must be approved by a two-thirds vote of the City Council.

Process overview:

The City Administrator will be responsible for maintaining a budgetary control system to ensure adherence to the City's adopted budget. Revenue and expenditure projections will also be reviewed by staff, under the direction of the City Administrator and/or Finance Director, on a quarterly basis.

If such a time occurs that the City Administrator believes that there will be a significant variation of more than 5% of a~~the~~ projected department's~~al~~ revenues or expenditures from the ~~adopted~~ budgeted amounts adopted annually by the Common Council, the City Administrator shall inform the Common Council so that it~~they~~ may consider whether it is necessary to amend the budget or take any other corrective measures.

Any net ~~surpluses or~~ deficit~~s~~ that may occur as a result of these budget variations will be applied to the appropriate fund balances at the close of the fiscal year.

POLICY STATEMENT 3
RESERVE REQUIREMENTS

In order for the organization to be able to respond to unforeseen situations, as well as to positively impact the investment credit rating of the City, the City and its two Utilities - Sewer and Water - will strive to maintain an undesignated General Fund Balance or Undesignated Cash Reserve of between ten (10) and fifteen~~twelve~~ (15~~2~~) percent of the current year's General Fund or Sewer Utility Operating Budget. Funds in excess of ten percent may, at the Common Council's discretion, be appropriated as follows:

- One-time capital improvements/projects;
- Debt abatement or defeasance;
- Other investments/programs that enhance efficiencies or reduce operating costs;
- Property tax reduction.

Process overview:

Changes in fund balances occur primarily in one of two ways, either through net surpluses or deficits in the annual operating budgets, or through planned use of the fund balance as part of the annual budgeting process.

To provide the Common Council with the information necessary to be able to determine if the General Fund Balance or Undesignated Cash Reserve will be at the targeted level, the City Administrator will present information to the Common Council on current fund balances as a part of the annual budgeting process. Included in this presentation will also be staff's projections on any current year budget surpluses or deficits, and~~-~~ a five-year history of General Fund and other~~or~~ Undesignated Cash Reserve Balances.

POLICY STATEMENT 4
REVENUES

The City will seek to maintain a reliable revenue base and will continue to explore ways to diversify its revenue sources, seek full cost recovery for services through user fees when appropriate, and establish cost sharing arrangements with other governmental units in order to minimize the reliance on property taxes to support City services.

Process overview:

When preparing forecasts for the annual budget, staff will utilize generally accepted forecasting techniques that include the use of historical data and~~,~~ trend analysis, as well as ~~nd that~~ consideringss~~s~~ the impact of changing economic conditions on the City's revenue sources. This approach produces revenue estimates that are as reliable as possible and reduces the likelihood of actual revenues falling short of budget estimates during the year.

Staff will also continuously explore opportunities to take advantage of alternative funding sources and revenue streams to help offset the costs of providing City services and to reduce the City's reliance on property taxes.

The City will develop a fee schedule that determines the appropriate level of fees to charge for those City services which are provided to the benefit of only certain individuals. This fee schedule is designed to estimate the level of fees that~~ would be~~, at a minimum, need~~ed~~ to be charged by the City in order to cover the cost of the services provided. Such factors will consider State Statutes, comparability with other jurisdictions, affordability and the City's calculated overhead model.

The overhead rate can be calculated as follows:

~~-~~[(Total General and Debt Service Fund Budgets) – (Personnel Costs + TID Debt)] / (52 weeks per year * 40 hours per week * # of FTE's) = Average Overhead Rate per Labor Hour~~.~~

The overhead rate will be added to direct labor costs when calculating hourly rates for services.

Additionally, the City will apply an internal chargeback system to recover costs incurred by the General Fund for administrative support and other services or materials provided to areas outside of the General Fund, such as the City's Sewer and Water Utilities, the Weyenberg Library or the Southern Ozaukee Fire & EMS Department.~~.~~

POLICY STATEMENT 6
EXPENDITURES

The City will administer expenditures in an efficient and cost-effective manner in order provide the taxpayers with delivery of the highest quality public services within the resources available.

Process overview:

As part of the budget process, the Common~~City~~ Council and staff will continually evaluate the service needs of the community and the methods of providing those services in a most~~re~~ efficient and cost-effective manner.

Unless an exception is made by the Common Council, the City's operating budget will not use one-time revenues to support ongoing expenditures.

The City will maintain expenditure categories according to applicable state statutes and administrative regulations.

As part of the annual capital planning process, the Common Council and staff will work to develop a comprehensive plan to effectively maintain the City's capital assets and infrastructure at sufficient levels to meet ongoing service requirements, as well as to minimize future maintenance and replacement costs. Capital expenditures shall meet the requirements of G~~g~~enerally A~~a~~ccepted A~~a~~ccounting P~~p~~rinciples (GAAP).

On an ongoing basis, staff will work to minimize the cost~~s~~ of purchasing materials and providing services while still maintaining quality and performance. This is accomplished through compliance with the City's procurement policy, including, but not limited to, the use of competitive bidding for major City contracts and purchases, obtaining multiple price quotes and estimates for other non-routine purchases, and through cooperative arrangements with other governmental agencies for the procurement or delivery of various goods and services.

POLICY STATEMENT 10
ACCOUNTING, AUDITING, & FINANCIAL REPORTING

The City's accounting and financial reporting systems will be maintained in conformance with all applicable Federal and State laws, rules, and regulations, and the G~~g~~enerally A~~a~~ccepted A~~a~~ccounting P~~p~~rinciples (GAAP) and practices as promulgated by the Governmental Accounting Standards Board (GASB).

Process overview:

On an ongoing basis, staff will work to remain~~stay~~ apprised of any pending or proposed changes in governmental~~the~~ accounting standards or other legal requirements that may impact the financial operations or other reporting requirements of the City.

Compliance with these standards is reviewed by undergoing an annual independent financial audit of the City's accounting records, internal controls, and financial statements. The audit also facilitates the issuance of an official ~~Comprehensive~~ Annual Comprehensive Financial Report (ACFR) including an audit opinion, and a management letter presented to the Common Council detailing findings and any recommendations for improvement.

FINANCIAL POLICIES
APPENDIX A

General Budget Calendar	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monitor C~~c~~urrent Y~~y~~ear B~~b~~udget/A~~a~~ctual R~~r~~evenues and E~~e~~xpenditures												
Review P~~p~~rior Y~~y~~ear B~~b~~udget R~~r~~esults												
External A~~a~~udit of P~~p~~rior Y~~y~~ear F~~f~~inancials												
Final F~~f~~inancial R~~r~~eports I~~i~~ssued												
Prepare A~~a~~nnual U~~u~~pdate to 5-Y~~y~~ear C~~c~~apital I~~i~~mprovement P~~p~~lan & 5-Year Financial Forecast												
Budget R~~r~~equests P~~p~~repared by D~~d~~epartment H~~h~~eads												
Review and R~~r~~efine B~~b~~udget R~~r~~equests with City Budget Team~~Administrator~~												
Present P~~p~~reliminary B~~b~~udget to Appropriations ~~Finance Personnel~~ Committee												
Present Recommended B~~b~~udget to ~~the~~ Common Council for C~~c~~onsideration and A~~a~~doption												

Supplementary Budgeting Information

The City budget includes five major funds for which appropriations may be made, including the General Fund, Capital Projects Fund, Debt Service Fund, Sewer Fund and the Water Utility Fund. Each of these funds contains its own self-balancing set of accounts in order to separate and track expenditures. Some of the details of these funds and their purposes are described as follows:

GENERAL FUND

Included in the General Fund are the annual operating costs of the City. Tax appropriations and other revenue sources for the General Fund are presented for the City as a whole, separately from expenditures, and are not intended to be associated with specific operating departments. Expenditures for the City are presented by operating departments, which can be organized into five functional areas: General Government, Public Safety, Public Works, Community Enrichment and Community Development.

The General Government group includes the following City departments and/or divisions: ~~Mayor and~~ Common Council, City Administrator, City Clerk, Elections, Information Systems, Finance, City Assessor, Human Resources and Legal Services.

The Public Safety group includes the following areas ~~departments and/or divisions~~: ~~Police, and~~Police and Fire & EMS~~, Communications and Police Reserves~~.

The Public Works group includes the following ~~departments and/or~~ divisions: Engineering, Highway, Building Maintenance, ~~Vehicle~~ Fleet Maintenance and ~~Recycling~~Forestry.

The Community Enrichment group includes the following areas: Parks, Pool and the Library.

The Community Development group includes the City's Planning and Inspections Divisions.

Additionally, each department's expenditures are ~~also~~ further divided into the following five main categories: Salaries, Fringe Benefits, Materials & Supplies, Purchased Services and Equipment. Appropriations in the General Fund lapse at year end to the fund balance, unless specifically authorized by the Common Council to be otherwise transferred.

CAPITAL PROJECTS FUND

The Capital Projects Fund section of the budget lists the specific capital projects that resources are being allocated to in the upcoming fiscal year, and the amount of funds allocated to each project. Capital assets are generally defined as assets that have an initial cost of more than $5,000 and estimated useful life in excess of one year following the date of acquisition. Expenditures that do not meet these requirements will be funded out of departmental operating budgets in the General Fund.

Appropriations in the Capital Projects Fund are placed directly into non-lapsing sinking fund accounts for each project in order to facilitate the appropriate tracking of expenditures and the ability to accumulate sufficient funds over a multi-year period to fund major expenditures. The City's use of sinking funds for large capital expenditures is also a means of reducing the variability of appropriations needed to fund these expenditures in any one fiscal period. This approach is used by the City for most major vehicle or other equipment replacement needs.

The balances in these accounts are for specific projects approved by the Common Council and are carried forward until either the project has been completed or, with the approval of the Common Council, the balances are transferred to meet other needs.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the payments of principal, interest and other servicing costs for the long-term debt of the City. The City uses General Obligation debt only to finance the cost of major capital assets or projects and not for normal operating expenditures of the government. The final maturity of bonds and notes should generally not exceed 20 years, or the expected useful life of the underlying project, for which they were issued. The City's debt limit is restricted by Wisconsin State Statutes to no more than 5% of the equalized property value of all taxable property within the jurisdiction.

SEWER UTILITY FUND

The Sewer Utility Fund is an enterprise fund established to account for the operations of the City's sewer utility. Enterprise funds are used for major governmental activities which function as separate business type units.

The operations budget of the sewer utility is funded entirely by user fees. Conversely, annual capital charges, including those~~e ones~~ assessed by the Milwaukee Metropolitan Sewerage District (MMSD), are paid through an annual tax levy that is assessed to users residing within the City's designated Sanitary Sewer Service Area.

WATER UTILITY FUND

The Water Utility fund is an enterprise fund established for the operations of the City's water utility. Enterprise funds are used for major governmental activities which function as separate business type units. The operations budget of the water utility is funded entirely by user fees.

Basis of Budgeting

Commented [WJ1]: Make this Policy Statement No. 2; re number other Policy Statements accordingly and additionally, a 1-page Table of Contents directly behind the Cover Page

The basis of budgeting refers to the point in time at which revenues and expenditures are recognized in accounts and reported in the financial statements. The basis of budgeting for all funds, except for the sewer and water utility funds, is the modified accrual basis.

Alternatively, the sewer and water utility fund budgets use an accrual method of accounting. These are the same methods used in the City's audited financial statements. Under the accrual basis of accounting, all revenues are recognized in the period in which they were earned, and all expenditures are recognized in the period they were incurred.

Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Available" means collectable within the current period, or soon enough thereafter to be used to pay the liabilities of the current period.

Property taxes are recorded in the year levied as receivable and deferred revenues. They are recognized as revenues in the succeeding year when the services financed by the levy are being provided. Intergovernmental aids and grants are recognized as revenues in the period the related expenditures are incurred, if applicable, or when the City is entitled to the aids.

Special assessments are recorded as revenues when collected. Any annual installments due in future years are reflected as receivables and deferred revenues. Other general revenues such as fines, fees and permits are recognized when the underlying transaction has occurred, and the payment is expected to be received under the available criteria described above.

Revised June 2024~~18~~

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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: February 13, 2024
SUBJECT: Quarterly Investment Report (October 1, 2023 - December 31, 2023)

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, corporate bonds, 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. Starting in May 2022, the City invested the 2022A G.O. Note proceeds with Ehlers Public Finance Advisors as a way to compare the two investment 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 $13,736,795 with $226,163 of investment revenue in Quarter 4. The investments controlled by Ehlers saw a quarter-end market value of $1,489,683 with $34,514 of investment revenue. $9,536,388 was initially invested in May 2022. $8,252,528 has been liquidated from the portfolio since inception to fund the Highland Road Interchange project, Road Program and Town Center projects.

The three-year treasury at the end of the fourth quarter was 4.01%. The quarter-end weighted averages for the City's Dana portfolio are as follows:

	Qtr 1 2023	Qtr 2 2023	Qtr 3 2023	Qtr 4 2023
Average Yield to Maturity (%)	5.18	5.79	5.97	5.71
Average Maturity (Years)	1.82	1.67	1.71	1.79
Average Coupon (%)	2.96	3.16	3.76	4.10

During Quarter 4 2023, the City recognized $508,829 of investment profit of which $248,152 was bank account interest, $34,514 was Ehlers investment revenue, and $226,163 was Dana investment revenue. Year to date, bank interest totaled $1,092,140 and investment profit totaled $775,000 for a grand total of $1,867,140. $19,756 of investment revenue was allocated to Taste of Mequon Electrical, as such the investment revenue book balance is $1,847,384.

It is staff's determination that for the quarter ended December 31, 2023, 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

Cash/Money Market Accounts for the Quarter Ending 12/31/23

	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beg Cash 10/01/23	**4,399,720**	**1,192,524**	**3,293,792**	**454,778**	**458,567**	**448,525**	**6,991,322**	**17,239,228**
								-
Receipts								
Property Tax	-	-	-	-	-	-	38,475,763	38,475,763
City Generated	975,774	2,156,916	1,191,136	272,592	-	19,641	55,350	4,671,409
State/Fed Funding	667,839	-	-	-	-	-	5,931	673,770
Investment	41,096	12,354	48,695	14,969	5,555	1,139	124,343	248,152
Total Receipts	1,684,710	2,169,270	1,239,830	287,561	5,555	20,780	38,661,387	44,069,094
Expenditures								
Payroll & Benefits	(2,977,935)	(169,730)	(12,291)	-	-	-	-	(3,159,956)
Accounts Payable	(1,605,798)	(1,452,005)	(1,081,410)	(2,216,901)	(46,693)	-	(16,446)	(6,419,254)
Other/Transfer	-	(3,506)	(131,200)	1,699,800	-	-	(31,300)	1,533,794
Total Expenditures	(4,583,733)	(1,625,241)	(1,224,901)	(517,101)	(46,693)	-	(47,746)	(8,045,417)
End Cash 12/31/23	**1,500,697**	**1,736,553**	**3,308,721**	**225,238**	**417,429**	**469,305**	**45,604,963**	**53,262,906**

Notes:

PROPERTY TAX: Collected about $38.5M in December. Of that total, $9.1M is City Revenue & $3.3M is Sewer Revenue.

CITY GENERATED: Gen-Cell Tower Lease revenue, Cable TV revenue, developer escrows, court revenue, building permits, park reservations, etc. Sewer/Water-Utility bill revenue & $945K Sewer MMSD Reimbursement PPI/I program

STATE/FED FUNDING: $363K Hwy & Transportation Aid, $305K State Shared Revenue

INVESTMENT: Money market and investment portfolio yields have increased significantly since FY 2022. $248K Bank Interest. $260K Investment revenue (not reflected here).

PAYROLL & BENEFITS: Total has decreased since FY2022 - expected with Fire/EMS now SOFD. This Quarter closely matches Q2 in which there were six pay periods, but slightly more with comp bank payouts, bonuses, and uniform payouts.

ACCOUNTS PAYABLE: General Fund - Support payment to Library $277K. Capital Projects - TIF 3 Expenditures $530K, Road Projects $1.4M, Loader purchase $90K. Sewer - Quarterly MMSD charge & LS O $955K, Water- Betterment of Service payment $587K

OTHER/TRANSFER: 2015A GO Bond Interest Payment $31,300, Sewer GO Bond Interest Payment $3,500 & Water Bond Interest Payment $313,200, $1.7M transfer from Ehlers Investments to Capital Projects Fund to fund the Road Program.

Dana Investment Advisors, Inc.

PORTFOLIO SUMMARY

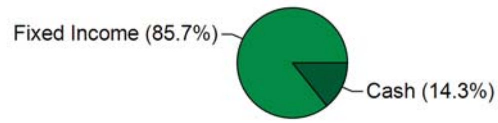
THE WISE CHOICE

From: September 29, 2023 to December 29, 2

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 12/29/23	% of Assets	Estimated Income	Current Yield
Short Term Investments	1,947,708	14.3	92,350	4.74
Treasury Bonds	941,735	6.9	6,563	.70
Agency Bonds	4,833,217	35.1	135,655	2.83
Small Business Administration Bonds	917,797	6.6	72,410	7.99
Mortgage Bonds	4,894,291	35.6	236,208	4.85
Corporate Bonds	202,048	1.5	6,600	3.31
Total Portfolio	13,736,795	100.0	549,785	4.02



Account Activity Summary (Market Value Basis)

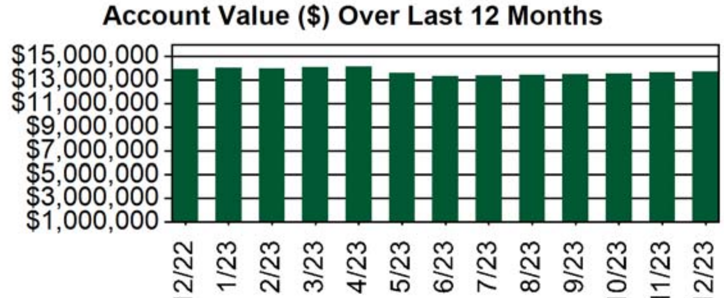
	Period	Year to Date
Portfolio Value on 09/29/2023	$13,510,859.63	$13,955,662.14
Contributions/Withdrawals	($4,098.19)	($852,296.64)
Investment Income	$102,454.82	$441,772.84
Unrealized Gain/Loss	$102,725.26	$147,903.76
Realized Gain/Loss	$5,170.33	$59,643.22
Change in Accrued Income	$19,683.46	($15,890.01)
Portfolio Value on 12/29/2023	$13,736,795.31	$13,736,795.31
Total Gain	$230,033.87	$633,429.81

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	Quarter To Date	Latest 12 Months
Total	1.70	4.73

Account Value ($) Over Last 12 Months



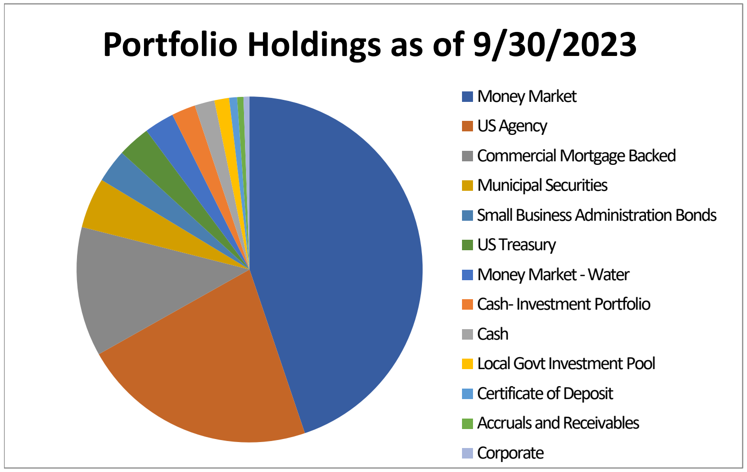
Fixed Income Characteristics as of: 12/29/2023

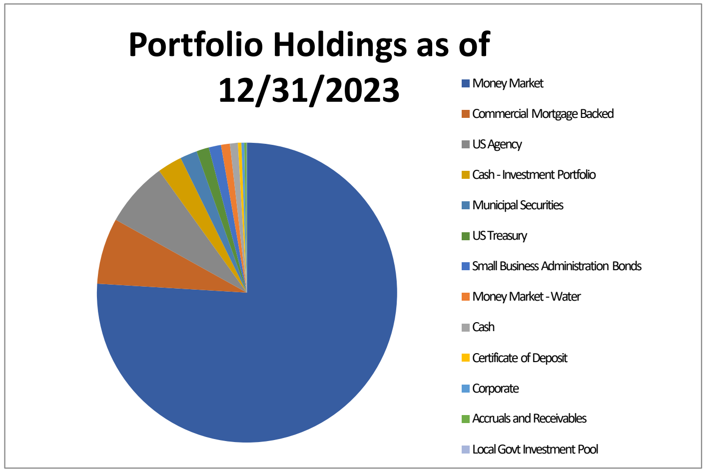
Credit Rating	Avg Maturity	Yield to Worst	Effective Duration
Aaa	1.79	5.71	0.87

Attachment: 2023 4th Quarter Investment Report (9118 : 2023 YTD Cash & Investment Report as of 12/31/2023)

City of Mequon
Distribution by Security Sector - Market Value

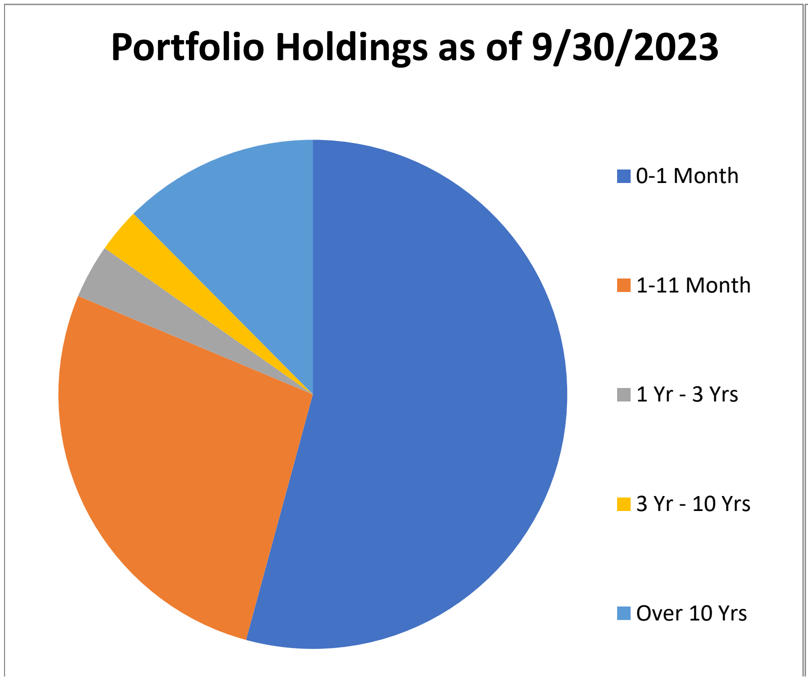
Security Sector	Market Value 9/30/2023	% of Portfolio 9/30/2023	Market Value 12/31/2023	% of Portfolio 12/31/2023
Cash - Investment Portfolio	765,722.47	2.26%	1,831,716.86	2.67%
Certificate of Deposit	248,686.14	0.73%	248,826.61	0.36%
Municipal Securities	1,585,807.56	4.68%	1,239,148.40	1.81%
US Agency	7,467,969.00	22.03%	4,799,744.00	7.01%
US Treasury	1,030,586.98	3.04%	938,489.69	1.37%
Corporate	198,094.00	0.58%	199,408.00	0.29%
Commercial Mortgage Backed	4,111,699.37	12.13%	4,868,935.71	7.11%
Small Business Administration Bonds	1,061,211.35	3.13%	905,692.03	1.32%
Accruals and Receivables	195,824.40	0.58%	194,517.12	0.28%
Cash	622,901.12	1.84%	585,210.42	0.85%
Money Market	15,197,206.17	44.82%	52,010,681.72	75.94%
Local Government Investment Pool	471,123.25	1.39%	3,288.12	0.00%
Money Market - Water	947,997.83	2.80%	663,725.44	0.97%
Total	33,904,829.64	100.00%	68,489,384.12	100.00%

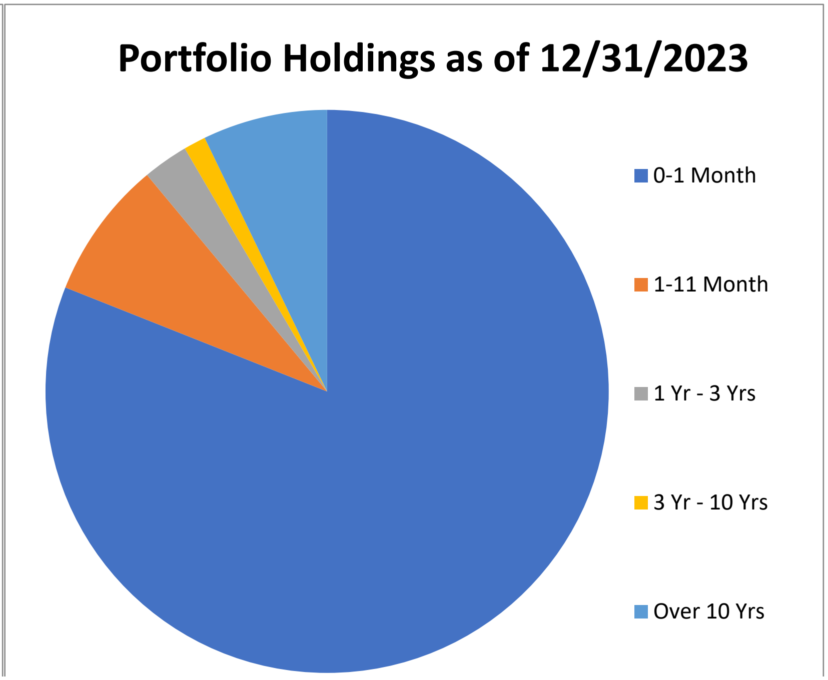




City of Mequon
Distribution by Maturity - Market Value

Security Sector	Market Value 9/30/2023	% of Portfolio 9/30/2023	Market Value 12/31/2023	% of Portfolio 12/31/2023
0-1 Month	18,386,709.82	54.23%	55,492,198.96	81.02%
1-11 Month	9,182,646.65	27.08%	5,435,235.42	7.94%
1 Yr - 3 Yrs	1,162,562.45	3.43%	1,787,322.00	2.61%
3 Yr - 10 Yrs	950,826.35	2.80%	869,007.65	1.27%
Over 10 Yrs	4,222,084.37	12.45%	4,905,620.09	7.16%
Total	33,904,829.64	100.00%	68,489,384.12	100.00%





2024 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
February	• Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennicke Field • Review of City's Budgeting Financial Policies

Future Agenda Topics

• Financial Policy Review • Investments Asset Allocation Review • Life Insurance Review	• Library Review • Payment in Lieu of Tax (PILOT) Agreements • City Ordinance Reconciliation

2024 Completed Items

• Denial of Sybaris Liquor License Agreement Revision Request	•