



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
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www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 11, 2025

5:30 PM

North Conference Room

Amended Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. Finance-Personnel Meeting Minutes of February 11, 2025

3) License Applications

Action requested: review and approve

a. March, 2025 Licenses

4) Vouchers Paid

a. February 2025 Vouchers Paid List

5) Ordinances

Action requested: review and recommend approval

a. **ORDINANCE 2025-1676** An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

b. **ORDINANCE 2025-1677** An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

6) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4184** A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

b. **RESOLUTION 4185** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023

c. **RESOLUTION 4186** A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a Reorganization of the Public Works Department

7) Discussion Items

Action requested: discuss and take action as needed

a. Finance - Personnel Work Plan

8) Adjourn

Dated: March 11, 2025

/s/ Andrew Nerbun, Chair

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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, February 11, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish – Present from 6:35 PM to 6:39 PM
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Brian Sajdak, City Attorney, Matt Fortini, IT Manager, Julia Perszyk, HR Coordinator and Frederick Brown-Williamson, VP Operations AV Design Group.

2) Approve Meeting Minutes

1. Finance-Personnel Meeting Minutes of January 14, 2025

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Strzelczyk

NOT PRESENT: Parrish

3) Vouchers Paid

1. January 2025 Vouchers Paid List

RESULT: **Approved by Voice Acclamation [Unanimous]**

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

Attachment: 021425 (10067 : February 11, 2025 Finance-Personnel Committee Meeting Minutes)

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

4) Resolutions

1. **RESOLUTION 4176** A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257

Discussion ensued among the group regarding the scope of the project. Staff felt the details of the contract were necessary and will last for several years. Committee members were surprised by the overall cost, however agreed that this upgrade is necessary and will improve the quality of meetings which take place in the Council Chambers.

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

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

2. **RESOLUTION 4177** A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC

Administrator Jones reminded the Committee of the three deferred compensation plans that are offered to employees should they want an additional way to invest a portion of their income. International City Management Association Retirement Corporation dba MissionSquare Retirement indicated the City was eligible to move classifications, thus reducing the plan administration fees to 0% annually. It is estimated to save current participants \$45,000 annually.

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

AYES: Gebhardt, Strzelczyk
NOT PRESENT: Parrish

5) Discussion Items

1. 2024 YTD Cash & Investment Report as of 12/31/2024

Assistant Finance Director Keyser reviewed the highlights for Q4 2024 on both the cash and investment side. Overall, it was a positive year for bank account interest and investment revenue.

2. Finance - Personnel Work Plan

Attachment: 021425 (10067 : February 11, 2025 Finance-Personnel Committee Meeting Minutes)

6) Adjourn

A motion to adjourn was made at 6:56 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director



11333 N. Cedarburg Rd
 Mequon, WI 53092-1930
 Phone: 262/236-2914
 Fax: 262/242-9655

www.cityofmequonwi.gov

Office of the City Clerk

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

Following are recommended approvals:

CLASS B LIQUOR LICENSE - NEW Mint Asian Kitchen LLC DBA Mint Asian Kitchen, 1380 W. Mequon Rd., Agent: Quan Vu. for the license period beginning March 12, 2025 and ending June 30, 2025.

Mint Asian Kitchen currently holds a Class B Beer and Class C Wine license; they applied for the Class B Liquor license surrendered by Board & Brush when they closed in February 2025.

Following are recommended denials: None.

Attachment: 3.11.25 (10131 : March Licenses)

Form AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer \$ _____
- "Class A" Liquor \$ _____
- "Class A" Liquor (cider only) \$ _____
- "Class C" Liquor (wine only) \$ _____
- Class "B" Beer \$ _____
- "Class B" Liquor \$ 200
- Reserve "Class B" Liquor \$ _____

Fees	
License Fees	\$ <u>200</u>
Background Check Fee	\$ <u>N/A</u>
Publication Fee	\$ <u>20</u>
Total Fees	\$ <u>220</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <u>MINT ASIAN KITCHEN</u>			
2. Business Trade Name or DBA <u>MINT ASIAN KITCHEN</u>			
3. FEIN <u>93-4487534</u>		4. Wisconsin Seller's Permit Number <u>456-1031539558-04</u>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <u>WISCONSIN</u>		7. Date of Organization <u>11/20/2023</u>	8. Wisconsin DFI Registration Number <u>M129581</u>
9. Premises Address <u>1380 W- MEQUON RD.</u>			
10. City <u>MEQUON</u>		11. State <u>WI</u>	12. Zip Code <u>53092</u>
13. County <u>DAKOTA</u>	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>MEQUON</u>		15. Aldermanic District
16. Premises Phone <u>262-581-0088</u>	17. Premises Email <u>MINTASIANKITCHEN@GMAIL.COM</u>	18. Website	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <u>IN DINNING ROOM BEHIND DESK ALCOHOL IS STORED IN REFRIGERATOR. ALSO, IN STORAGE ROOM IN HALLWAY. ALCOHOL IS SOLD & CONSUMED ONLY IN DINNING ROOM AREA. RECORDS ARE KEPT IN DESK.</u>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Attachment: Mint Asian NEW 3.11.25_Redacted app only (10131 : March Licenses)

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. Yes No
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? Yes No
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? Yes No
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity
 4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. Yes No
 6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? Yes No
 7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? Yes No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
SY	Paige	owner	[REDACTED]
W	Quan	agent	[REDACTED]

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name SY	First Name PAIGE	M.I.
Title OWNER	Email MINTBIANKITCHEN@GMAIL.COM	[REDACTED]
Signature Paige SY	Date 2-25-25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID: FEBRUARY 2025

GENERAL FUND (0110)	\$ 136,662.00
SPECIAL REVENUE FUND (0210)	2,742.56
PARKS & OPEN SPACE (0220)	29,622.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	111,919.20
DEBT SERVICE FUND (0310)	700.00
DEBT SERVICE TIF 2 FUND (0320)	12,349.06
DEBT SERVICE TIF 3 FUND (0330)	100.00
CAPITAL PROJECT FUND (0410)	69,617.95
SEWER UT FUND (0610)	129,734.51
WATER UT FUND (0620)	195,921.71
TAX FIDUCIARY FUND (0810)	11,776.35
TOTAL	<u><u>\$ 701,145.34</u></u>

Attachment: Voucher List (10132 : February 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$701,145.34
					Line item amount
Assessor	12392	AMERICAN BUSINESS TECHNOLOGIES, INC.	2025 ASSESSOR OFFICE MAILINGS		237.80
Assessor Total					237.80
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	BOILER FAILURE AT SAFETY BUILDING		3,751.72
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	JAN SB CLEANING CONTRACT		2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	FEB CLEANING SB		2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	JAN CH CLEANING CONTRACT		2,635.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	FEB CLEANING CH		2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	OIL BURNER AT DPW FAILURE/REPAIR		2,238.23
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	JAN HVAC CONTRACT		1,887.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	JAN DPW CLEANING CONTRACT		1,250.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	FEB CLEANING CONTRACT DPW		1,250.00
Building Maintenance	12311	JOHN A. GUETZKE & ASSOCIATES, INC.	DPW ANNUAL WIRELESS MONITORING FIRE ALARM SYSTEM		365.00
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT -JAN		324.79
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		255.00
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	COMPRESSOR PARTS		200.79
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT JAN		135.00
Building Maintenance	10073	AT&T CORP	CITY HALL PHONE LINES		105.78
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	WATER BOTTLE FILTER - CITY HALL		81.24
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	WATER BOTTLE FILTER - CITY HALL		81.24
Building Maintenance	12883	PB HAHN & CO INC	THERMOSTAT FOR BRINE ROOM		55.55
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	WATER BOTTLE FILTER - CITY HALL		54.40
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT LIGHTING CITY HALL		49.99
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT LIGHTING CITY HALL		48.00
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES FLOOR CLEANING		46.80
Building Maintenance	12883	PB HAHN & CO INC	COUPLING AND NIPPLE BLK		9.14
Building Maintenance	12883	PB HAHN & CO INC	UNION IRON BLK		7.19
Building Maintenance	12883	PB HAHN & CO INC	NIPPLE BLK		3.04
Building Maintenance Total					23,251.90
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995		6,000.00
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	CONLEY MEDIA PRINTING NOTICES 12/29/24-1/25/25		180.25
City Clerk Total					6,180.25
Common Council	10221	COMMUNITY FUN EVENTS INC	PARADE PLUS SPONSOR FAMILY FUN BEFORE THE 4TH-2025		7,500.00
Common Council	12651	AMAZON CAPITAL SERVICES, INC	CHIEF PRYOR PROCLAMATION		29.95
Common Council Total					7,529.95
Communications	12651	AMAZON CAPITAL SERVICES, INC	DISPATCH OFFICE SUPPLIES - BANNER		26.98
Communications	12651	AMAZON CAPITAL SERVICES, INC	COMMUNICATIONS WORK SUPPLIES - CARDS		15.36
Communications Total					42.34
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER		1,512.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	NEWSPAPER PUBLIC NOTICE		43.63
Community Development Total					1,555.63
Debt Service Fund	12380	BOND TRUST SERVICES CORP	GO PROMISSARY NOTES 2019A PAYING AGENT FEE		400.00
Debt Service Fund	12380	BOND TRUST SERVICES CORP	GO PROMISSARY NOTES 2022A PAYING AGENT FEE		300.00
Debt Service Fund Total					700.00
Debt Service TIF 2 Fund	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	TID #2 CLOSEOUT AUDIT		7,250.00
Debt Service TIF 2 Fund	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	TID #2 CLOSEOUT AUDIT		5,099.06
Debt Service TIF 2 Fund Total					12,349.06
Debt Service TIF 3 Fund	12380	BOND TRUST SERVICES CORP	GO PROMISSARY NOTES 2022A PAYING AGENT FEE		100.00
Debt Service TIF 3 Fund Total					100.00
Elections	10290	DIGITAL EDGE OF WISCONSIN LLC	DIGITAL EDGE POSTCARD STOCK FOR VOTER NOTIFICATION		545.00
Elections	12778	NANCY MARTIN	PRE ELECTION, ELECTION HELP 2/18/2025, & SVD		195.00
Elections	12711	NEAL ANDREW LINKON	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		155.00
Elections	12823	LAWRENCE JANCZAK	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		155.00
Elections	12677	DEANNA BOGIE CONATY	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		145.00
Elections	12947	AMY CESARZ	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		145.00
Elections	11773	TURNER, DIANA T	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		135.00
Elections	12824	LINDA JANCZAK	ELECTION HELP 2/18/2025 & SPECIAL VOTING DEPUTY		135.00
Elections	11600	CARLA C BARTLETT	ELECTION HELP 2/18/2025		125.00
Elections	11821	PETERSON, JOANNE KAY	ELECTION HELP 11/5/2024		125.00
Elections	12270	KOHL, STEPHANI	ELECTION HELP 2/18/2025		125.00
Elections	12952	MADÉLINE HENRY	ELECTION HELP 2/18/2025		125.00
Elections	12964	HEATHER TIRRO	ELECTION HELP 2/18/2025		125.00
Elections	12651	AMAZON CAPITAL SERVICES, INC	AMAZON AVERY LABELS #5163		119.20
Elections	13584	STATE OF WISCONSIN ELECTIONS COMMISSION	CONFERENCE REGISTRATION FOR ELECTIONS		95.00

Attachment: February 2025 AP Vendor Listing by Dept (10132 : February 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$701,145.34
					Line item amount
Elections	12651	AMAZON CAPITAL SERVICES, INC	AMAZON STORAGE BINS FOR ABSENTEE BALLOTS		70.00
Elections	11615	CAROL E BUTZKE	ELECTION HELP 11/5/2024 & VIP 10/22/24-11/1/24		67.00
Elections	90001	TEMP STAFF REIMB	2/18/25 ELECTION MILEAGE AND FOOD FOR POLL WORKERS		63.29
Elections	12093	BUCHAN, MARTHA S.	SPECIAL VOTING DEPUTY		20.00
Elections	90001	TEMP STAFF REIMB	REIMBURSEMENT-2/18/2025 ELECTION RELATED MILEAGE		16.10
Elections	11589	ROBERT GOSEWEHR	SPECIAL VOTING DEPUTY		10.00
Elections	11843	PIKU, CAROL E	SPECIAL VOTING DEPUTY		10.00
Elections	11957	BROGHAMMER, KATHLEEN M	SPECIAL VOTING DEPUTY		10.00
Elections	12266	DERNEHL, LOUISE E	SPECIAL VOTING DEPUTY		10.00
Elections	12812	SALLY LYNE	SPECIAL VOTING DEPUTY		10.00
Elections	12962	CATHERINE SEASHOLES	SPECIAL VOTING DEPUTY		10.00
Elections	13576	HOLLY RAY BAIRD	ELECTION BACK PAY FROM 10/10/2024		10.00
Elections Total					2,755.59
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER		327.13
Engineering	11163	CLIFFORD J DETEMPLE	SURVEY EQUIPMENT		185.00
Engineering	10824	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS DAN		38.80
Engineering	11165	USCC SERVICES LLC	ENGINEERING GPS CELL SERVICE - JAN		25.82
Engineering	10192	CENTRAL ENGRAVING LLC	NAMEPLATE - DAN		23.00
Engineering Total					599.75
Finance	13564	FOSTER & FOSTER CONSULTING ACTUARIES INC	OPEB VALUATION STUDY		7,025.00
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2024 AUDIT SERVICES		2,450.00
Finance	90001	TEMP STAFF REIMB	REIMBURSEMENT EXPENSES FOR EHLERS MUNI. FIN. CONF.		145.96
Finance Total					9,620.96
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TIRES & MOUNTING		7,377.30
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	ENGINE REPAIR TRUCK 315		1,517.12
Fleet Services	10003	AARONIN STEEL SALES INC	STEEL FOR FABRICATION & REPAIR		977.00
Fleet Services	11185	UNIVERSAL TRUCK EQUIPMENT INC	SALTER AUGER MOTOR 312		946.30
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS		844.30
Fleet Services	10360	JFTCO, INC	EXCAVATOR REPAIR		804.73
Fleet Services	10475	HALRON LUBRICANTS INC	BULK COOLANT		652.50
Fleet Services	12390	ADVANCE AUTO PARTS	RADIATOR FOR 9552		627.34
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS 312		523.69
Fleet Services	10003	AARONIN STEEL SALES INC	STEEL FOR FABRICATION & REPAIR		451.00
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	VALVE REPAIR LABOR 314		450.00
Fleet Services	12866	SCHOESSOW EQUIPMENT SERVICES LLC	405 PLOW CONTROLLER		365.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	SALTER MOTOR 318		325.61
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	950 BATTERIES		317.10
Fleet Services	12390	ADVANCE AUTO PARTS	402 BRAKES		302.02
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	SHOP SAW BLADES		292.29
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	SHAFT FOR SQUAD 25		246.16
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL RECYCLING		234.21
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	FILTERS		226.67
Fleet Services	10360	JFTCO, INC	FILTERS		211.56
Fleet Services	13551	K&M PRODUCTS LLC	PAINT & CLEANER		206.28
Fleet Services	13010	MJ AUTO ELECTRIC LLC	STARTER FOR 347		195.00
Fleet Services	12390	ADVANCE AUTO PARTS	BATTERY		193.82
Fleet Services	13585	THE GOODYEAR TIRE & RUBBER COMPANY	TIRES & REPAIR 361		176.72
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	950 TRUCK PARTS		162.68
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	BRACKET 952		143.76
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	318 STROBES		139.50
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	317 BEARING		137.31
Fleet Services	12624	MATHESON TRI-GAS INC	WELDING GAS		100.44
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR BELT		100.12
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	WINDOW WASHER FLUID		87.84
Fleet Services	12390	ADVANCE AUTO PARTS	RADIATOR FOR 950		85.03
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	TRAILER JACK		82.54
Fleet Services	12390	ADVANCE AUTO PARTS	OIL FILTERS		56.98
Fleet Services	12390	ADVANCE AUTO PARTS	BULBS & EXHAUST		43.96
Fleet Services	10384	FIVE CORNERS DODGE INC	VALVE 971		36.92
Fleet Services	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SAW CHAIN		17.99
Fleet Services	10803	NEWMAN CHEVROLET INC	SEALS FOR 955		13.90
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	CONNECTOR		10.67
Fleet Services Total					19,683.36
Forestry	90001	TEMP STAFF REIMB	MILEAGE REIMBURSEMENT FOR WI ARBORIST CONF.		116.20
Forestry	10824	NORTHSTAR PRINTING & GRAPHICS	2025 BRUSH PERMITS		100.37
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM		91.00
Forestry	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	PRUNER		63.82
Forestry	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	PVC FITTINGS		37.34
Forestry Total					408.73
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2025-3/31/2025		3,035.70
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 2/14/2025		2,220.00
General Fund - General Activites	10865	OZAUKEE COUNTY TREASURER	DOG TAGS SOLD 12/1/2024-2/3/2025 TAG #3001-#3448		1,382.00

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total
				\$701,145.34
				Line item amount
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 2/28/25	1,280.47
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 2/14/25	1,240.09
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/14/2025	675.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/28/2025	675.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 3501 & 3600 TORREY	613.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11290 N PORT WASHINGTON	492.00
General Fund - General Activites	13554	DVM INSURANCE AGENCY	EMPLOYEE PET INSURANCE PREMIUMS-ORG ID 24454	346.45
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 2/2/2025	200.00
General Fund - General Activites	90002	PARK REFUNDS	PARK RENTAL REFUND FOR EVENT ON 2/8/2025	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT #36199/37125/37152	190.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT PERMIT #36383 & 36572	130.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT PERMIT #36815 & 37027	130.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #36602 & #37029	130.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6243 W FOXTOWN	112.00
General Fund - General Activites	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES	103.23
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2025-3/31/2025	100.80
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MARCH 2025	87.70
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1520 HIDDEN RIVER	76.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 13745 PINE VIEW	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 730 DONGES BAY	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 5410 W PLEASANT	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 710 HADDONSTONE	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6848 RIDGEVIEW	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10460 HIDDEN CREEK	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4828 W ELMDALE	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10007 N OTTO	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1414 W WESTPORT	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8238 W POPLAR	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9211 W STANFORD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11751 SOLAR AVE	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2042 W WILDWOOD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4343 TARRYTOWN	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11045 RANGELINE	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2218 RANCH RD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9820 N OTTO RD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12031 GRANVILLE	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1820 W EDWARD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11936 N PORT WASHINGTON	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1632 W CLOVER	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1730 HOMESTEAD	65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10218 KENILWORTH	65.00

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$701,145.34 Line item amount
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12926 COLONY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10030 FOXKIRK		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 7980 PRESERVE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 8000 W PRESERVE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 13722 HILLSIDE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9848 THORNAPPLE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11035 HEDGEWOOD		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4800 BONNIWELL		45.00
General Fund - General Activites	10610	LABOR ASSOCIATION OF WISCONSIN, INC.	MEQUON PAYROLL 2/28/2025		10.00
General Fund - General Activites Total					15,419.44
General Government Equipment	13582	VC3 INC	Security Software Grant		5,175.00
General Government Equipment Total					5,175.00
General Government Other	13187	STRANG INC	THE REMAINING AMOUNT ON THE CITY HALL HVAC DESIGN		975.50
General Government Other Total					975.50
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD JAN		1,000.00
Highway	11109	SUPERIOR CHEMICAL CORP	TRUCK CLEANING SOLUTION		619.96
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS ADOPT A ROAD & WEIGHT LIMIT		519.25
Highway	11089	STARK PAVEMENT CORPORATION	ASPHALT		488.07
Highway	10639	CARY A. SCHOESSOW	SIGN DECAL		390.00
Highway	11248	WE ENERGIES	ELECTRIC FOR SIREN-BONNIWELL		339.05
Highway	10721	MEYERS PRESSURE CLEANERS INC	PRESSURE WASHER PARTS		336.00
Highway	11248	WE ENERGIES	ELECTRIC FOR SIREN-DONGES BAY ROAD		330.83
Highway	11248	WE ENERGIES	ELECTRIC FOR SIREN-GRANVILLE		323.63
Highway	11248	WE ENERGIES	ELECTRIC FOR SIREN-ORIOLE LANE		263.91
Highway	13570	ATLAS COPCO NORTH AMERICA INC.	FREIGHT CHARGE FOR AIR COMPRESSOR		229.40
Highway	13586	WISCONSIN ABSORBENTS LLC	WIPES FOR SHOP		196.00
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	2 SAW CHAINS		85.98
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAIN SHARPEN		63.60
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAIN SHARPEN		62.79
Highway	12883	PB HAHN & CO INC	FITTINGS		59.35
Highway	12883	PB HAHN & CO INC	FITTINGS		56.85
Highway	10330	JOHN M. ELLSWORTH CO. INC.	CLAMPS FOR BRINE PUMP		56.28
Highway	13548	HL0L HOLDINGS LLC	PAINT		53.49
Highway	90007	MISC REFUNDS	REIMBURSEMENT FOR MAILBOX DAMAGE		50.00
Highway	10330	JOHN M. ELLSWORTH CO. INC.	BRINE MARKER PARTS		27.52
Highway	12883	PB HAHN & CO INC	MAILBOX SUPPLIES		26.99
Highway	12883	PB HAHN & CO INC	SUPPLIES		23.62
Highway	12651	AMAZON CAPITAL SERVICES, INC	SYMPATHY CARDS		14.99
Highway	10287	DIGGERS HOTLINE INC	LOCATING JAN FIBER		1.80
Highway Total					5,619.36
Human Resources	13532	EMPLOYEE BENEFITS CORPORATION	EMPLOYEE BENEFITS CORPORATION: FSA		451.05
Human Resources	10230	CONLEY PUBLISHING GROUP LTD	RECRUITING SERVICES-FLEET SUPERINTENDENT		353.36
Human Resources	13532	EMPLOYEE BENEFITS CORPORATION	EMPLOYEE BENEFITS CORPORATION: FSA		223.20
Human Resources	10226	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST P.A.	RANDOM DOT COLLECTION/VACCINATION FEES		114.00
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	CERTIFICATE FRAME & USB C CABLE		22.97
Human Resources	90001	TEMP STAFF REIMB	REIMBURSEMENT POLICE CHIEF SWEARING IN SUPPLIES		22.18
Human Resources	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR LUNCH		14.38
Human Resources Total					1,201.14
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries		9,885.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Server Warranty and Services Renewal		4,500.00
Information Services	13527	DIGICORP, INC	.GOV Acquisition & Transition		2,054.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Switch Warranty & Support Services		1,493.00
Information Services	12589	MARCO HOLDINGS, LLC	Mitel Phone System Repairs		1,110.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	FIBER NETWORK FEE		895.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	City-Wide Print Services Contract & Lease		564.76
Information Services	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES		314.77
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet at All Primary City Facilities		200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	FS2 FIBER NETWORK		150.00
Information Services Total					21,166.53
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER		488.00
Inspections	11679	PETER W FEYERHERD	Bear Revisions - Date fields/reports		170.00
Inspections Total					658.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES		6,650.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2025 PROSECUTION LEGAL FEES		2,500.00

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Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	VON BRIESEN & ROPER LEGAL SERVICES	1,687.42	
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2025 PROSECUTION LEGAL FEES	620.00	
Legal Counsel Total				11,457.42	
Local Road Projects	10445	GRAEF-USA INC	M-T BIKEWAY STUDY RES. 4070, 4118	9,365.12	
Local Road Projects Total				9,365.12	
Parks	12883	PB HAHN & CO INC	PAINT/SUPPLIES GARBAGE CANS PARKS	165.55	
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	HERBICIDE FOR WEEDS	118.49	
Parks	13548	HL0L HOLDINGS LLC	CEDARTONE TONER PARK BENCHES	67.99	
Parks	12883	PB HAHN & CO INC	BOLTS & PAINT FOR TRASH CANS	16.98	
Parks	12883	PB HAHN & CO INC	FLAGGING TAPE FOR PAINT	16.15	
Parks Total				385.16	
Parks & Open Space	13526	ALTIUS BUILDING COMPANY	LEMKE PARK COMBINED FACILITY CONSTRUCTION #10	29,622.00	
Parks & Open Space Total				29,622.00	
Police	10189	CEDARBURG, CITY OF	SNIPER AMMUNITION TO CEDARBURG PD	1,396.50	
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICE	949.11	
Police	10182	CDW GOVERNMENT INC	ADOBE LICENSE	818.55	
Police	10937	PUBLIC SAFETY EQUIPMENT, LLC	RADAR UNITS MAINTENANCE	753.00	
Police	12563	CELLEBRITE INC	CELLBRITE CERTIFICATION	660.00	
Police	11098	STOP STICK LTD	POLICE EQUIPMENT	534.00	
Police	13523	VERIZON COMMUNICATION INC	CELL PHONE SERVICE	471.51	
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - LAPTOP BATTERY	255.63	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	240.19	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	225.80	
Police	11137	WEST PUBLISHING CORPORATION	CLEAR INVESTIGATIVE SERVICE	194.71	
Police	12857	VISUAL IMAGE PHOTOGRAPHY	STAFF PHOTOGRAPHS - RILEY, VASOS	175.00	
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE - 23 HYUNDAI KONA	168.00	
Police	11520	KIESLER'S POLICE SUPPLY, INC	POLICE EQUIPMENT / UNIFORMS	166.00	
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	163.70	
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES	154.84	
Police	11165	USCC SERVICES LLC	CELL/TOWER RECORDS	150.00	
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 2/19/2025-2/21/2025	139.00	
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - GUN CLEANING / SHOWER SUPPLIES	116.60	
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	116.51	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	105.48	
Police	11766	LOU'S GLOVES, INC.	GLOVES	99.00	
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 2/19/2025-2/21/2025	98.00	
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE / REPAIR	92.00	
Police	12651	AMAZON CAPITAL SERVICES, INC	UNIFORMS - AUXILIARY PANTS	89.98	
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR TRAINING 2/19/25-2/21/25	85.66	
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECKS	77.00	
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES	73.32	
Police	12651	AMAZON CAPITAL SERVICES, INC	UNIFORMS AUXILIARY BELT	73.00	
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 2/19/25-2/21/25	66.70	
Police	12651	AMAZON CAPITAL SERVICES, INC	MAINTENANCE & REPAIR - GUN BAG	65.99	
Police	12768	BONUS INC	HOSPITALITY - PRYOR RETIREMENT	27.61	
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE / REPAIR	27.60	
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR K-9 TRAINING 1/16/25-1/28/25	23.45	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	12.19	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	12.19	
Police	12651	AMAZON CAPITAL SERVICES, INC	MAINTENANCE & REPAIR - SCREW REPLACEMENT	7.98	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	2.89	
Police Total				8,888.69	
Public Safety Equipment	13581	UNMANNED VEHICLE TECHNOLOGIES LLC	DRONE	12,780.37	
Public Safety Equipment	13186	MOTOROLA SOLUTIONS INC	BODY CAMERA MAINTENANCE / REPAIR	1,000.00	
Public Safety Equipment	13588	WVRC GRAFTON BY ETHOS	VETERINARY SERVICES	889.01	
Public Safety Equipment	10313	VETCOR OF EAST TOWNE LLC	VETERINARY SERVICES	419.98	
Public Safety Equipment Total				15,089.36	
Public Safety Vehicles	11311	WIS DEPT OF TRANSPORT 7949	POLICE VEHICLE REG., TITLE & PLATE TRANSFER-SQD 11	165.50	
Public Safety Vehicles	12651	AMAZON CAPITAL SERVICES, INC	VEHICLE PARTS / SETUP - USB CABLE	106.01	
Public Safety Vehicles Total				271.51	
Public Works Other	12644	CHAD SEMROW	ROTARY PARK MOWING AND ASH REMOVAL	8,000.00	
Public Works Other Total				8,000.00	
Public Works Vehicles	11185	UNIVERSAL TRUCK EQUIPMENT INC	PLOW BLADES FOR NEW PLOW TRUCK	2,840.00	
Public Works Vehicles	12542	FPR INVESTMENTS, LLC	GREASE SYSTEM FOR NEW SNOWPLOW	1,274.70	
Public Works Vehicles Total				4,114.70	
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2025-3/31/2025	235.11	
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 2/14/25	80.77	
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/14/2025	70.00	
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/28/2025	70.00	
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 2/28/25	40.39	
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MARCH 2025	9.04	

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$701,145.34 Line item amount
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2025-3/31/2025		8.00
Sewer General Activities Total					513.31
Sewer UT Operations	11217	VISU-SEWER INC	SANITARY LATERAL WORK LSE AREA		116,001.03
Sewer UT Operations	12322	BAXTER & WOODMAN, INC.	SW INDUSTRIAL FEASIBILITY STUDY		6,250.00
Sewer UT Operations	12288	SABEL MECHANICAL LLC	FIX CHECK VALVE #3 @ STATION E		1,527.55
Sewer UT Operations	10100	BATTERIES PLUS LLC	BATTERIES PLC		1,197.60
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	SEWER DIVISION SUPT COMPUTER		1,019.00
Sewer UT Operations	12253	MCMaster-CARR SUPPLY COMPANY	LIFT STATION PIES AND FITTINGS		727.12
Sewer UT Operations	10003	AARONIN STEEL SALES INC	STEEL FOR HOSE STAND		619.00
Sewer UT Operations	11062	R.A. SMITH, INC	INSPECTION SERVICES (#3566-23-E) RES#4069		445.00
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	FLUID FILM, OUTLET, LABLES		289.78
Sewer UT Operations	12883	PB HAHN & CO INC	SUPPLIES VCM CLEANER		284.00
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		255.00
Sewer UT Operations	13098	HD SUPPLY INC	PHASE MONITOR		137.48
Sewer UT Operations	10426	GIERACH'S SERVICE INC	ALIGNMENT 604		110.00
Sewer UT Operations	10691	MENARDS	CLEANING SUPPLIES		67.06
Sewer UT Operations	12883	PB HAHN & CO INC	WAX, CAR WASH BRUSH, KEYS		62.94
Sewer UT Operations	10691	MENARDS	STRIPPER AND TESTER		62.74
Sewer UT Operations	10691	MENARDS	BRASS PLUMBING PARTS		43.86
Sewer UT Operations	10691	MENARDS	BRASS PLUMBING PARTS		34.26
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	MILWAUKEE GREASE TUBE		23.99
Sewer UT Operations	12883	PB HAHN & CO INC	SUPPLIES VCM CLEANER		17.75
Sewer UT Operations	10647	LINCOLN CONTRACTORS SUPPLY INC	WRENCH		14.11
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	10 STYLUS PENS		12.99
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY RELAY STH 57 (#1953-1-18) RES #3700		9.50
Sewer UT Operations	12883	PB HAHN & CO INC	PIPE FITTING		5.93
Sewer UT Operations	12883	PB HAHN & CO INC	POLY TUBE		3.51
Sewer UT Operations Total					129,221.20
Special Events	12321	MICHAEL LANDEY	ROSEBUD FESTIVAL TENT, STAGE, & TABLES		2,417.56
Special Events	13542	ADVENTURE ROCK INC	2025 TASTE OF MEQUON DEPOSIT		325.00
Special Events Total					2,742.56
Special Federal Grant Fund	11133	THIENSVILLE, VILLAGE OF	ARPA: LIBRARY BOILER PROJECT		63,119.00
Special Federal Grant Fund	12514	M SQUARED ENGINEERING LLC	FEMA FLOODPLAIN MAPPING REVIEW (ARPA ACCOUNT)		19,384.00
Special Federal Grant Fund	13129	CATALIS TAX & CAMA INC	2025 ASSESSMENT REVALUATION		18,750.00
Special Federal Grant Fund	13526	ALTIUS BUILDING COMPANY	LEMKE PARK COMBINED FACILITY CONSTRUCTION #10		10,666.20
Special Federal Grant Fund Total					111,919.20
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #141490021000		10,526.86
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140270400900		741.10
Tax Fiduciary Fund	10694	VILLAGE OF MENOMONEE FALLS	2024 JARMUZ GREENHOUSE DELINQ UTIL ON TAXBILL		508.39
Tax Fiduciary Fund Total					11,776.35
TIF 3	13583	DAVID J FRANK LANDSCAPE CONTRACTING INC	TIF TID EXPENDITURE		21,430.11
TIF 3	11151	TRAFFIC & PARKING CONTROL CO, INC	TIF TID EXPENDITURE		5,196.65
TIF 3 Total					26,626.76
Water General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2025-3/31/2025		11.62
Water General Activities Total					11.62
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER-JAN		65,422.55
Water UT Operations	11547	MID CITY CORPORATION	HYDRANT REPLACEMENTS 2024		47,180.00
Water UT Operations	12734	UNITED SYSTEMS & SOFTWARE, INC.	250 METER RADIOS		26,750.00
Water UT Operations	10091	BADGER METER INC	WATER METERS		26,365.50
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	JAN 2025 NSWC WATER		19,573.99
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING FOR WATERMAIN JAN		2,491.69
Water UT Operations	13556	FERGUSON US HOLDINGS INC	CLOW HYDRANT EXTENSION 36"		1,798.00
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	UCMRS TESTING 564		1,505.00
Water UT Operations	11144	D.F. TOMASINI CONTRACTORS INC	SWAN VAULT GAGES/SCADA		1,372.49
Water UT Operations	10489	CORE & MAIN LP	VALVE BOX PARTS & CURBSTOP FOR INVENTORY		1,147.23
Water UT Operations	10489	CORE & MAIN LP	VALVE BOX PARTS & CURBSTOP FOR INVENTORY		729.12
Water UT Operations	10489	CORE & MAIN LP	ORIOLE LN METER REGISTER/BATTERY		460.36
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING JAN FIBER		381.60
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	BACTI - JAN		300.00
Water UT Operations	12734	UNITED SYSTEMS & SOFTWARE, INC.	100 METER RADIOS		250.00
Water UT Operations	13098	HD SUPPLY INC	CHLORINE SAMPLING DPD		166.09
Water UT Operations	12651	AMAZON CAPITAL SERVICES, INC	TORX SECURITY FOR METER HEADS		16.47
Water UT Operations Total					195,910.09

Attachment: February 2025 AP Vendor Listing by Dept (10132 : February 2025 Vouchers List)



www.ci.mequon.wi.us

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

Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: March 11, 2025
SUBJECT: ORDINANCE 2025-1676 An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

Background

In the last legislative session, the Legislature enacted 2023 Wis. Act 73, which made significant changes to the regulation and licensing of alcoholic beverages in Wisconsin. The proposed ordinance looks to amend the Municipal Code to reflect these changes. The ordinance also provides some clarity and touch ups to reflect current best practices. Each section of the ordinance is discussed below.

Before getting to the individual sections, a note related to the biggest changes contained within Act 73. First, as you may recall from last year when the City adopted new provisions in the Zoning Code related to distilleries, the legislature created what they have called “full-service retail outlets.” These outlets allow manufacturers and producers of alcoholic beverages to operate their own sales facilities. Under the statute, these outlets do not count against the City’s quota for “Class B” licenses while allowing “Class B” sales to take place. The City can, however, limit the sales of alcohol at these outlets to only alcohol of the class the manufacturer produces. For example, a brewery could be limited to the sales of only beer within the outlet (it does not have to be solely their beer, however). There may be a need to explore this issue from a Zoning Code perspective as well, given that there may be locations whereby the City would not allow these types of establishments (just like it does not allow bars across all Zoning Districts).

A second change is that Act 73 authorizes the Department of Revenue to issue statewide operator’s licenses, which allow individuals to bartend anywhere within the state. There are no changes necessary in the Code for this, but the Council should be aware of it as there may be impacts on licensing revenue if the City sees a significant shift to individuals utilizing the state permit instead of local permits.

A final change is that Act 73 provides for the creation of non-sale event venues. This would allow a state permit for a venue to basically provide alcohol on a non-sales basis. For example, a wedding barn that wants to provide wine with dinner would be allowed, but a wedding barn that offers a cash bar would not. These venues will not be permitted until 2026, and this part of the legislation is also under legal challenge. As the organization progresses into next year, additional changes may be necessary depending on how everything plays out.

Discussion

In Section I, the proposed amendments largely reflect changes from Act 73 in that the Act directed the Department of Revenue (which oversees alcohol regulation within Wisconsin) to create administrative rules. The ordinance amendment adopts those administrative rules (which have not yet been finalized). The remaining changes within this section reflect clean-up and best practice amendments.

Section II is the only section which is not related to Act 73. The Festivals Committee is looking for flexibility with respect to the sale of beer within City parks. This change adopts the flexibility authorized by statute.

Section III is largely a clean-up section. The bulk of the new language in this section reflects current licensing nomenclature. It does add references to full-service retail sales outlets and no-sale event venues, which were added in Act 73.

The same is true of Sections IV and V, which are solely clean-up/best practices amendments.

Section VI represents the most significant change in that it creates three new sections within the Code. The first two of these new sections, 14-32 and 14-33, do not reflect a significant change in policy or practice with respect to issuing operators and premises licenses. These sections were added to meet with statutory requirements for the third new section related to full-service retail sales outlets. In short, the statute allows municipalities to approve or deny full-service retail sales outlets, provided that it is done utilizing the same procedures and standards as other licenses. Accordingly, the first two sections establish the relevant procedures and standards which can in turn be utilized under the newly created third section.

Recommendation

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

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1676

An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

RECITALS

A. The Common Council previously adopted Article II of Chapter 14 of the Mequon Municipal Code related to alcohol beverage licensing.

B. In 2023 Wis. Act 73, the Wisconsin Legislature made significant changes to alcohol licensing within the State.

C. The Common Council desires to update its regulations related to alcohol beverage licensing to reflect these legislative changes and to also amend and clarify these regulations as it deems necessary.

D. The regulation of the alcoholic beverages furthers the overall health, safety and welfare of the community.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

Section 14-23 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-23. State statutes and administrative code adopted.

The provisions of Wis. Stat. ch. 125, **and the provisions of any administrative rules adopted pursuant to Chapter 125,** defining and regulating the sale, procurement, dispensing and transfer of beverages, including provisions relating to the penalty to be imposed or the punishment for violation of such statutes, **except the fees and those penalties which impose a fine or term of imprisonment,** are adopted and made a part of this ~~article~~**section** by reference. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this Code. Any future amendments, revisions or modifications of the statutes **or administrative code** incorporated herein are intended to be made part of this Code. A violation of any of such provisions shall constitute a violation of this section.

SECTION II

Section 14-24 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-24. - Licenses, permits, authorization required.

(a) When required. Except as provided by Wis. Stat. § 125.06, no person within the City of Mequon shall serve, sell, manufacture, rectify, brew or engage in any other activity for which this chapter or Wis. Stat. ch. 125 requires a license, permit or other authorization without holding the appropriate license, permit or other authorization.

(b) Separate license required for each place of sale. Except for licensed public warehouses, a license shall be required for each location or premises which is in direct connection or communication to each other where intoxicating liquor or fermented malt beverages are stored, sold or offered for sale.

(c) Exception for city parks. The city elects to adopt the provisions of Wis. Stat. § 125.06(6) such that no license, permit, or authorization is required for the sale of fermented malt beverages in any public park operated by the city where the fermented malt beverages are sold by officers or employees of the city.

SECTION III

Section 14-25 of the Mequon Municipal Code is repealed and recreated to read as follows:

Sec. 14-25. Classes of licenses.

(a) This article shall govern the application for and issuance or approval of the following licenses and permits that may be issued by the city clerk under the authority of the common council after payment of the required fee as specified by the common council from time to time, which, upon issuance, shall permit the holder to sell, deal or traffic in alcohol beverages as provided by law:

- (1) Class "A" fermented malt beverages
- (2) Class "B" fermented malt beverages
- (3) Temporary Class "B" fermented malt beverages
- (4) "Class A" intoxicating liquor
- (5) "Class A" cider only intoxicating liquor

- (6) “Class B” intoxicating liquor
 - (7) Reserve “Class B” liquor
 - (8) “Class C” wine
 - (9) Provisional retail license
 - (10) Operator's license
 - (11) Provisional operator’s license
 - (12) Temporary operator's license
 - (13) Transfer of license to another premise
 - (14) Duplicate (if original license is lost or destroyed without licensee's fault)
 - (15) Full-service retail sales outlets
- (b) This article shall further govern, to the extent permitted by state statutes and administrative code, the following:
- (1) Retail sales of fermented malt beverages, wine and intoxicating liquor on the production premises of a brewer, winery, or manufacturer.
 - (2) No-sale event venues.

SECTION IV

Section 14-26 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-26. License application.

- (a) Form. Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on forms prescribed by the state department of revenue, or governing body for operators' licenses and filed with the city clerk. **Applications must be accurately completed, providing all information requested.**
- (b) ~~Reserved.~~ **Fees. License fees shall be paid to the city at the time of application. Except as provided by Wis. Stat. §§ 125.25(4), 125.26(4), and 125.51(9)(a), the full license fee shall be charged for the whole or fraction of**

any year. In the event a license application submitted under this section is either denied by the city or voluntarily withdrawn by the applicant prior to the issuance of the license, the fee paid with respect to such application shall be non-refundable. The city shall not rebate license fees (or portions thereof) to license holders who cede or lose their licenses prior to the license's expiration date.

(c) License investigation. The city clerk shall notify the chief of police, city health officer, fire inspector and city building inspector of each application for any license provided under this section, and these officials or their designee shall inspect or cause to be inspected each application and the premises, together with such other investigation as shall be necessary to comply with the regulations, ordinances, and the laws applicable thereto, to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto and the applicant's fitness for the trust to be imposed. These officials shall furnish to the city clerk, in writing, the information derived from such investigations accompanied by a recommendation as to whether the license should be granted or refused. No license shall be renewed without a reinspection of the premises.

(d) Delegation of authority. The common council delegates its authority to issue regular, temporary, and provisional operator's licenses to the city clerk. Appeals to decisions of the clerk shall be to the finance-personnel committee. The common council delegates its authority to issue all other licenses under this article II to the finance-personnel committee of the common council. All decisions made by the committee shall be final except as may be provided by Wis. Stats. § 125.12. In the event of common council review of any revocation, suspension or nonrenewal, all arguments in support of an objection to the committee's report shall be made solely in writing.

(e) Renewal application deadline. Applications may be sent after March 1 and are due on or before May 15 of each year. If May 15 falls on a non-business day, the deadline will be extended to the next business day. The city shall grant, issue, or deny each timely-filed application no later than the 4th Tuesday in June for the ensuing license year. The city cannot guarantee action prior to June 30 for any application received after May 15.

SECTION V

Section 14-27 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-27. License restrictions.

(a) Conviction record. No license shall be issued to any person who has a conviction record as specified within the City of Mequon Alcohol Beverage

Licenses Enforcement Policy Guidelines on file with the city clerk.

(b) Health and sanitation requirements. No license shall be issued for any premises which does not conform to the sanitary, safety and health requirements of the state pertaining to buildings and plumbing, to the rules and regulations of the state applicable to restaurants and to all such ordinances and regulations adopted by the city.

(c) Prohibiting issuance of alcohol beverage licenses for non-payment of taxes, assessments and claims.

(1) Premises. No initial or renewal alcohol beverage license shall be issued for any premises for which taxes, assessments or other claims owed to the city (or Ozaukee County in the case of real property taxes) are delinquent and unpaid.

(2) Persons. No initial or renewal alcohol license shall be issued to any person:

a. Delinquent in payment of any taxes, assessments or other claims owned to the city.

b. Delinquent in payment of a forfeiture resulting from a violation of any ordinance of the city.

(d) Corporations. No license shall be granted to any corporation when more than 50 percent of the voting stock interest, legal interest or beneficial interest is held by any person or persons not eligible for a license under this section.

(e) Issuance for sales in dwelling prohibited. No license shall be issued to any person for the purpose of possessing, selling or offering for sale any alcohol beverages in any dwelling house, flat or residential apartment.

(f) Nonuse of license.

(1) Grounds for cancellation. Any class of license issued under this article II shall, as a condition of maintaining and keeping a license in the city, continue in the active operation of business. A license that is not used within 180 days of its issuance, or that is discontinued in use for a period of 180 days or more, may be revoked or not renewed following a hearing of the finance-personnel committee and decision of the city council as provided for in subsection (2).

(2) Notice and hearing. Prior to cancellation of any license, the city clerk shall notify the licensee in writing of the city's intention to revoke or not renew the license for nonuse and provide the licensee with an

opportunity for a hearing. Such notice shall also specify the time, place, and date of the hearing, which shall not be less than 15 days after the date of the notice. Such hearing shall be conducted as provided in accordance with Wis. Stat. § 125.12(2)(b), and any amendments thereto. Following the hearing, the common council shall determine, upon recommendation of the finance-personnel committee, whether good cause exists for the failure of the licensee to be open for business for periods in excess of the minimums set forth hereinabove. If such good cause is found to exist, the common council may set such terms as it deems appropriate to the continuation of the license with respect to minimum days of operation or a time frame within which the subject premises must be open for business to avoid future nonrenewal or revocation of the subject license.

(g) Commercial quadricycles prohibited. No license granted shall authorize the consumption of fermented malt beverages by passengers on a commercial quadricycle within the city, and such consumption is prohibited.

(h) ~~[Reapplying~~ **Reapplication** after denial.] Any applicant for a license which has been denied by the common council shall be prohibited from applying again within 12 months of the denial.

(i) Entry Powers and Inspections. It shall be a condition of any license issued under this article that the licensed premises may be entered and inspected at any reasonable hour by any police officer or fire inspector without any warrant, and the application for a license hereunder shall be deemed consent to this provision. Any refusal to permit such inspection shall be a violation which provide a basis for suspension or revocation of any license issued hereunder and shall be deemed a violation of this section.

SECTION VI

Sections 14-32, 14-33, and 14-34 of the Mequon Municipal Code are created to read as follows:

Sec. 14-32. Operator's Licenses

(a) Operator's licenses may be issued only on written application on forms provided by the clerk.

(b) Pursuant to Wis. Stat. § 125.17(1), operator's licenses may be granted to individuals by the city clerk upon receipt of a written report from the police chief or their designee that the applicant has no disqualifying criminal history for the purposes of complying with Wis. Stats. § 125.32(2) and Wis. Stats. § 125.68(2). If denial is recommended, the clerk shall not issue the license. an applicant may appeal a denial to the finance-personnel committee.

- (c) Operator's licenses shall be valid for up to two years and shall expire on June 30 of the second year after issuance.
- (d) Operator's licenses issued under this section are valid only within the city.
- (e) Provisional Operator's Licenses.
- (1) The city clerk is authorized to issue provisional licenses to any applicant that, based on the information contained in the application, meets the qualifications for issuance of licenses related to alcohol beverages, and that has not previously been denied a license by the common council.
 - (2) Before issuing a provisional license, the city clerk shall receive a recommendation to grant the license from the chief of police and proof from the applicant of satisfying the responsible beverage training course requirements of Wis. Stat. § 125.17(6).
 - (3) A provisional license expires 60 days after its issuance or when a full license is issued to the holder, whichever is sooner.
 - (4) The city clerk may revoke any provisional license if they discover that the holder of the license made a false statement on the application.
 - (5) Notwithstanding the above, the city clerk shall issue a provisional operator's license to an applicant who, at the time of application for an operator's license and payment of the applicable fee, files a certified copy of a valid operator's license issued by another municipality. A provisional operator's license issued under this paragraph expires as provided under subsection (3) or upon expiration of the operator's license issued by another municipality and filed hereunder, whichever is sooner. In addition to revocation under subsection (4), the city clerk may revoke a provisional operator's license if it is determined that the operator's license issued by another municipality and filed hereunder is not valid or upon denial of the application for an operator's license by the common council.
- (f) Temporary Operators' Licenses. The city clerk may issue temporary operators' licenses as follows:
- (1) May be issued only to operator's employed by, or donating their services to, nonprofit corporations.
 - (2) No person may hold more than two temporary operator's licenses per year.
 - (3) The license is valid for any period from one to 14 days, and the

period for which it is valid shall be stated on the license.

Sec. 14-33. Retail sales licenses

(a) Factors applicable to license issuance.

(1) When issuing any initial retail “Class A”, “Class B”, Class “A”, Class “B”, or “Class C” license, any factor or condition which provides a rational basis for the approval or denial shall be evaluated on a case-by-case basis, including, but not limited to the following:

a. The total number of Class A and B licenses presently issued, the number of locations with on-premise retail sales, and the number of full-service retail outlets approved, and, if an additional license is requested, the public need, desirability and purpose;

b. The relevant experience and background of an individual applicant; if a partnership, the relevant experience and background of the partners; and if a corporation, the relevant experience and background of the directors, officers and agent;

c. Whether the granting of a license is necessary for the financial success of a proposed business or a development containing the proposed licensed premises;

d. The effect of granting the license on local traffic and parking;

e. The proximity of the location at which the license is proposed to uses which may be incompatible, including, but not limited to, schools, churches, residential neighborhoods and/or any other Class A or Class B establishments licensed by the city;

f. Whether the premises meets the standards for occupancy of this type;

g. The economic benefit to the community;

h. The amount of employment the business will generate;

i. Past experience of the applicant or other license

holders at the location at which the license is proposed to be used;

j. The overall effect on the community of the use of the license at the proposed location;

k. For a renewal application, the performance of the applicant under the existing license, and the effect of the existing license and use on local traffic and parking, on any adjacent residential neighborhoods, and on the community as a whole; and

l. Any other factor or condition which provides a rational basis for approval or denial of an application.

(2) Any license issued hereunder may include conditions or restrictions to address any of the above factors.

(b) Retail “Class B” intoxicating liquor license. A “Class B” intoxicating liquor licenses shall, in accordance with Wis. Stat. § 125.51(3)(b), authorize the retail sale of intoxicating liquor to be consumed by the glass on the premises where sold or off the premises if the licensee seals the container of intoxicating liquor with a tamper-evident seal, as that term is defined in the Wisconsin Statutes, before the intoxicating liquor is removed from the premises, and also authorizes the sale of intoxicating liquor in the original package or container, in any quantity, to be consumed off the premises where sold.

(c) Provisional retail sales license

(1) The city clerk is authorized to issue provisional licenses to any applicant for any Class “A”, Class “B”, “Class A”, “Class B”, or “Class C” license that, based on the information contained in the application, meets the qualifications for issuance of licenses related to alcohol beverages, and that has not previously been denied a license by the common council. Such provisional license may be issued upon submission of a complete application together with the payment of the applicable fee and satisfaction of the standards below, except that the clerk may not issue a provisional “Class B” license if the city's quota under Wis. Stat. § 125.51(4) prohibits the city from issuing a “Class B” license.

(2) Before issuing a provisional license, the city clerk shall receive a recommendation to grant the license from the chief of police.

(3) A provisional license expires 60 days after its issuance or when a full license is issued to the holder, whichever is sooner.

(4) The city clerk may revoke any provisional license if they discover that the holder of the license made a false statement on the application.

(d) Temporary Class “B” retailer's license. The city clerk is authorized pursuant to Wis. Stat. §§ 125.26(6) and 125.51(10) to issue a license for the sale of fermented malt beverages or wine at picnics or other community events. Any application for a temporary Class “B” retailer’s license shall be submitted at least 10 days prior to the event date for approval by the city clerk, except that any approval which would require common council action shall be submitted at least 30 days prior to the event date. Conditions for the issuance of a license in addition to the requirements of Wis. Stat. Ch. 125, shall be as follows:

(1) Any application for which the Chief of Police or City Clerk recommend denial shall be referred to the finance-personnel committee for issuance.

(2) At least one holder of a full operator's license shall at all times be present in the licensed premises where fermented malt beverages and wine are sold or offered for sale at an event for which a Class “B” fermented malt beverage or Class “B” wine picnic license has been issued.

(3) The organization must provide sufficient security personnel satisfactory to the chief of police to ensure that fermented malt beverages and wine are not consumed outside of the approved areas specified for the consumption of such beverages and that minors are not present in the licensed premises except as permitted in Wis. Stat. Ch. 125.

(4) The licensed premises shall be fenced if required by the chief of police, including, but not limited to, double fencing a minimum of six (6) feet apart.

(5) The organizers shall post notices at each exit of the licensed premises stating, “No beer or wine will be carried in an open container beyond this point.”

(6) The organizers shall post notices at each entrance of the licensed premises stating, “No carry-in alcohol allowed.”

(7) The chief of police may require the organizer to provide adequate sanitary facilities, lighting, and other measures to ensure the health, safety and convenience of the public while attending the event.

(8) The chief of police, in consultation with the chief of the Southern Ozaukee Fire and Emergency Medical Services Department, may implement additional requirements for the welfare and safety of the general public, which shall be incorporated into the terms of the license

upon issuance.

(9) The licensee shall, prior to the commencement of the event, notify the police department that event set-up has been completed so that a compliance inspection may occur. No fermented malt beverages or wine may be sold until the final inspection occurs.

Sec. 14-34. Full-service retail outlets

(a) Full-service retail outlet defined. “Full-service retail outlet” shall be defined as set forth in Wis. Stat. §§ 125.29(7), 125.52(4), and 125.53(3). Full-Service Retail Outlet does not include on-premise sales by a brewer, winery, manufacturer, or rectifier.

(b) Temporary full-service retail outlet defined. A “temporary full-service retail outlet” means a full-service retail outlet which is exempt from the relocation limitations pursuant to Wis. Stat. §§ 125.29(7)(g)5., 125.52(4)(g)5., and 125.53(3)(g)5., provided the full-service retail outlet will be located on the proposed premises for a period not to exceed four days.

(c) Requirements and Restrictions. In approving any full-service retail outlet, the city may consider all factors, conditions, standards, and criteria utilized by the city for the evaluation and approval of a retail alcohol license including, but not limited to, Section 14-33(a).

(d) Scope of Alcohol Beverages Offered for Sale. Pursuant to Wis. Stat. §§ 125.29(7)(d)2., 125.52(4)(d)2., and 125.53(3)(d)2., the city may, as a condition of approval, limit the scope of alcohol beverages offered for sale at a full-service retail outlet with respect to alcohol beverages that are not of the same type as those produced by the person holding the production permit(s).

(e) Approval by city clerk of temporary full-service retail outlets. Unless prohibited by the Wisconsin Statutes and/or Wisconsin Administrative Code, the city clerk may approve an application for a temporary full-service retail outlet for the sale of fermented malt beverages and wine in the same manner as set forth in Section 14-33(d). Any application for a temporary full-service retail outlet not covered by this section shall be approved by the finance-personnel committee.

SECTION VII

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION VIII

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION IX

All city policies and parts of city policies that contravene or that are more permissive than this ordinance or that allow the city or any of its committees more discretion than that provided by this ordinance are hereby repealed.

SECTION X

This Ordinance shall become effective the day after its publication as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



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Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: March 11, 2025
SUBJECT: ORDINANCE 2025-1677 An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

Background

The Common Council previously adopted Article V of Chapter 2 of the Municipal Code, which establishes the City's Personnel Code. Over time, various amendments have been made to ensure this section of the Code remains aligned with the City's operational needs. In 2022, updates to the Personnel Code were approved to reflect the formation of the Southern Ozaukee Fire & Emergency Medical Services Department. However, due to a typographical error during that revision process, provisions relating to employee disciplinary actions were inadvertently removed from the Code. The City now seeks to restore these provisions to maintain a clear and structured framework for employee discipline.

Analysis

The proposed ordinance amendment reinstates Section 2-230 of the Municipal Code, outlining expectations for employee conduct and defining circumstances that may warrant disciplinary action, including dishonesty, negligence, workplace violence, and policy violations. It also details the range of disciplinary measures, such as oral and written reprimands, suspension, demotion, and dismissal, ensuring that actions are proportionate and, in the City's best interest. The proposed ordinance amendment does not establish new provisions but seeks to recodify existing policy in accordance with the City's current and past practices.

Fiscal Impact

None.

Recommendation

A recommendation is forthcoming by the Finance-Personnel Committee on March 11, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1677

An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

RECITALS

A. The Common Council previously adopted Article V of Chapter 2 of the Mequon Municipal code, which constitutes the City's Personnel Code.

B. Various changes have been made since the original adoption of Article V, including a change in 2022 which was aimed at making changes necessitated by the creation of the Southern Ozaukee Fire & Emergency Medical Services Department.

C. As part of that 2022 change, a typographical error resulted in the inadvertent removal of provisions in the code related to employee disciplinary actions.

D. The Common Council wishes to return these provisions to the Code.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

Section 2-230 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is double-struckthrough; Added text is **bolded and underlined**):

Sec. 2-230. - Discipline procedure.

(1) *Expectations of conduct.* It shall be the duty of all employees to maintain high standards of conduct, cooperation, honesty, efficiency and economy in their work for the city. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever conduct of an employee falls below a desirable standard, supervisors shall point out the deficiencies at the time they are observed. Corrections and suggestions should be made in a constructive and helpful manner in an effort to elicit the cooperation of the employee.

(2) Any action that reflects discredit upon the municipal service or is a direct hindrance to the operations of the city may warrant disciplinary action. Circumstances constituting disciplinary action include but are not limited to the following:

(a) The on duty use or illegal handling of alcoholic beverages or controlled substances.

- (b) Conviction of a crime which is job-related in nature.
 - (c) Dishonesty or offensive attitude, conduct or language toward the public, city officials or employees.
 - (d) Negligence, inefficiency, failure or inability to perform job duties.
 - (e) Intentional damage or negligence in the care and handling of city property.
 - (f) Violation of any lawful and reasonable official regulation, departmental rule or a supervisor's directive.
 - (g) Commission or omissions of acts unbecoming an incumbent of the particular office or position held.
 - (h) Willful violation of any city ordinances or administrative regulations.
 - (i) Unauthorized absences from work.
 - (j) Excessive use of the city equipment including, but not limited to telephones and electronic media, for the conduct of personal business (including unauthorized long-distance calls).
 - (k) Claiming sick leave under false pretenses.
 - (l) Use or attempted use of political influence or bribery to secure advantage in a promotion, departmental appropriation or for personal benefit.
 - (m) Failure to maintain satisfactory job attendance.
 - (n) Perpetuating any acts of workplace violence, including, but not limited to, abusive language, threats or acts of aggression.
 - (o) Failure to uphold and enforce the city's harassment policy.
 - (p) Violation of the city's ethics code.
 - (q) Use or attempted use of retaliatory conduct.
- (3) **Disciplinary Actions may include any of the following:**
- (0) **Oral reprimand. A verbal warning to the employee that if the actions continue, a written reprimand will be issued.**
 - (0) **Written reprimand. A written warning outlining the specific actions and corrective**

action to be taken.

- **Suspension. Temporary removal from duty status for a specified or indefinite period. An employee may be suspended for an indefinite period. When an employee has acted or is alleged to have acted in a manner that would be cause for dismissal, the employee may be suspended while such charges are investigated.**
- **Demotion. An employee may be moved to a lower position.**
- **Dismissal. An employee may be removed from their position.**

A decision as to whether or not to take disciplinary action and the type of disciplinary action to be taken is within the sole discretion of the City based on the facts and circumstances of the specific incident. The Department Head, City Administrator or designee determines when such action is necessary and in the best interest of the City.

It is the City's policy to communicate openly and candidly with employees regarding employment issues. Issues can most easily be resolved when they are fresh in the minds of all parties and addressed timely. In most cases the employee's Supervisor is in the best position to assist him/her in a timely manner. If the Supervisor is unavailable, the employee should approach their Department Head.

(4) Law enforcement officers suspension and removal procedures shall be governed by Wis. Stat. § 62.13. Statutory and appointed officers of the city, including the treasurer, clerk, engineer, assessor, police chief or such other appointive officers as have been created by the city shall be governed by the provisions of Wis. Stat. §§ 17.12, 17.14, and 17.16.

SECTION II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION IV

All city policies and parts of city policies that contravene or that are more permissive than this ordinance or that allow the city or any of its committees more discretion than that provided by this ordinance are hereby repealed.

SECTION V

This Ordinance shall become effective the day after its publication as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: April 1, 2024
SUBJECT: RESOLUTION 4184 A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

Background

The City of Mequon operates a cellular tower located at the Eastside Fire Station at 1800 North Port Washington Road. The tower contains leased space for AT&T, US Cellular, and Version/T-Mobile telecommunications equipment. AT&T's existing lease is set to expire on November 30, 2026. A copy of the existing lease agreement is available for reference here:

<https://bit.ly/MequonLease1>

Analysis

The original lease agreement included five automatically renewing five-year terms. If approved, the proposed amendment will extend the lease by an additional three automatically renewing five-year terms, allowing the agreement to continue for an additional 15 years through 2041. All other terms of the existing contract will remain unchanged, with two key exceptions. All terms have been reviewed and approved by City Attorney Sajdak.

The first amendment establishes Section Four, "Permitted Use," which allows AT&T or its contractors to maintain, modify, remove, repair, replace, and update its communications equipment, subject to prior approval from the City. The City has no issue with AT&T or its contractors entering the site as long as prior notice is provided to ensure Fire Department operations are not impacted while maintenance or other work is being completed on the cell tower.

The second amendment pertains to lease payments. Upon the conclusion of the current lease term and the commencement of the new terms, AT&T's lease payments will increase annually by 4%, compared to the 5% annual escalator in the current lease. The revised 4% escalator aligns with the City's other lease agreements, which typically include annual increases ranging from 2% to 5%.

Additionally, the City retains the right to terminate the lease with 12 months' notice, ensuring flexibility should future needs arise.

Fiscal Impact

The City will receive a lease payment of approximately \$45,150 in 2025. If the lease amendment is approved, AT&T will make an initial payment of \$46,900 to the City on December 1, 2026.

Lease payments will then increase by 4% annually as stipulated in the amendment. Over the full duration of the lease extension, the City is projected to receive a total of approximately \$939,100 in cell tower lease revenue if left unchanged.

Recommendation

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

Attachments:

FINAL 1st Amd to License Agmt (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4184

A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

A. AT&T's lease agreement with the City of Mequon to host telecommunications equipment at the 11800 North Port Washington Road is set to expire on November 30, 2026, and AT&T desires to extend the lease.

B. The City wishes to encourage the location of such facilities in such a manner that avoids an undue proliferation of sites within the community, and the proposed lease extension serves that goal.

C. The proposed lease amendment by and between the City and AT&T has been favorably recommended by the Finance-Personnel Committee.

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

1. The attached amendment between the City and AT&T extending the current lease to host telecommunications equipment at 11800 North Port Washington Road is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Market: IL / WI
 Cell Site Number: WI1114
 Cell Site Name: Mequon Fire Station
 Fixed Asset Number: 10080353

FIRST AMENDMENT TO LICENSE AGREEMENT

THIS FIRST AMENDMENT TO LICENSE AGREEMENT (“**First Amendment**”) dated as of the later date below (“**Effective Date**”) is by and between City of Mequon, a Wisconsin municipal corporation, having a mailing address at 11333 North Cedarburg Road, Mequon, WI 53092 (“**City**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, successor by merger to TeleCorp Realty, L.L.C., a Delaware limited liability company, having a mailing address at 1025 Lenox Park Blvd. NE, 3rd Floor, Atlanta, GA 30319 (“**Tenant**”).

WHEREAS, City and Tenant (or its affiliate or predecessor in interest) entered into a License Agreement dated November 1, 2001, whereby City licensed to Tenant certain Premises, therein described, that are a portion of the Property located at 11800 North Port Washington, Mequon, WI 53092 (the “**Agreement**”); and

WHEREAS, the term of the Agreement will expire on November 30, 2026, and the parties mutually desire to renew the Agreement, memorialize such renewal period and modify the Agreement in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, City and Tenant desire to amend the Agreement to extend the term of the Agreement; and

WHEREAS, City and Tenant desire to adjust the License Fee (as defined below) in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, City and Tenant desire to amend the Agreement to clarify the scope of Tenant's permitted use of the Premises; and

WHEREAS, City and Tenant, desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, City and Tenant, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Tenant agree as follows:

1. **Term.** The term of the Agreement shall be amended to provide that the current term, which commenced on December 1, 2021, shall expire on November 30, 2026 (“**Current Term**”), and commencing on December 1, 2026, will be automatically renewed, upon the same terms and

conditions of the Agreement, except as modified in this First Amendment, for three (3) additional five (5) year terms (each a “**Renewal Term**”). Hereafter, “**Term**” shall include the Current Term and any applicable Renewal Term. The Terms will automatically renew without further action by Tenant, unless Tenant notifies City in writing of Tenant’s intention not to renew the Agreement at least sixty (60) days prior to the expiration of the Current Term or any Renewal Term. City agrees and acknowledges that, except as such permitted use or other rights may be amended herein, Tenant may continue to use and exercise its rights under the Agreement as permitted prior to the first Renewal Term.

2. **Modification of License Fee.** Commencing on December 1, 2026, the License Fee payable under the Agreement shall be Forty-Six Thousand Nine Hundred and 00/100 Dollars (\$46,900.00) per year, and shall continue during the Term, subject to adjustment, if any, as provided below. In the event of any overpayment of License Fee prior to or after the Effective Date, Tenant shall have the right to deduct from any future License Fee payments an amount equal to the overpayment amount. Prior to December 1, 2026, the terms of the Agreement shall control.

3. **Future License Fee Increase / Annual Payments.** The Agreement is amended to provide that commencing on December 1, 2027, the License Fee shall increase by four percent (4%) over the License Fee paid during the previous year, and then shall increase annually by four percent (4%) over the previous year’s License Fee in each subsequent year.

4. **Permitted Use.** From time to time during the term of the License, Tenant may add, maintain, modify, remove, repair, replace and/or update its communications equipment located on the Tower upon receipt of City’s prior written approval, which approval shall not be unreasonably conditioned, delayed or withheld, provided that the proposed modification is not lesser in reasonable aesthetic quality than the existing equipment and provided that the proposed location of any additional equipment is satisfactory to City. Prior to making such modification, Tenant shall submit to City construction drawings describing and depicting the proposed work and, if reasonably required, a structural analysis of the Tower taking into account the proposed modification (collectively, the “**Plans**”), for City’s review and approval. Tenant shall reimburse City for the reasonable cost of review of the Plans by City third-party consultant, provided such costs do not exceed Five Thousand and 00/100 Dollars (\$5,000.00), within sixty (60) days of receipt of detailed invoice. Notwithstanding the foregoing, Tenant shall not be required to submit Plans and/or obtain City’s prior written approval for routine maintenance and repair to Tenant’s equipment and/or facilities or for modifications to equipment within Tenant’s equipment shelter.

5. **Acknowledgement.** City acknowledges that: 1) this First Amendment is entered into of the City’s free will and volition; 2) City has read and understands this First Amendment and the underlying Agreement and, prior to execution of this First Amendment, was free to consult with counsel of its choosing regarding City’s decision to enter into this First Amendment and to have counsel review the terms and conditions of this First Amendment; 3) City has been advised and is informed that should City not enter into this First Amendment, the underlying Agreement between City and Tenant, including any termination or non-renewal provision therein, would remain in full force and effect.

6. **Notices.** Section 32 of the Agreement is hereby amended as follows:

If to Tenant:

New Cingular Wireless PCS, LLC
 Attn: TAG – LA
 Re: Cell Site #: WI1114
 Cell Site Name: Mequon Fire Station (WI)
 Fixed Asset #: 10080353
 1025 Lenox Park Blvd. NE
 3rd Floor
 Atlanta, GA 30319

With a copy to:

New Cingular Wireless PCS, LLC
 Attn: Legal Department
 Re: Cell Site #: WI1114
 Cell Site Name: Mequon Fire Station (WI)
 Fixed Asset #: 10080353
 208 S. Akard Street
 Dallas, TX 75202

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

7. **Charges.** All charges payable under the Agreement such as utilities and taxes shall be billed by City within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by City, and shall not be payable by Tenant. The foregoing shall not apply to the License Fee which is due and payable without a requirement that it be billed by City. The provisions of this subsection shall survive the termination or expiration of the Agreement.

8. **Memorandum of Agreement.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Agreement substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

9. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.

10. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be effective as of the last date written below.

CITY:
City of Mequon,
a Wisconsin municipal corporation

TENANT:
New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

[ACKNOWLEDGEMENTS APPEAR ON THE NEXT PAGE]

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

CITY ACKNOWLEDGEMENT

STATE OF _____)

_____)

COUNTY OF _____)

I CERTIFY that on _____, 202__,
_____ [name of representative] personally came before me and
acknowledged under oath that he or she:

(a) is the _____ [title] of **City of Mequon, a Wisconsin municipal corporation** the corporation named in the attached instrument;

(b) was authorized to execute this instrument on behalf of the corporation; and

(c) executed the instrument as the act of the corporation.

Notary Public: _____

My Commission Expires: _____

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

TENANT ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of AT&T Mobility Corporation, the Manager of **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____.

Notary Seal

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)
Notary Public in and for the State of

My appointment expires: _____

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

Attachment 1
Memorandum of Agreement

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)



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

www.ci.mequon.wi.us

Office of Finance

TO: Finance-Personnel Committee
FROM: Brenda Arnett, Finance Director
DATE: March 11, 2025
SUBJECT: RESOLUTION 4185 A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023

Background

Delinquent personal property taxes are cleared from the City's tax roll after the end of a two-year collection cycle, as they are unlikely to be paid if collection efforts to date have not resulted in payment. Collection efforts include issuing monthly statements as well as third party efforts through the City's ongoing contract with Waukesha County as approved by Common Council in April of 2021. In addition, coordination continues with the City Clerk's Office to prevent the issuance of liquor licenses if any outstanding obligations exist. Unfortunately, there is currently no other administrative recourse for businesses that do not require these licenses, except for referral to the City Attorney's Office for possible small claims action.

Analysis

Presented below is a table showing summary information by tax year.

	2022	2023
Original Delinquent PP Balance Assumed	\$71,358.64	\$276,687.81
Collections to Date	\$62,286.13	\$272,361.28
Amount to Clear	\$9,072.51	\$4,326.53
City Share of Total	\$2,084.03	\$980.93

The attached listing of outstanding 2023 accounts shows the name and address of the business, the status of the account, as well as the total outstanding principal broken down by taxing jurisdiction. Status is defined as follows:

- Open - Business is still a going concern in Mequon.
- State Assessed - Business is the responsibility of the state.
- Doomage - The owner did not file a Statement of Personal Property Status report timely. Therefore, the City Assessor estimated, or doomaged, the account's value.

As some businesses still remain active, City staff will continue working to recover these written-off amounts.

Fiscal Impact

The City's share of the 2023 write-offs totals \$980.93. On an annual basis, the City typically budgets \$3,000 to account for personal property tax revenue that is deemed to be uncollectible.

Recommendation

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

Attachments:

2023 Delinquent Personal Property (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4185

A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed
Uncollectible for Tax Roll Year 2023

RECITALS

- A. The City of Mequon Finance Department has after considerable collection efforts determined that certain delinquent personal property taxes are deemed uncollectible.
- B. Delinquent personal property taxes for tax roll year 2023 consist only of the City's portion of delinquent balances.
- C. The attached list to clear delinquent taxes for tax roll year 2023 totals \$4,326.53.
- D. Continuing efforts will be made to collect such taxes as appropriate.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the attached list of delinquent personal property taxes for tax roll year 2023 be cleared from the personal property tax rolls by the City Treasurer.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

2023 Outstanding Personal Property Tax

Parcel Number	Owner	Address	Status	County	City	School	MATC	Sewer	Total Tax
140000990500	SILVER SPRINGS OF MEQUON INC	11840 N Silver Ave	Doomaged	4.66	9.41	19.55	3.00	4.89	41.51
140000102750	BARE BEAUTY MED & SPA SKIN CARE	11649 N Port Washington Rd	Doomaged	47.73	96.38	200.20	30.75	50.05	425.11
140000283451	DIVINE LASH AND BEAUTY BAR	10520 N Baehr Rd Unit M	Open	41.81	84.44	175.39	26.94	43.85	372.43
140000394100	FREEMPORT FINANCIAL PARTNERS LLC	1001 W Glen Oaks Lane Unit 101	Open	12.99	26.24	54.50	8.37	13.63	115.73
140000463100	HAPPY DOUGH LUCKY	6300 W Mequon Rd Unit 107	Doomaged	4.85	9.79	20.34	3.12	5.08	43.18
140000560700	KARK'S TREE SERVICE	8000 W Donges Bay Rd.	Doomaged	7.40	14.95	31.05	4.77	7.76	65.93
140000350310	FALAFEL GUYS	6300 W Mequon Rd. Unit 109	Doomaged	37.89	76.53	158.96	24.42	39.74	337.54
140000639620	LIVEWELL HOME HEALTHCARE	11512 N Port Washington Rd. Unit 201D	Doomaged	5.27	10.63	22.09	3.39	5.52	46.90
140000644250	LUSH WELL COLLECTIVE	11019 N Towne Square Rd. Unit 9	Doomaged	7.40	14.95	31.05	4.77	7.76	65.93
140000056617	ANEW SILHOUETTE BODY CONTOURING AND WELLNESS S	11514 N Port Washington Rd #5	Doomaged	5.40	10.91	22.67	3.48	5.67	48.13
140000283460	DOLLFAYCE SKINCARE AND MUA	1001 W Glen Oaks Lane Unit 236	Doomaged	3.31	6.69	13.90	2.14	3.48	29.52
140000522410	INTEGRATIVE HEALTH AND WELLNESS LLC	10725 N Executive Ct. Unit 3	Open	74.49	150.43	312.45	48.00	78.11	663.48
140000753950	NAPIERALA LAW OFFICES LLC	1017 W Glen Oaks Lane	Open	2.52	5.10	10.59	1.63	2.65	22.49
140000756350	NATURAL HEALING TABERNACLE	1001 W Glen Oaks Lane	Doomaged	3.13	6.32	13.12	2.02	3.28	27.87
140001006150	SPEEDY LABS INC	11518 N Port Washington Rd. Unit 1	Doomaged	5.70	11.51	23.90	3.67	5.98	50.76
140001193000	SULLIVAN MFG Corp	10201 N Enterprise Dr	State Assess	3.25	6.57	13.64	2.10	3.41	28.97
140000000590	45 SPORTS	11020 N Port Washington Rd	Doomaged	78.36	158.24	328.69	50.49	82.17	697.95
140000026500	ALL THINGS NOTARY	11520 N Port Washington Rd, Unit 210	Doomaged	3.13	6.32	13.12	2.02	3.28	27.87
140000147100	BREWER NEUROPSYCHOLOGY CENTER LLC	11514 N Port Washington Rd #3A	Doomaged	3.17	6.41	13.31	2.05	3.33	28.27
140000150000	BROOK FURNITURE RENTAL INC	100 Field Dr Ste 220 Lake Forest, IL 60045	Open	5.93	11.98	24.88	3.82	6.22	52.83
140000236600	CORRIGAN, MICHAEL A	1025 W Glen Oaks Ln, Ste 105	Doomaged	2.26	4.57	9.48	1.46	2.37	20.14
140000320150	EDUCATES LLC	1317 W Towne Square Rd	Open	15.19	30.68	63.72	9.79	15.93	135.31
140000332570	EMPOWERMENT REALTY GROUP LLC	1017 W Glen Oaks Lane	Doomaged	3.92	7.91	16.43	2.52	4.11	34.89
140000461500	HALO MD FAMILY MEDICINE & AESTHETIC SERVICES SC	10945 N Port Washington Rd	Open	49.55	100.08	207.87	31.93	51.97	441.40
140000471500	HEJDAK GROUP LLC - ALLSTATE INSURANCE	10144 N Port Washington Rd.	Open	16.29	32.90	68.34	10.50	17.08	145.11
140000485000	HI LINE OF WISCONSIN INC	10650 N Baehr Rd.	Open	1.78	3.60	7.47	1.15	1.87	15.87
140000544630	JACQ OF ALL TRADES LLC	11512 N Port Washington Rd. 101K	Doomaged	3.92	7.91	16.43	2.52	4.11	34.89
140000667200	MARVIN L WALKER AND ASSOC INC	1001 W Glen Oaks Lane Unit 233	Doomaged	4.63	9.35	19.42	2.98	4.86	41.24
:140000667500	MASON INVESTMENTS LLC	11203 N Buntrock Ave. Unit 204	Open	2.00	4.03	8.38	1.29	2.09	17.79
140000761451	NESTLE USA INC	PO Box 330219 Nashville, TN 37203	Doomaged	1.95	3.94	8.19	1.26	2.05	17.39
140001053000	TALISMAN MILLS	10650 N Baehr Rd.	Open	6.60	13.32	27.68	4.25	6.92	58.77
140001059150	TCC MEQUON	11059 N Port Washington Rd.	Doomaged	7.56	15.26	31.70	4.87	7.93	67.32
140001067170	THE SPICE & TEA EXCHANGE	1412 W Mequon Rd	Open	5.20	10.51	21.82	3.35	5.46	46.34
140001134300	WM L GRUBER CO LLC	3531 W LeGrande Blvd.	Open	3.89	7.85	16.31	2.50	4.08	34.63
140000786750	NORTH SHORE MOBIL	11210 N Port Washington Rd.	Open	2.59	5.22	10.85	1.67	2.71	23.04
Total Delinquent Personal Property				\$ 485.72	\$ 980.93	\$ 2,037.49	\$ 312.99	\$ 509.40	\$ 4,326.53
Open/Doomaged Send to Waukesha County				\$ 485.72	\$ 980.93	\$ 2,037.49	\$ 312.99	\$ 509.40	\$ 4,326.53

Attachment: 2023 Delinquent Personal Property (RESOLUTION 4185 : Clear 2023 Delq Personal Property



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2913
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Public Works

TO: Finance-Personnel Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4186 A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a Reorganization of the Public Works Department

Background:

The Department of Public Works (DPW) is seeking authorization to reclassify several positions within the Department, to better align with its long-term operational needs. DPW currently has several vacant positions, presenting an opportunity to reassess staffing roles and responsibilities while staying within the Department's FY2025 budget.

This proposed restructuring aims to optimize resource allocation and ensure that DPW is well-positioned to meet the needs of the community and maintain service delivery standards. As such, attached to this memorandum is an amended Compensation Plan that reflects the proposed position modifications.

Analysis:

The attached Compensation Plan amendments represent the following transition of positions within the Department:

- Consolidation of the "Buildings Superintendent" and "Parks & Forestry Superintendent" positions into a "Buildings & Grounds Superintendent".
- Consolidation of exclusive "Parks Worker" and "Forestry Worker" positions into the position of "Parks & Forestry Worker".
- Elimination of the "Parks/Highway Worker" position. Moving forward, the Department will have "Highway Workers" (an existing classification) and "Parks & Forestry Workers", as established with these amendments.
- Reestablishment of the "City Forester" position. In 2017, this position was consolidated with the creation of a "Parks & Forestry Superintendent" position.
- Creation of a "Buildings & Grounds Foreman" position.

The proposed consolidation merges the Buildings Maintenance, Parks and Forestry Divisions, allowing for a more efficient allocation of resources, as well as more streamlined operations. Presently, each Division within the Department is managed by a Superintendent. Post-consolidation, the reorganized structure will be managed by a single Superintendent, to provide clear operational oversight and leadership.

Additionally, the proposal reestablishes the City Forester position to better support the City's forestry needs and to reflect the unique educational and technical expertise required for this role. As indicated, the City Forester will operate under the Building & Grounds Superintendent's oversight.

Further, the Buildings & Grounds Foreman position will provide daily operational support and assist with user group coordination and pavilion rentals. The additional project management capacity associated with the creation of this position will also be advantageous to the City, as the organization plans for new facilities and infrastructure improvements into the future.

Next, the Parks Worker and Forestry Worker positions will be merged, aligning job responsibilities more closely with the actual work performed, and allowing for more flexibility in the assignment of daily tasks.

Lastly, the restructuring eliminates two Parks/Highway Worker positions that were intended to split time equally between the Parks and Highway Divisions. Under the proposed changes, one of these positions will transition to the newly formed Division full-time, while the other will work full-time within the Highway Division.

Finally, the proposed restructuring also provides promotional opportunities within the newly combined Division that did not previously exist, while serving as the foundation of support for the consolidation of the Buildings Superintendent and the Parks & Forestry Superintendent positions.

Fiscal Impact:

The net number of full-time equivalent positions remain unchanged under the proposed modifications.

While several of the affected positions are vacant, and therefore salary terms have not yet been negotiated, it is anticipated that the fiscal impact will be net neutral or potentially provide a salary savings to the City.

Beginning with the FY2026 budget and beyond, the associated reclassification of budgets and associated personnel costs will be ratified according to the proposed Division alignment described herein.

Recommendation:

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

Attachments:

Amended Compensation Plan(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4186

A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a
Reorganization of the Public Works Department

RECITALS

A. In December 2024, the City of Mequon adopted the Fiscal Year 2025 Compensation Plan that sets forth job positions and their assigned pay grades for non-represented employees.

B. The Department of Public Works has identified an opportunity for restructuring and consolidating several positions in support of implementing various goals and objectives of the organization, while maintaining the overall number of full-time equivalent positions.

C. This has resulted in the proposed consolidation of two classifications of workers and establishment of a Buildings & Grounds Superintendent position, supported by a City Forester and Buildings & Grounds Foreman.

D. Sufficient funds are available to support the reorganization without requiring additional funds during FY2025.

E. Section 24.07 (2)(3) of the City's Employee Personnel Code requires Committee and Common Council approval of amendments to the Compensation Plan.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon that the Fiscal Year 2025 Compensation Plan for Non-Represented Employees is amended, as shown in the attachment.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

**Exhibit A
FY2025 EMPLOYEE COMPENSATION PLAN**

Pay Grade	Annual Steps							Mid Point	Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
1	\$ 45,008	\$ 46,133	\$ 47,258	\$ 48,383	\$ 49,508	\$ 50,633	\$ 51,758	\$ 52,884	\$ 60,760	Management Intern
2	\$ 49,508	\$ 50,746	\$ 51,983	\$ 53,220	\$ 54,458	\$ 55,695	\$ 56,932	\$ 58,172	\$ 66,836	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist
3	\$ 54,459	\$ 55,820	\$ 57,180	\$ 58,541	\$ 59,902	\$ 61,262	\$ 62,623	\$ 63,990	\$ 73,521	Accounting Specialist Buildings Maintenance Worker Equipment Operator Forestry Worker Highway Worker Human Resource Coordinator Parks Worker <u>Parks & Forestry Worker</u> Permit Coordinator Sewer Maintenance Worker
4	\$ 61,082	\$ 62,609	\$ 64,136	\$ 65,663	\$ 67,189	\$ 68,716	\$ 70,243	\$ 71,771	\$ 82,461	Administrative Coordinator <u>Buildings & Grounds Foreman</u> <u>City Forester</u> Engineering Field Coordinator Engineering Technician Executive Assistant - Communications Highway Section Foreman Mechanic Sewer Section Foreman
5	\$ 65,969	\$ 67,618	\$ 69,267	\$ 70,917	\$ 72,566	\$ 74,215	\$ 75,865	\$ 77,513	\$ 89,057	Planner I Building Inspector Public Safety IT Specialist
6	\$ 71,246	\$ 73,027	\$ 74,808	\$ 76,589	\$ 78,370	\$ 80,151	\$ 81,932	\$ 83,713	\$ 96,182	Assistant Finance Director Fleet Superintendent
7	\$ 76,946	\$ 78,868	\$ 80,791	\$ 82,714	\$ 84,637	\$ 86,559	\$ 88,482	\$ 90,411	\$ 103,877	Buildings Superintendent <u>Buildings & Grounds Superintendent</u> Highway Superintendent Inspections Supervisor Parks & Forestry Superintendent Sewer Superintendent

Attachment: Amended Compensation Plan (RESOLUTION 4186 : A Resolution Amending the City's

Pay Grade	Annual Steps							Mid Point	Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		
8	\$ 88,408	\$ 90,934	\$ 93,459	\$ 95,985	\$ 98,510	\$ 101,036	\$ 103,561	\$ 106,090	\$ 123,771	Assistant City Engineer Asst. Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	\$ 106,089								\$ 148,525	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	<i>Established by Contract</i>									City Administrator

Attachment: Amended Compensation Plan (RESOLUTION 4186 : A Resolution Amending the City's

2025 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
March	<ul style="list-style-type: none">• An Ordinance Amending Chapter 14 of the Mequon Municipal Code Regarding Liquor Licensing (Redbud Festival)• An Ordinance Amending Section 2-230 of the Mequon Municipal Code Regarding Personnel Discipline Procedures• A Resolution Approving a First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041• A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023

Future Agenda Topics

<ul style="list-style-type: none">• Insurance Review• Library Review	<ul style="list-style-type: none">• Payment in Lieu of Tax (PILOT) Agreements• City Ordinance Reconciliation
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Attachment: March 2025 F&P Work Plan (10147 : Finance - Personnel Work Plan)

2025 Completed Items

- Investment Report as of 12/31/2024
- A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC
- A Resolution Awarding a Contract for the Replacement and Installation of Audio Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin in an Amount Not-to-Exceed \$180,000
- A Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2025 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$376,990
- A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon Police Association for the Period January 1, 2025 – December 31, 2027
- Q4 Investment Portfolio Update-DANA Investment Advisors