



11333 N. Cedarburg Road
Mequon, WI 53092
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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 12, 2024

6:00 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. February 13, 2024 Finance-Personnel Meeting Minutes

3) Vouchers Paid

a. February 2024 Vouchers Paid List

4) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4104** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022

b. **RESOLUTION 4105** A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710

c. **RESOLUTION 4106** A Resolution Amending the City's FY2024 Compensation Plan, in Connection with Establishment of a Full-Time Management Intern Position During 2024-2025

5) Information Items

a. Review of Proposed Financial Policy Change Recommendations

b. Finance & Personnel Work Plan

6) Adjourn

Dated: March 12, 2024

/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 13, 2024

6:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Michael Gies, Parks/Forestry Superintendent and Jennifer Wirth, President of Mequon-Thiensville Little League.

2) Approve Meeting Minutes

a. January 9, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish, Strzelczyk
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3) License Applications

a. February, 2024 Licenses

The Committee discussed the Foxtown license and whether each operation at Foxtown needs their own liquor license. Clerk Fochs explained this particular entity is solely applying for a wine license. Per new state liquor laws, Foxtown may have an opportunity to apply for a "campus" liquor license. Until those laws go into effect, this will get the entity through the winter and spring seasons.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

Attachment: 021324 (9145 : February 13, 2024 Finance-Personnel Meeting Minutes)

AYES: Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. January 2024 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

5) Resolutions

a. **RESOLUTION 4099** A Resolution Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennie Field

Mequon-Thiensville Little League/Mequon Heat requests permission to install a new batting cage at Rennie Field in Community Park. The estimated cost of the donation is approximately \$15,000. Superintendent Gies sees this as a favorable asset to the park and told the Committee the Little League/Heat are aware the City is developing a Strategic Plan which includes a Civic Campus Master Plan. Depending on the results of this plan and the time frame of implementation, the batting cage may or may not be affected.

Committee members expressed their gratitude for the donation, and wanted the record to reflect this could be a short-term donation depending on the results and implementation of the Civic Campus Master Plan.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk

6) Discussion Items

a. Review of Proposed Financial Policy Change Recommendations

Staff recommended changes to the budgeting statements within the Financial Policies document for Committee members to consider. Committee members discussed whether it was appropriate to change the undesignated General Fund Balance/unassigned Cash Reserve from 10-12% of the current year's General or Sewer Fund Operating Budgets to 10-15%. Mayor Nerbun thought this should be a broader policy discussion at a future Committee of the Whole meeting. Alderman Strzelczyk was interested to hear what the interest rate benefit would be in terms of receiving a more favorable bond rating due to an increased fund balance percentage.

b. 2023 YTD Cash & Investment Report as of 12/31/2023

Assistant Finance Director Keyser presented the Quarter 4 cash and investment reports to the Committee. She highlighted the interest and investment revenue earned for Quarter 4, and the interest amount booked for the entire 2023 calendar year. Also, she noted major receipts and expenditures for the last quarter of the year.

c. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:37 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID:

GENERAL FUND (0110)	637,096.63
SPECIAL REVENUE FUND (0210)	94.80
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	79,871.43
DEBT SERVICE FUND (0310)	700.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	100.00
CAPITAL PROJECT FUND (0410)	57,252.85
SEWER UT FUND (0610)	136,775.19
WATER UT FUND (0620)	132,975.47
TAX FIDUCIARY FUND (0810)	29,760.39
 TOTAL	 <u><u>1,074,626.76</u></u>

IN THE AMOUNT OF \$ 1,074,626.76 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

WILLIAM JONES
CITY ADMINISTRATOR

3/12/2024

Attachment: Voucher List (9162 : February 2024 Vouchers Paid List)

			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - SAFETY BUILDING	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - SAFETY BUILDING	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,817.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00
Building Maintenance	11468	CEDARBURG OVERHEAD DOOR LLC	GARAGE DOOR REPAIRS - SAFETY BLDG	830.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	CHILLER REPAIR PSB	647.04
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS AND BALLASTS	626.79
Building Maintenance	10428	FRANK GILLITZER ELECTRIC CO LTD	REPAIRS - DPW BLDGS	565.47
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	549.40
Building Maintenance	11468	CEDARBURG OVERHEAD DOOR LLC	GARAGE DOOR REPAIRS - SAFETY BLDG	463.00
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	324.79
Building Maintenance	11468	CEDARBURG OVERHEAD DOOR LLC	GARAGE DOOR SERVICES - DPW BLDGS	275.00
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	188.84
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	187.45
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS AND BALLASTS	174.11
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS AND BALLASTS	174.10
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICE CITY HALL	158.67
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT	135.00
Building Maintenance	10691	MENARDS	WORK SUPPLIES	132.88
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST ARREST EXTERMINATING	115.00
Building Maintenance	10691	MENARDS	WORK SUPPLIES	86.85
Building Maintenance	10691	MENARDS	WORK SUPPLIES	38.25
Building Maintenance	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	34.55
Building Maintenance	12883	PB HAHN & CO INC	WORK SUPPLIES	21.55
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	15.96
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES	12.99
Building Maintenance	12883	PB HAHN & CO INC	WORK SUPPLIES	6.49
Building Maintenance	12883	PB HAHN & CO INC	WORK SUPPLIES	4.33
Building Maintenance Total				21,137.51
City Administrator	12663	MIDWEST LEADERSHIP INSTITUTE	MIDWEST LEADERSHIP INSTITUTE REGISTRATION-M.RILEY	2,850.00
City Administrator	12663	MIDWEST LEADERSHIP INSTITUTE	MLIT TRAINING FOR SOFD EMPLOYEE B. BOETTCHER	2,850.00
City Administrator	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	30.29
City Administrator Total				5,730.29
City Clerk	12532	GRANICUS, LLC	FEB SUBSCR FEE	1,289.93
City Clerk	12468	U.S. LEGAL SUPPORT	WALENTA BOA TRANSCRIPTION	484.75
City Clerk	10894	PITNEY BOWES 371887	RED INK CARTRIDGE	265.59
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	12/31/23-1/27/24 PUBLICATION SERVICES	99.84
City Clerk	12651	AMAZON CAPITAL SERVICES, INC	MINI HEATER	23.98
City Clerk Total				2,164.09
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	370.98
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	146.20
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	29.88
Communications	12651	AMAZON CAPITAL SERVICES, INC	RETURN PD QTY 3 USB FLASH DRIVE 1TB	-59.97
Communications Total				487.09
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,512.00
Community Development	12694	AT&T MOBILITY LLC	2 MONTH CELL SERVICE - DCD ASSISTANT DIR	80.46
Community Development	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.49
Community Development	90001	TEMP STAFF REIMB	REIMBURSEMENT BREAKFAST FOR INTERVIEW PANEL	23.26
Community Development Total				1,647.21
Debt Service Fund	12380	BOND TRUST SERVICES CORP	GO PROM NOTES SERIES 2019A AGENT FEE	400.00
Debt Service Fund	12380	BOND TRUST SERVICES CORP	GO PROM NOTES SERIES 2022A AGENT FEE	300.00
Debt Service Fund Total				700.00
Debt Service TIF 3 Fund	12380	BOND TRUST SERVICES CORP	GO PROM NOTES SERIES 2022A AGENT FEE	100.00
Debt Service TIF 3 Fund Total				100.00
Engineering	12322	BAXTER & WOODMAN, INC.	HIGHLAND MEADOWS SWMP REVIEW	487.50
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER LEASE	312.54
Engineering	11062	RASMITH, INC	TORREY DR INSPECTION	247.50
Engineering	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	48.22
Engineering Total				1,095.76
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2023 AUDIT SERVICES	1,428.00
Finance	12651	AMAZON CAPITAL SERVICES, INC	FINANCE DEPARTMENT OFFICE SUPPLIES	15.49
Finance	12651	AMAZON CAPITAL SERVICES, INC	FINANCE DEPARTMENT OFFICE SUPPLIES	14.62
Finance Total				1,458.11

Attachment: February 2024 AP Vendor Listing by Dept (14) (9162 : February 2024 Vouchers Paid List)

			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	21,909.79
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	18,862.64
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TRUCK TIRES	1,516.99
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	1,459.69
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	IMPACT TOOL	1,400.00
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL FILTER RECYCLE	1,385.70
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS	960.75
Fleet Services	10753	MILWAUKEE SPRING & ALIGNMENT INC	TRUCK SPRINGS	924.29
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR PARTS	906.73
Fleet Services	11185	UNIVERSAL TRUCK EQUIPMENT INC	SNOW PLOW PARTS	868.05
Fleet Services	11185	UNIVERSAL TRUCK EQUIPMENT INC	SNOW PLOW PARTS	861.00
Fleet Services	11185	UNIVERSAL TRUCK EQUIPMENT INC	SNOW PLOW PARTS	810.75
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LT TRUCK PARTS	596.05
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS	504.00
Fleet Services	10536	INDUSTRIAL MARKETING AND CONSULTING INC	SHOES FOR HOLDER 2023 RECIEVED AFTER REQ DEADLINE	432.37
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	431.08
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TRUCK TIRES	430.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	386.18
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES- EQUIPMENT	380.66
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	353.78
Fleet Services	10389	FORCE AMERICA DISTRIBUTING LLC	SALTER CONTROL PARTS	296.57
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	240.63
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	182.89
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	HYDRAULIC SUPPLIES	177.99
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	158.75
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	98.70
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	HYDRAULIC SUPPLIES	93.32
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	75.33
Fleet Services	12866	SCHOESSOW EQUIPMENT SERVICES LLC	BOSS PLOW PARTS	67.57
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	63.04
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS	62.08
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	55.01
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	48.74
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS	45.76
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	39.35
Fleet Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	33.35
Fleet Services	11006	SAFETY MART	SAFETY SUPPLIES	18.93
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	17.52
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS	13.19
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	11.14
Fleet Services Total				57,180.36
Forestry	10691	MENARDS	SUPPLIES	92.17
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	77.83
Forestry	10691	MENARDS	SUPPLIES	25.47
Forestry	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	10.94
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	7.95
Forestry Total				305.36
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2024-3/31/2024	3,054.33
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 2/2/2024	2,100.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND FOR CULVERT NOT NEEDED PER J. WESTBROOK	1,857.82
General Fund - General Activites	10865	OZAUKEE COUNTY TREASURER	DOG TAGS SOLD 12/1/2023-1/31/2024 TAG #3001-#3427	1,308.75
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 2/16/2024	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 2/2/2024	1,240.09
General Fund - General Activites	90007	MISC REFUNDS	REFUND DELINQ. AMBULANCE CHARGE PAID BY INSURANCE	764.67
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPCT SECURITY DEP 10803 PORT WASHINGTON	668.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/16/2024	525.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/2/2024	525.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND ELECTRICAL PERMIT #E43698-99, 700, 701-702	425.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP #36364/36385/36386/36404	250.00
General Fund - General Activites	90006	PERMIT REFUNDS	SECURITY DEPOSIT REFUND #35821/35917/35964/36101	240.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 12875 N HIGHGATE	236.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 1/13/2024	200.87
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN SECURITY DEPOSIT 8/27/2023	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT #36292/36374/36375	180.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT #35689/35690/36164	180.00

Attachment: February 2024 AP Vendor Listing by Dept (14) (9162 : February 2024 Vouchers Paid List)

			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43650 & E43667	170.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43671/43679	170.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43693/43694	170.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43675 & 43683	170.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43646/43687	168.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 12221 N BRIARHILL	143.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #36369 & #36405	120.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43673 & E43674	120.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND #36086 & #36216	120.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1433 W WESTPORT	120.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT #35654 & #36030	120.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT 6040 EXECUTIVE DR #A-B	108.00
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2024-3/31/2024	106.40
General Fund - General Activities	90007	MISC REFUNDS	REFUND FOR CULVERT NOT NEEDED PER J. WESTBROOK	102.18
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MARCH 2024	101.01
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43632	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43697	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43665	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43669	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43668	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43660	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43672	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43677	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43640	85.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 10416 N PINE RIDGE	78.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43649	75.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 7213 W RIVER BIRCH	69.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 3908 W MARSEILLES	65.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 11115 N LAKE SHORE	65.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43659	64.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43661	64.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43695	64.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43651	62.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 7951 W HIGHLANDER	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11308 N JUSTIN	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 11407 N STONEFIELD	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3416 W BURGUNDY	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPEC SECURITY DEPOSIT 13314 N LAKEWOOD DR	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10653 N WINSLOW	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 10036 N LA CRESTA	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 4720 W KATHLEEN	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSP SECURITY DEPOSIT 13850 N HAWKS LANDING	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT REFUND 4226 W MEQUON	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 9912 VALLEY HILL	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1051 W PIONEER	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSP SECURITY DEPOSIT 10707 N DE LA WARR	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 110 E TRILLIUM	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 4313 W MARSEILLES	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11704 N VEGA	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT 1359 E CHOWNING CROSS	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 10231 N WESTPORT	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 14177 SADDLEBROOK	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 4327 W TARRYTOWN	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1926 W CLOVER	60.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43678	37.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND FOR ELECTRICAL PERMIT #E43662	21.00
General Fund - General Activities	10610	LA W HEALTH BENEFIT TRUST	MEQUON PAYROLL 2/16/2024 GRAYCAREK	10.00
General Fund - General Activities				19,903.21
Highway	12230	COMPASS MINERALS AMERICA INC.	STATE CONTRACT ROAD SALT	95,245.59
Highway	12230	COMPASS MINERALS AMERICA INC.	STATE CONTRACT ROAD SALT	33,121.69
Highway	12230	COMPASS MINERALS AMERICA INC.	STATE CONTRACT ROAD SALT	26,340.43
Highway	10202	CHOICE CUTS TREE SERVICE LLC	TREE REMOVAL	1,000.00
Highway	10172	CARLIN SALES CORP	DE-ICING CHEMICALS	492.45
Highway	10172	CARLIN SALES CORP	DE-ICING CHEMICALS	492.45
Highway	12652	COMPLETE LAWN AND LANDSCAPE SUPPLIES LLC	SALT FOR PAVERS	402.78

Attachment: February 2024 AP Vendor Listing by Dept (14) (9162 : February 2024 Vouchers Paid List)

			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Highway	12652	COMPLETE LAWN AND LANDSCAPE SUPPLIES LLC	SALT FOR PAVERS	402.78
Highway	10691	MENARDS	HYDRANTS	398.00
Highway	11248	WE ENERGIES	SIRENS	331.27
Highway	11248	WE ENERGIES	SIRENS	323.99
Highway	11248	WE ENERGIES	SIRENS	318.54
Highway	11248	WE ENERGIES	SIRENS	253.12
Highway	10101	BATTERY PRODUCTS INC	BATTERIES	240.41
Highway	10484	HARTMANN SAND & GRAVEL CO, INC	TREATED SAND	199.65
Highway	10484	HARTMANN SAND & GRAVEL CO, INC	TREATED SAND	194.83
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	175.45
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	175.45
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	112.89
Highway	11195	USIC LOCATING SERVICES INC	LOCATES	61.62
Highway	11006	SAFETY MART	SAFETY SUPPLIES	54.36
Highway	11006	SAFETY MART	SAFETY SUPPLIES	34.28
Highway	10287	DIGGERS HOTLINE INC	LOCATING	24.36
Highway	10287	DIGGERS HOTLINE INC	LOCATING	19.14
Highway	10287	DIGGERS HOTLINE INC	LOCATES	8.70
Highway	10287	DIGGERS HOTLINE INC	LOCATING	6.96
Highway	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	-286.50
Highway Total				160,144.69
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Services: FSA	569.68
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES FOR EMPLOYEE BREAK ROOM	269.61
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	110.00
Human Resources	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	91.59
Human Resources Total				1,040.88
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Office 365 Licensing	25,824.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries	9,885.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries	9,885.00
Information Services	12589	MARCO HOLDINGS, LLC	Marco Mitel Phone Licensing	2,294.81
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Print Services Contract	1,815.76
Information Services	13170	MALWAREBYTES INC	Security Software	1,780.42
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	1,036.18
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet Services - MWF	895.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG Block for Project Work Hours	700.00
Information Services	12589	MARCO HOLDINGS, LLC	Macro Phone System Support	495.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	270.36
Information Services	10933	AV DESIGN GROUP INC	AV Services for City IT Equipment	250.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	225.82
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	203.64
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet Services - MWF	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network for 4 Buildings	150.10
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	119.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	99.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	73.52
Information Services	11701	TYLER TECHNOLOGIES INC	Tyler Munis ERP System Annual Fee	71.01
Information Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.49
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	24.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	-400.00
Information Services Total				55,932.08
Inspections	13104	ROBERT J BLANKENHEIM	January Billing	4,015.00
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	488.00
Inspections	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	145.32
Inspections	11581	STAPLES BUSINESS ADVANTAGE	IPAD Case	109.70
Inspections	10121	BIASEW	2024 Membership for Andy Wagner	50.00
Inspections Total				4,808.02
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES 1/1/2024 to 1/31/2024	7,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES 1/1/2024-1/31/2024	2,500.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES 1/1/2024-1/31/2024	340.00
Legal Counsel Total				9,840.00
Library Services Grant	11133	THIENSVILLE, VILLAGE OF	2024 LIBRARY SUPPORT - 1ST QUARTER	282,929.00
Library Services Grant Total				282,929.00
Local Road Projects	10209	CLARK DIETZ INC	2024 ROAD PROGRAM DESIGN RES 4073	24,017.50
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	MEQUON ROAD RESURFACING (RES 3903)	3,392.05
Local Road Projects Total				27,409.55
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	698.00

			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	413.98
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	199.36
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	64.56
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	49.46
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	47.99
Parks	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	47.83
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	45.99
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	33.07
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	32.85
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE SUPPLIES WS-COMPKS	31.52
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	29.67
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	19.79
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	17.98
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	14.91
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	12.59
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS	7.16
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	2.12
Parks Total				1,768.83
Police	12398	FBI-LEEDA INC	POLICE TRAINING 200097387 - 200098341	3,180.00
Police	12989	SUNSET LAW ENFORCEMENT LLC	AMMUNITION	1,341.50
Police	10307	DEPARTMENT OF WORKFORCE DEVELOPMENT	UNEMPLOYMENT INSURANCE 1/1/2024-1/31/2024	1,223.53
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICE	988.05
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS	677.25
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICE	537.02
Police	12298	CLEAR CUT PRINT SOLUTIONS, INC.	PRINTING	369.00
Police	13153	SCOTT F SIMONS	PD TRAINING-C.POLISHINSKI	295.00
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	185.44
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	113.12
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	84.00
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES	65.19
Police	90003	POLICE RESERVE	2023 AUXILARY STIPEND	60.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	59.52
Police	11211	VERIZON WIRELESS SERVICES LLC	PHONE RECORDS	50.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 1/17-1/19/2024	47.62
Police	13154	PHOENIX INTERNATIONAL LTD	POLICE SUPPLIES	31.62
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 1/22/24 & 1/26/24	29.65
Police	12318	T-MOBILE USA, INC.	CELL PHONE RECORDS	25.00
Police	12318	T-MOBILE USA, INC.	CELL PHONE RECORDS	25.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	23.96
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	22.99
Police Total				9,524.14
Public Works Other	11563	KUENY ARCHITECTS, LLC	#3868 DESIGN SERVICES CONTRACT FOR LEMKE	3,720.86
Public Works Other Total				3,720.86
Public Works Vehicles	12910	BRUGGINK'S INC	EQUIPMENT REPLACEMENT UNIT #330, 14,000# DIAMOND C	11,075.00
Public Works Vehicles Total				11,075.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2024-3/31/2024	263.34
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/2/2024	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 2/16/2024	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MARCH 2024	11.69
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2024-3/31/2024	8.80
Sewer General Activities Total				403.83
Sewer UT Operations	12288	SABEL MECHANICAL LLC	NEW PUMPS AND VALVES STATION "O" RES #4046	117,614.00
Sewer UT Operations	12288	SABEL MECHANICAL LLC	MECHANICAL SEAL FOR #4 PUMP AT STATION "E"	5,472.91
Sewer UT Operations	12349	MACQUEEN EQUIPMENT INC	CABLE RETERMINATION	5,268.31
Sewer UT Operations	10341	ENERGENECS INC	MISC. COMPUTER, SCADA, STATION WORK	3,104.50
Sewer UT Operations	10428	FRANK GILLITZER ELECTRIC CO LTD	MISC ELECTRICAL WORK	1,377.50
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	549.40
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	INSPECTION FOR LS O (#3491)	462.33
Sewer UT Operations	10686	MCCONN INC	HAND WIPES, SANITARY GLOVES	456.00
Sewer UT Operations	10428	FRANK GILLITZER ELECTRIC CO LTD	MISC ELECTRICAL WORK	340.00
Sewer UT Operations	11062	RASMITH, INC	INSPECTION SERVICES (#3566-23-E) RES 4069	303.00
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2023 WATER/SEWER VOLUME BILLS	201.54
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2023 SEWER FLAT BILLS	196.33
Sewer UT Operations	11691	NAPA AUTO PARTS OF GRAFTON	PARTS AND BATTERY	184.29

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			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	BATTERY	145.26
Sewer UT Operations	13098	HD SUPPLY INC	PHASE FAIL	135.27
Sewer UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	133.01
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	BATTERY	116.71
Sewer UT Operations	10426	GIERACH'S SERVICE INC	TRUCK ALIGNMENT	110.00
Sewer UT Operations	12482	CITY OF MILWAUKEE-DPW	Q4 2023 SEWER AGREEMENT #2531	78.00
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY SEWER RELAY IN STH 57 (#1953-I-18)	51.12
Sewer UT Operations	10824	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS	38.80
Sewer UT Operations	10691	MENARDS	MISC SUPPLIES	23.34
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	7.54
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	2.20
Sewer UT Operations Total				136,371.36
Special Events	13073	BOEHLKE HARDWARE & PLUMBING	PROPANE TANKS FOR 2023 WINTER WONDERLAND	94.80
Special Events Total				94.80
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	63,421.43
Special Federal Grant Fund	13171	IWORQ SYSTEMS INC	LMS - iWorQ Software	15,000.00
Special Federal Grant Fund	13152	FGM ARCHITECTS INC	PUBLIC SAFETY SPACE NEEDS - ANALYSIS	1,450.00
Special Federal Grant Fund Total				79,871.43
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150201100500	14,677.99
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150201100501	2,736.66
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140190400700	2,724.99
Tax Fiduciary Fund	10698	MEQUON CITY OF-PETTY CASH	UTILITY PYMT WITH TAX PYMT-CASH NEEDED TO RECEIPT	2,346.85
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140710007000	2,236.50
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140501403002	1,166.30
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140270400900	1,086.10
Tax Fiduciary Fund	10698	MEQUON CITY OF-PETTY CASH	UTILITY PYMT WITH TAX PYMT-CASH NEEDED TO RECEIPT	943.32
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150800106000	695.61
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140830202000	291.55
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140881607000	252.73
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #141010067000	239.35
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140830409000	173.42
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140100601200	81.18
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150710308000	70.68
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #140210100200	21.78
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2023 TAX OVERPAYMENT REFUND #150670219000	15.38
Tax Fiduciary Fund Total				29,760.39
TIF 2	10323	EHLERS & ASSOCIATES INC	2023 ANNUAL TID REPORTING	1,581.25
TIF 2 Total				1,581.25
TIF 3	10193	CENTURY FENCE COMPANY	TC TIF EXPENDITURE	6,752.00
TIF 3	11151	TRAFFIC & PARKING CONTROL CO, INC	TC TIF EXPENDITURE	1,593.20
TIF 3	10323	EHLERS & ASSOCIATES INC	2023 ANNUAL TID REPORTING	1,581.25
TIF 3	11151	TRAFFIC & PARKING CONTROL CO, INC	TC TIF EXPENDITURE	262.24
TIF 3	11151	TRAFFIC & PARKING CONTROL CO, INC	TC TIF EXPENDITURE	115.00
TIF 3 Total				10,303.69
TIF 4	10323	EHLERS & ASSOCIATES INC	2023 ANNUAL TID REPORTING	1,581.25
TIF 4 Total				1,581.25
TIF 5	10323	EHLERS & ASSOCIATES INC	2023 ANNUAL TID REPORTING	1,581.25
TIF 5 Total				1,581.25
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 3/1/2024-3/31/2024	10.65
Water general Activities Total				10.65
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	63,396.21
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	51,640.03
Water UT Operations	13174	UTILIS INC	WATER LEAK AUDIT	9,250.00
Water UT Operations	10341	ENERGENECS INC	SCADA MAINTENANCE	1,552.25
Water UT Operations	10938	PUBLIC SERVICE COMMISSION OF	ANNUAL FEE	1,498.59
Water UT Operations	12873	WISCONSIN HYDRANT REPAIR LLC	HYDRANT REPAIR	884.00
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING	774.30
Water UT Operations	10489	CORE & MAIN	HYDRANTS	740.59
Water UT Operations	10489	CORE & MAIN	MAINS	572.00
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING	440.22
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING	302.76
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	SYSTEM SAMPLES	300.00
Water UT Operations	10489	CORE & MAIN	MAINS	259.60
Water UT Operations	10489	CORE & MAIN	MAINS	237.22
Water UT Operations	10489	CORE & MAIN	HYDRANTS	225.92

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			Grand Total	\$1,074,626.76
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATES	194.88
Water UT Operations	13098	HD SUPPLY INC	WATER CHEMICALS & SAMPLING	157.98
Water UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2023 WATER/SEWER VOLUME BILLS	134.36
Water UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2023 SEWER FLAT BILLS	130.88
Water UT Operations	10691	MENARDS	HYDRANTS	93.97
Water UT Operations	10489	CORE & MAIN	HYDRANTS	57.33
Water UT Operations	13073	BOEHLKE HARDWARE & PLUMBING	STAND PIPE SAMPLE TAP	52.98
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	40.12
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	16.21
Water UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	12.42
Water UT Operations Total				132,964.82



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: Jennifer Engroff, Finance Director
DATE: March 12, 2024
SUBJECT: RESOLUTION 4104 A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022

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.

	2021	2022
Original Delinquent PP Balance Assumed	\$76,591.21	\$71,358.64
Collections to Date	\$70,501.23	\$62,286.13
Amount to Clear	\$6,089.98	\$9,072.51
City Share of Total	\$1,379.02	\$2,084.03

The attached listing of outstanding 2022 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.
- Closed - Business reported to the Assessor that it is no longer operating in Mequon.
- Doomage - The owner did not file a Statement of Personal Property Status report timely. Therefore, the City Assessor estimated, or doomed, the account's value.

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

Fiscal Impact

The other taxing jurisdictions have been charged back for their proportionate share of the

uncollectible account balances leaving the City's share of 2022 write-offs at \$2,084.03. On an annual basis, the City typically budgets \$3,000-\$5,000 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 12, 2024.

Attachments:

2022 Delinquent Personal Property (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4104

A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed
Uncollectible for Tax Roll Year 2022

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 2022 have been charged back to the other taxing entities, thereby limiting the City's exposure to just the City portion of delinquent balances for the years being charged back.
- C. The attached list to clear delinquent taxes for tax roll year 2022 totals \$9,072.51.
- 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 2022 be cleared from the personal property tax rolls by the City Treasurer.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

Caroline Fochs, City Clerk

2022 Outstanding Personal Property Tax												
Parcel Number	Owner	Address	City	State	Zip Code	Status	County	City	School	MATC	Sewer	Total Tax
14000009050	A-1 Cleaners	10000 N Port Washington Rd, Unit 3	Mequon	WI	53092	Doomage	13.67	27.95	57.89	8.81	14.35	122.67
14000018750	Acuity Revenue Consulting	1009 W Glen Oaks Ln, Unit 110	Mequon	WI	53092	Closed	5.62	11.49	23.80	3.62	5.90	50.43
140000056617	Anew Silhouette Body Contouring & Wellness Spa	11514 N Port Washington Rd, #5	Mequon	WI	53092	Doomage	5.62	11.49	23.80	3.62	5.90	50.43
140000088600	B A T S Sports Academy	5201 W Donges Bay Road	Mequon	WI	53092	Closed	20.52	41.95	86.89	13.22	21.55	184.13
140000120500	Better Bidders	10650 N Baehr Rd Ste E	Mequon	WI	53092	Doomage	1.64	3.35	6.94	1.06	1.72	14.71
140000132500	Bold Group	10325 N Port Washington Rd, Unit 150	Mequon	WI	53092	Doomage	29.39	60.08	124.46	18.94	30.86	263.73
140000180450	Carjo Attn Deb Binder	10750 N O'Connell Ln	Mequon	WI	53097	Doomage	8.35	17.08	35.38	5.38	-	66.19
140000245700	Cream City Medical Depot	1017 W Glen Oaks Lane, Unit 106	Mequon	WI	53092	Closed	3.19	6.52	13.50	2.06	3.35	28.62
140001163550	Design Kitchens & Remodeling LLC	1017 W Glen Oaks Lane, Unit 109	Mequon	WI	53092	Closed	5.01	10.25	21.22	3.23	5.26	44.97
140000283460	Dollfayce Skincare and Mua	1001 W Glen Oaks Lane, Unit 236	Mequon	WI	53092	Doomage	3.34	6.83	14.15	2.15	3.51	29.98
140000304710	Dreamfloat Holdings	11512 N Port Washington Road, Unit 203	Mequon	WI	53092	Closed	8.66	17.70	36.67	5.58	9.09	77.70
140000345500	F Green Lawnsprinklers & Landscape	4901 W Pioneer Rd	Mequon	WI	53097	Doomage	2.32	4.75	9.84	1.50	-	18.41
140000440000	Great Frame Up	1400 W Mequon Rd	Mequon	WI	53092	Closed	23.54	48.13	99.70	15.17	24.72	211.26
140000442700	Greenleaf Home Healthcare	11520 N Port Washington Rd, Unit 3	Mequon	WI	53092	Doomage	3.34	6.83	14.15	2.15	3.51	29.98
140000463100	Happy Dough Lucky	6300 W Mequon Rd, Unit 107	Mequon	WI	53092	Doomage	4.86	9.94	20.58	3.13	5.10	43.61
140000499060	Home Health Managers Llc	10750 N O'Connell Ln	Mequon	WI	53097	Doomage	60.75	124.21	257.28	39.15	-	481.39
140000554900	Kali Rayne Cosmetics LLC	11431 N Port Washington Rd, Unit 208	Mequon	WI	53092	Closed	4.86	9.94	20.58	3.13	5.10	43.61
140000560700	Kark'S Tree Service	8000 W Donges Bay Rd	Mequon	WI	53097	Doomage	7.90	16.15	33.45	5.09	8.29	70.88
140000604720	Lakeshore Wellness & Recovery	11514 N Port Washington Rd, Suite 150	Mequon	WI	53092	Closed	7.59	15.53	32.16	4.89	7.97	68.14
140000639620	Livewell Home Healthcare	11512 N Port Washington Rd, Unit 201D	Mequon	WI	53092	Doomage	5.32	10.87	22.51	3.43	5.58	47.71
140000644250	Lush Well Collective	11019 N Towne Square Rd	Mequon	WI	53092	Doomage	7.90	16.15	33.45	5.09	8.29	70.88
140000740800	Moro Performance	10410 N Baehr Rd	Mequon	WI	53092	Closed	97.36	199.07	412.36	62.75	102.25	873.79
140000563700	Kathryn Morrison	11516 N Port Washington Rd, Unit 108	Mequon	WI	53092	Doomage	30.37	62.10	128.64	19.57	31.90	272.58
140000765650	Nexgen Prep	1017 W Glen Oaks Lane, Unit 140	Mequon	WI	53092	Closed	3.19	6.52	13.50	2.06	3.35	28.62
140000817610	Ovation Hand Institute	737 N Michigan Ave, Ste 2270	Chicago	IL	60611	Open	163.36	334.02	691.91	105.28	171.57	1,466.14
140000860075	Platinum Beauty	1017 W Glen Oaks Lane, Unit 103	Mequon	WI	53092	Closed	3.19	6.52	13.50	2.06	3.35	28.62
140000990500	Silver Springs Of Mequon Inc	11840 N Silver Ave	Mequon	WI	53092	Doomage	4.53	9.25	19.17	2.92	4.75	40.62
140001192100	Soaring Souls LLC	6400 W Mequon Road, Suite A	Mequon	WI	53092	Closed	5.29	10.81	22.39	3.41	5.55	47.45
140001006150	Speedy Labs Inc	11518 N Port Washington Rd, Unit 203	Mequon	WI	53092	Doomage	6.07	12.42	25.73	3.91	6.38	54.51
140001193000	Sullivan Mfg Corp	10201 N Enterprise Drive	Mequon	WI	53092	Open	3.64	7.45	15.43	2.35	3.83	32.70
140001045650	Symplaris LLC	1001 W Glen Oaks Lane, Unit 241	Mequon	WI	53092	Doomage	8.81	18.01	37.31	5.68	9.25	79.06
140001097750	Vein Clinic of America	2015 Spring Road, Suite 300	Oak Brook	IL	60523	Closed	451.41	922.97	1,911.90	290.92	474.09	4,051.29
140001147500	Z3 IT Solutions	1025 W Glen Oaks Lane, Unit 103A	Mequon	WI	53092	Doomage	8.66	17.70	36.67	5.58	9.09	77.70
			Total Delinquent Personal Property				\$ 1,019.27	\$ 2,084.03	\$ 4,316.91	\$ 656.89	\$ 995.41	\$ 9,072.51
			Closed Chargedback to Jurisdictions				\$ 639.43	\$ 1,307.40	\$ 2,708.17	\$ 412.10	\$ 671.53	\$ 5,738.63
			Open/Doomage Send to Waukesha County				\$ 379.84	\$ 776.63	\$ 1,608.74	\$ 244.79	\$ 323.88	\$ 3,333.88



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Kim Tollefson, Director of Community Development
DATE: March 12, 2024
SUBJECT: RESOLUTION 4105 A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710

Background

On September 19, 2023, the Economic Development Board voted to direct staff to develop an RFP for a market analysis for the Port Washington Road commercial corridor (County Line Road to Glen Oaks Lane). On October 10, 2023, at the Common Council Committee of the Whole, a majority of the Common Council supported having a market analysis completed for the corridor. On November 28, 2023, the Economic Development Board reviewed and approved the draft RFP. The RFP was made available to the public on December 1, 2023, with a submission date of January 15, 2024. The RFP deadline was extended until January 22, 2024, with a modified scope. On January 20, 2024, the Board reviewed the sole proposal from Redevelopment Resources. On January 29, 2024, the interview committee, which consisted of EDB members and City representatives met with the firm to discuss the proposal.

Analysis

Based on feedback from the interview panel, the applicant revised the scope of the RFP (see attached) and provided a new cost estimate. The new cost estimate of \$69,710 is within the original range provided by staff and substantially lower than the original price of \$111,795. The Economic Development Board was supportive of the updated scope and price reduction and recommended approval at the February 20, 2024, meeting. Due to an extension of the deadline for submitting proposals that was authorized in mid-January, the project completion date has shifted to August of 2024.

Fiscal Impact

The fiscal impact of the proposal is \$69,710. The majority of the cost (90%) will be paid with existing funds from Tax Increment Financing Districts #4 and #5, and the remaining 10% will be paid with consultant funding through the Community Development Department's annual budget.

Recommendation

The Economic Development Board recommended approval by a vote of 7-1 at its meeting on February 20, 2024, meeting. A recommendation from the Finance and Personnel Committee is forthcoming on March 12, 2024.

Attachments:

Mequon Real Estate Analysis Proposal (PDF)

Market Analysis Contract (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4105

A Resolution Authorizing Execution of a Professional Services Agreement for Completion of a Real Estate Market Analysis of the Port Washington Road Corridor Between County Line Road and Glen Oaks Lane with Redevelopment Resources of Madison, Wisconsin, in an Amount Not-to-Exceed \$69,710

RECITALS

A. The City of Mequon Community Development Department has advertised and received proposals for a Mequon Port Washington Road Real Estate Market Analysis.

B. Staff has reviewed the various proposals and company qualifications for the analysis.

C. Staff has determined that the proposal received is reasonable and that adequate funds are available to accomplish the work, and on that basis has made a recommendation to the Economic Development Board.

D. Adequate funds for this contract are available from the following sources and breakdown of contract costs:

1. Tax Increment Finance District No. 4 for a total of \$31,369.50.
2. Tax Increment Finance District No. 5 for a total of \$31,369.50.
3. Consultants - General (#110578-683101) for a total of \$6,971.00.

E. The contract award amount shall be affirmed for a total not-to-exceed cost of \$69,710.

F. The Economic Development Board at its meeting on February 20, 2024, approved staff's recommendation.

G. The Finance and Personnel Committee at its meeting on March 12, 2024, approved the contract.

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

1. The contract for the Mequon Port Washington Road Real Estate Market Analysis is awarded to Redevelopment Resources of Madison, Wisconsin, in an amount not-to-exceed \$69,710, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

Caroline Fochs, City Clerk



REAL ESTATE MARKET ANALYSIS

City of Mequon, WI

AMENDED PROPOSAL

Prepared for:
Jac Zader, Assistant Director of Community Development
City of Mequon

Proposal issued:
2/7/2024

January 15, 2024

Jac Zader
Assistant Director of Community Development
Mequon City Hall
11333 N Cedarburg Rd.
Mequon, WI 53092

Dear Mr. Zader,

It is our pleasure to submit a response to the Request for Proposal for the City of Mequon's Real Estate Market Analysis. Redevelopment Resources' relationship with each client is of utmost importance to us. We strive to meet and exceed your expectations through our thorough, thoughtful, and customized work. Our recommendations are derived from a combination of data, situational impact, and experience.

Our team is adept at applying our experience and collaborating with stakeholders to create effective strategies that leverage local assets and resources that serve the needs of the community. We possess significant breadth and depth of skills in assessing local economies, analyzing relevant data, developing impactful recommendations, and distilling all the various inputs into actionable, results-oriented strategies.

We possess commercial real estate brokerage experience, have conducted feasibility studies, and analyzed numerous sites for their future potential. We have developed programs and policies to serve the unique needs of many communities and regions. We have also acquired buildings, demolished blighted properties, and recruited new developments on behalf of municipalities in which we have worked as employees and as consultants.

This is an important project for the City of Mequon. We would be honored to be a part of studying and crafting recommendations to solve redevelopment-related challenges and plan for future housing needs. Ensuring the proper focus, capturing all opportunities, and assisting the city in the deployment of appropriate resources will be our job, and we look forward to the possibility of contributing to the community in this way.

If you have any questions or would like to schedule an interview with our team, please contact me at kristen@redevelopment-resources.com or 715-581-1452.

Sincerely,



Kristen Fish-Peterson, CEcD, EDFP, Principal and CEO

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1 | PROJECT UNDERSTANDING

It is our understanding the City of Mequon is interested in obtaining a real estate market analysis for commercial and residential property in the City, with a special focus on the 3.2-mile span of Port Washington Road from County Line Road to Glen Oaks Lane. The analysis will provide insight into redevelopment and new growth expansion opportunities for the City. It will reinforce and/or support changes in land-use policy that will serve the City well into the future. Our study will inform City staff and elected officials so that they will understand the market. It will inform the City how property on Port Washington Road can be developed to its highest and best use based on data, local economics and the commercial real estate market. This information can then be used by the City to initiate zoning and/or other policy changes to facilitate such development.

We understand recent changes to the zoning code potentially restrict fast food, retail, and auto-related uses to certain areas and that the City is interested in the viability and impact of an additional hotel(s) in the corridor. These items will be included in the impact assessment.

This analysis will result in the following:

- an inventory of commercial and residential properties
- commercial and residential occupancy/vacancy calculations
- gap analysis (demand and supply)
- analysis of the highest and best use of key properties
- identification of high-value opportunities to leverage the location and traffic/exposure to generate economic health and
- recommendations for the achievement of short-, mid- and long-term goals.

The project will be conducted in two distinct parts (shown in four phases below). The first part of the analysis, Phases I and II, will include a complete market analysis focusing on commercial uses with residential opportunities at infill sites based on complete demographic, market, and housing baseline data. The second part of the study, Phases III and IV, will leverage the learning from the first phase to create a series of recommendations to achieve the highest and best use of properties in Mequon leading toward goals set by the community. This part of the study will leverage data and market-based reality with experience and direction from City staff and elected officials. An overview of each phase is as follows:

Phase I

1. Demographic, market, and housing data collection and analysis
2. Stakeholder Engagement
3. Competitive Analysis
4. Trend Analysis
5. Baseline Report

Phase II

6. Complete analysis of the data
7. Determination of commercial targets and residential additions
8. Report and Presentation (March 18, 2024)

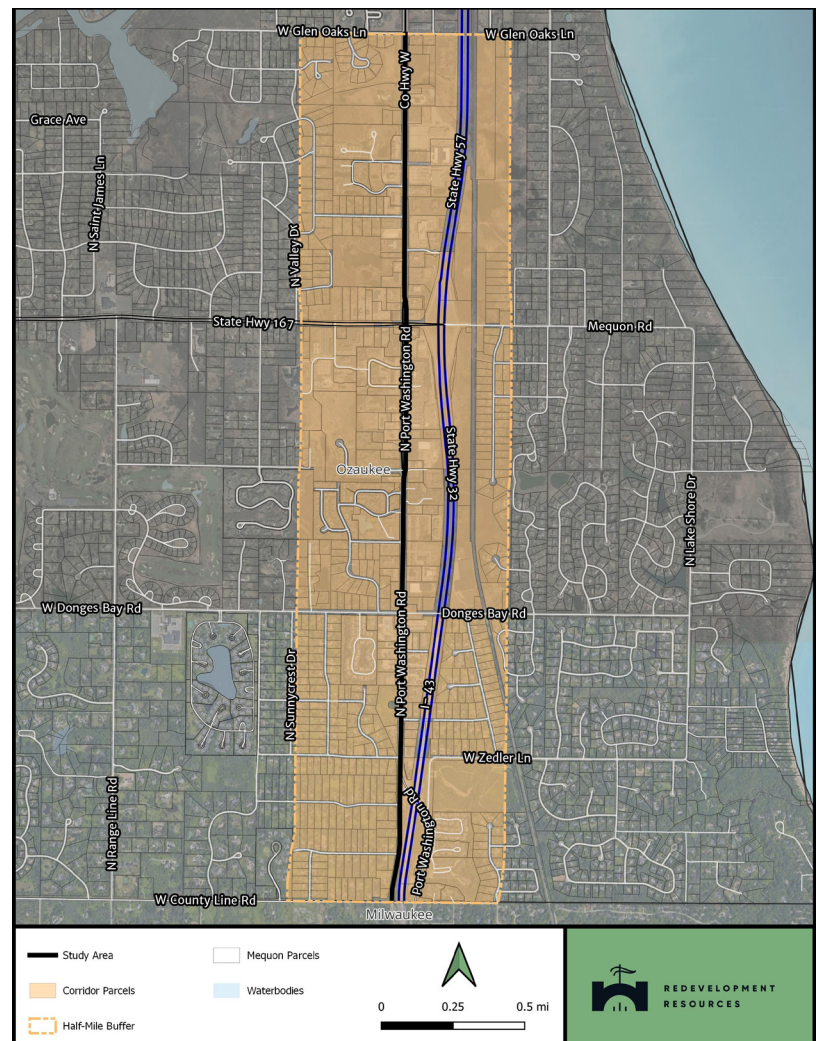
Phase III

9. Priority Sites/Areas

Phase IV

10. Recommendations for implementation
11. Final Report (August 30, 2024)

Reports and presentations will be provided following each phase.



2 | SCOPE OF WORK

To complete a comprehensive real estate analysis to serve Mequon in its redevelopment efforts, the following work will be completed as outlined below.

PHASE I, TASK 1: Document Review

1. Review any recent redevelopment plans completed, or underway in the City, and note the approval process each encountered.
2. Review any housing studies for the community, or specific market studies for individual developments, for an indication of the type, size, number, price point, and quantity of demand in the area.

Hours: 3 hours

Resources: City staff to provide access to relevant documents

PHASE I, Task 2: Demographic, Geographic, Workforce, and Economic Data

Real estate development demand is a function of the market which is affected by income growth, residential growth, and business-to-business growth. Housing demand is a function of population, income, and employment growth. Our team will look at demographic data trends and future projected growth. We will examine the area through the lens of commercial gaps to serve a growing residential base, from retail to services, education to healthcare, and hospitality to recreation. A variety of data sources will be used for this study. National and regional data sources will include the following:

- U.S. Department of Housing and Urban Development (HUD)
- U.S. Census and American Community Survey
- U.S. OntheMap
- Wisconsin Department of Administration, Dept. of Revenue and Dept. of Transportation
- Placer.ai
- Esri
- MLS
- COSTAR and other commercial real estate sources
- Local GIS and Assessment Databases
- Local Chamber of Commerce and other local databases

Using this data, we will conduct population forecasting for the City of Mequon and the surrounding area. We will also create a business inventory and identify and analyze commercial and residential vacancy rates in the City. We will document total square footage in residential and commercial developments, distinguishing them by type.

Hours: 11 hours.

Resources: City staff to provide relevant data from local assessment database

1 Data Collection



2 Data Preparation



3 Data Visualization



4 Data Analysis



5 Data Storytelling



www.effectiveadatastorytelling.com

PHASE I, TASK 3: Stakeholder Engagement



Secondary data doesn't tell the whole story; therefore, our team will conduct interviews with local experts to better understand the commercial real estate market and consider that in context with the demographic and real estate data. In coordination with City staff, we will conduct up to eight (8) focus groups or individual key stakeholder interviews including, but not limited to:

- Mequon Chamber of Commerce
- Commercial Bankers and Realtors
- Developers familiar with the Port Washington Rd. Corridor and the surrounding area

Interviews may take place via Teams, Zoom, Google Meet, or in person, provided multiple interviews can be scheduled on the same day.

Hours: 22 hours

Resources: City staff to provide contact names for interviews (also relevant contact information if readily available)

PHASE I, TASK 4: Competitive Analysis

Redevelopment Resources will evaluate competitive commercial corridors including the city's Town Center, Bayshore Mall, Village of Grafton, and any other relevant and contributing competing commercial corridors.

Hours: 28 hours

Resources: none

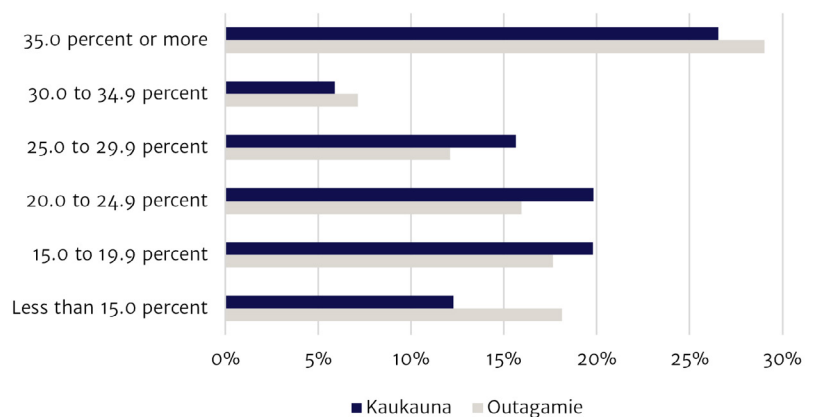
PHASE I, TASK 5: Trend Analysis

We will assess current and future trends in the commercial real estate market, including property values, rate of expanding market development, rate of competing market development, and closures, or contractions in the market.

Hours: 22 hours

Resources: none

Gross Rent as a Percentage of Income: 2019



Data Source: Occupied Units Paying Rent (ACS 5 YR Estimates)

PHASE I, TASK 7: Baseline Report

Data will be gathered and organized in a useful manner and a baseline report will be presented.

Hours: 36 hours

Resources: 2-3 meetings to review and discuss findings, answer questions

Total Phase 1 hours = 128 hours

PHASE II, TASK 1: Data Analysis to Draw Conclusions

Data from Phase 1 will be analyzed for the following items:

- Short-, mid-, and long-term opportunities for retail, office, and residential development
- Absorption rates, vacancy rates, inventory of space, rental rates, and other factors to determine viability of each category of commercial, service, medical, educational, hospitality, recreation, and residential uses.
- Placer.ai and other data sources will be used to determine gap analyses for various components of the market.
- A trade area will be defined and refined based on secondary and primary data.
- Redevelopment sites will be identified and prioritized based on their availability, access, size, function, and recommended future use.
- Any potential future changes to zoning will be identified.
- The area will be studied for potential regional or clustering, identification of transformative redevelopment, potential economic drivers, and other high-impact opportunities.

Additional data will also be gathered and analyzed including but not limited to:

- Site Inspection: we will conduct a windshield inspection of potential target property to assess their current physical condition, including any structural issues or environmental concerns in context.
- Risk Assessment: we will identify potential risks and challenges associated with redevelopment sites.
- Market Demand: we will assess the demand for the type of property we plan to recommend.

Hours: 48

Resources: None.

PHASE II, TASK 2: Determine Commercial Targets and Residential Additions

Task 2: Determine Commercial Targets and Residential Additions

Based on all data gathered and analyzed above, a list of target business types (retail, service, medical, education, recreation, business-to-business, business-to-consumer, etc.) will be compiled.

Where commercial opportunities exist with the added benefit of a potential for residential, mixed use, infill development or other, residential developments will be analyzed by type, size, and scale for inclusion in the recommendations.

Maps will be created identifying several potential future uses by type (on specific sites if desired by the City). Depending on current ownership and other potential complexities, the map may not directly identify specific sites, but rather general uses and site size for potential future development. Ideas for development uses can be presented by site, by block, or by multi-block area.

Hours: 70

Resources: Staff meeting to review and discuss



PHASE II, TASK 3: Report & Presentation

A report and presentation will be prepared and given to the Mayor and Common Council, Planning Commission, Staff and interested members of the public which will convey the analysis, methods and findings of the work in Phase 1 and Phase 2.

Hours: 100 for report and presentation preparation and delivery

Resources: Staff time to review documents prior to presentation

Total Phase 2 hours: 218 hours

PHASE III, TASK 1: Priority Sites/Areas

Based on the initial analysis in Phase 1 and 2, we will prioritize redevelopment sites or areas based on their likelihood of redevelopment, and potential return to the community. Spreadsheets and maps will be used to identify relevant information in a final report.

Hours: 18

Resources: Review with staff

Total Phase 3 hours: 18

PHASE IV, TASK 1:

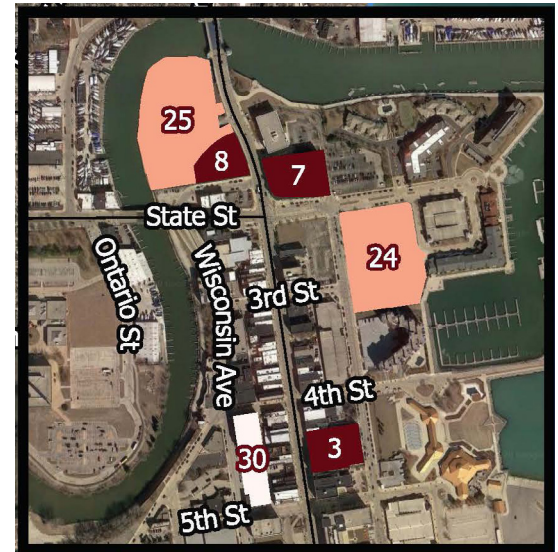
Recommendations for Implementation

Recommendations and action steps will be drafted to achieve the goals identified through the assessments and analysis conducted in phases 1, 2, and 3. Those action steps will be arranged by task, including the responsible party, an estimated cost, and a timeframe to start/timeline to completion.

Recommendations will be made related but not limited to land use and zoning, public infrastructure investments, private and public amenities and aesthetic upgrades, site control, and attracting developers and developments.

Hours: 38

Resources: Meeting with staff to review and strategize



Williamsburg Road Implementation Matrix

Task	Begin	Responsible Party	Possible Funding Source
Outreach to developers	Immediate	Henrico EDA	N/A
Outreach to target property owners to begin process of acquisition	Immediate	Henrico EDA/Dept. of Comm. Revitalization or Developer or Discreet Broker	N/A
Acquire properties	6-36 months	Henrico EDA or Developer	Private funds or Special Project Grant funds
Engage site design services if necessary	Upon site control	Henrico EDA	Henrico EDA
Budget CDBG funds for demolition, blight elimination	During next CDBG Program Year	Department of Community Revitalization	N/A
Begin demolition	Within 18 - 24 months	Department of Community Revitalization	CDBG, and/or Enterprise Zone
Generate list of prospective tenants	24-36 months	Henrico EDA	N/A
Begin negotiations with selected developers for new developments	Upon site control	Henrico EDA or other entity offering incentives for redevelopment	Henrico EDA, Opportunity Zone, Enterprise Zone
Maintain dialogue with VABio+Tech	24-48 months	Henrico EDA	N/A

Above: Portion of the recommendation table excerpted from the Henrico County Williamsburg Road assessment. More information about that project is on page 17.

PHASE IV, TASK 2: Final Report

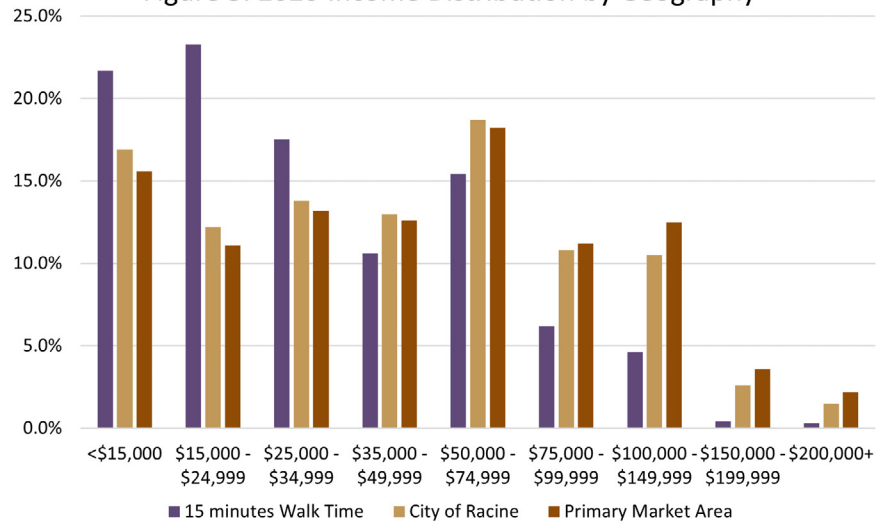
A final report will be drafted for staff review and revisions. When complete, it will be presented and discussed at a committee of the whole meeting to the Mayor and City Council, Plan Commission members and members of the public. Any necessary revisions will be made and a final report in hard copy (quantity to be determined) and .pdf format will be provided, along with a final presentation to the Mayor, City Council, Plan Commission, and general public.

Hours: 44

Resources: Review meetings with staff

Total Phase 4 hours: 72

Figure 5. 2020 Income Distribution by Geography



Data Source: ESRI Community Profile Reports.

3 STAFFING LEVELS

Redevelopment Resources will devote the necessary resources to complete the tasks in the Scope of Work.

- Kristen Fish-Peterson will lead the team on real estate, stakeholder interviews, and written narrative
- Dayna Sarver will collect and analyze all the secondary data from public and private data sources, create maps, design charts and graphs, and compile all of the information into the draft and final reports.
- Thomas Fish will support with scheduling interviews, attending interviews, supplemental research, specialized data procurement, and document review.
- All team members will attend meetings as necessary with City staff.



4 POTENTIAL PROBLEM AREAS

There are no obvious problem areas from our perspective.

However, often when properties are being analyzed for redevelopment, if an owner is not aware or not in agreement with the possible future uses or change of ownership, it can be awkward unless handled appropriately. Will a formal Redevelopment District Plan be created and adopted? Does the City anticipate any public acquisition of property for the purposes of redevelopment?

Any potential delay in the completion of this project on time would come from a lack of availability to key stakeholders, or a challenge in getting a response from them in a timely manner.

5 | FIRM & STAFF PROFILES

Established in 2009, Redevelopment Resources, LLC provides development and redevelopment solutions and research services to municipalities, businesses, and organizations. Our experience was gained primarily from active successful careers working in economic and community development, planning, and marketing fields. The team transitioned into consulting in order to share our vast experience with others.

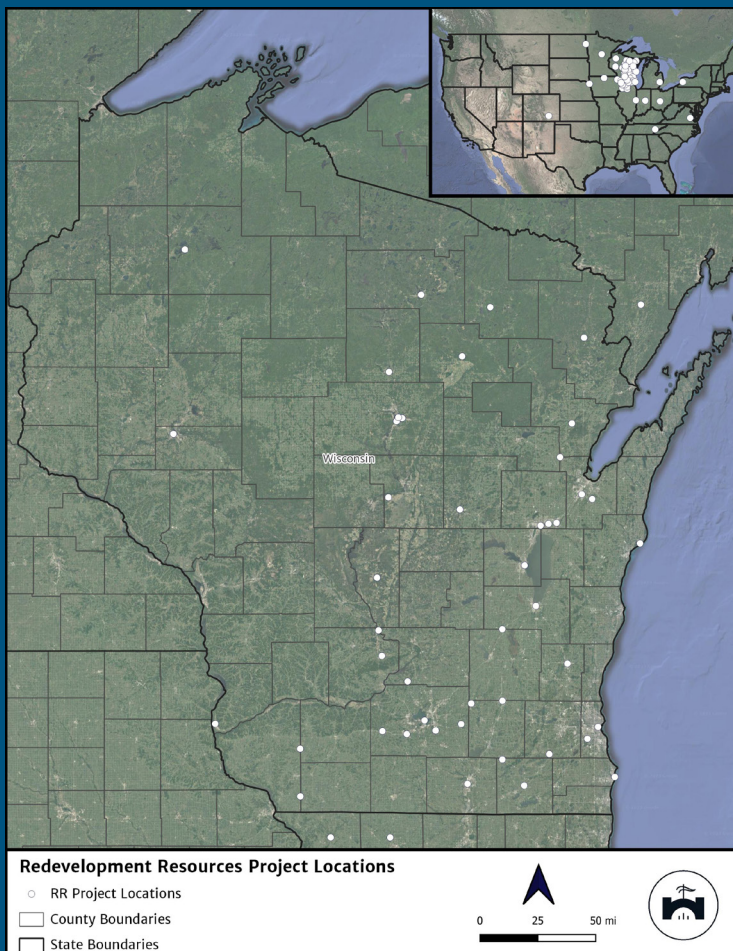
Because of the breadth of experience of our team members, we offer services in many categories:

- Economic & Community Development / Redevelopment
- Real estate
- Retail / Business Support / Marketing
- Planning and Facilitation
- Research and Analysis

The firm was founded in Wausau through a partnership between Kristen Fish and Deborah Ersland. In 2015 the company moved to Madison, WI where it is located today. We have worked across the state of Wisconsin as well as Colorado, Illinois, Indiana, Iowa, Louisiana, Michigan, Minnesota, Nebraska, New York, North Dakota, Virginia, and Ontario.

Clients have engaged Redevelopment Resources over multiple projects and multiple years. One of the highest honors we receive is when a client implements each and every one of our recommendations and calls us back to develop the next set of strategies with them.

Our team specializes in real estate redevelopment, financial returns to the client, implementable recommendations, and sharing a snapshot of reality from a market perspective.



280+
SITES ANALYZED FOR DEVELOPMENT OR REDEVELOPMENT

85+
IN-DEPTH MARKET STUDIES FOR COMMUNITIES AND
PRIVATE-SECTOR BUSINESSES

1,400,000
SQFT OF OFFICE AND RETAIL SPACE LEASED AND MANAGED

675,000
SQFT OF INDUSTRIAL SPACE DEVELOPED

0
LAWSUITS OR FAILURES TO PAY

115+
COMMUNITIES SERVED IN

14
STATES AND PROVINCES

60+
YEARS OF COMBINED COMMERCIAL REAL ESTATE BROKER
EXPERIENCE

165+
COMBINED YEARS OF EXPERIENCE

Kristen Fish-Peterson, CEcD | EDFP
Principal & CEO

Ms. Peterson has over 30 years of direct experience in redevelopment, market analysis, planning, implementation, grant writing, brokerage, business development, media, manufacturing, and marketing. In 2009, she and two colleagues started Redevelopment Resources, a community impact consulting firm which operates throughout the Midwest. She has managed all aspects of market analysis projects, strategic planning processes, business development and adaptive reuse programs including business recruitment, retention, entrepreneurial programming, loan fund management, deal structuring, blight elimination and policy/ program development.



PROFESSIONAL DEVELOPMENT

Certified Economic Developer

International Economic Development Council (IEDC)

Economic Development Finance Professional

National Development Council (NDC)

IEDC Board Member, 2006-2018

WEDA Executive Director, 2011-2014

WEDA President, 2008

EDUCATION

Master of Business Administration

University of Wisconsin, Oshkosh

Bachelor of Business Admin., Marketing

University of North Dakota

EXPERIENCE

Market Analysis, Fiscal and Economic Impact Analysis

- Conducted dozens of market analyses for redevelopment, commercial corridors, downtowns, business districts, municipalities and counties using a variety of data sources and primary research methods
- Calculated fiscal and economic impact analysis for redevelopment of commercial corridors, industrial parks, multi-family residential complexes and public/private redevelopment projects
- Prepared comprehensive program analysis on 8 years of Erie County, NY's Adaptive Reuse Program and was able to quantify key impacts and cumulative effects of two local incentives

Strategy Development and Implementation

- Developed strategy and carried out implementation activities for numerous communities
- Created redevelopment strategies for dozens of other clients throughout the central U.S.
- Implementation activities have included writing State Approved Relocation Plan, securing appraisals and acquiring properties through negotiations with multiple property owners; securing and overseeing design services for public spaces; hiring and overseeing environmental studies, engineering contractors and architects
- Created unique policies, programs, and organizational structures for implementing strategies developed for clients

Project Funding

- Written and implemented several Tax Increment Financing plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at local, state, and federal level



Dayna Sarver
Chief Research Officer & Development Specialist

Dayna brings nearly ten years of professional experience in economic development and real estate redevelopment to the Redevelopment Resources team. Prior to joining Redevelopment Resources, she was the Economic Development Manager for the City of Verona and the Economic Development Coordinator for the City of Janesville. She was also a project assistant for Bill Ryan at University of Wisconsin–Extension’s Division of Community Economic Development focusing on downtown redevelopment. Dayna desires to help others reach their full capacity and enjoys engaging with local and state stakeholders with a multi-disciplinary approach to the development of the community’s natural, social and fixed assets.



PROFESSIONAL DEVELOPMENT

Certified Economic Developer

International Economic Development Council (IEDC)

CURRICULUM VITA

Ryan, Bill, Dayna Sarver, Amy Greil, Errin Welty, Joe Lawniczak. (2014). **An Analysis of Storefront Improvements: A Selection of Wisconsin Case Studies. University of Wisconsin–Extension.** PDF available at: <http://learningstore.uwex.edu/Assets/pdfs/G3914.pdf>

EDUCATION

Master of Science, Urban Planning

- University of Wisconsin–Madison

Bachelor of Arts, Economics

- Central College, Pella, IA

EXPERIENCE

Market Analysis

- Analyzed the housing stock for communities in WI and IL.
- Conducted market analysis for several communities in WI, OH, and VA.

Redevelopment Strategy and Implementation

- Assisted with the creation of a downtown redevelopment strategies in WI, IL and OH.
- Developed an RFP for a redevelopment project near downtown Verona which included a historic property.
- Implementation activities have included, securing appraisals and negotiating the sale of City–owned property; hiring and overseeing environmental studies, and finding funding sources for redevelopment projects.

Project Funding

- Written and implemented several Tax Increment District plans
- Utilized multiple funding sources for complete projects
- Successful grant writing at state level

Stakeholder & Public Engagement

- Designed and administered online surveys and organized stakeholder engagement meetings for downtown redevelopment activities, workforce development, and housing studies.
- Organized stakeholder engagement meetings for the redevelopment of a prominent property in Verona as well as for business owners impacted by road improvements.



Thomas Fish
Director of Finance & Development Associate

Thomas brings over six years of professional experience, including economics, credit analysis and business strategy/planning, to the Redevelopment Resources team. He holds a bachelor's degree in Economics from Ripon College.

Prior to joining Redevelopment Resources, he worked in Credit Analysis and Underwriting for banking institutions in Central Wisconsin. Thomas is passionate about helping businesses and communities utilize the tools at their disposal to foster growth and development and approaches every project with enthusiasm and purpose.



PROFESSIONAL DEVELOPMENT

Credit Analysis Training Commercial Real Estate Appraisal Intro to Commercial Lending School course

WBA Bankers Conference in Wisconsin Dells.

Graduate of Leadership Portage County emphasizing economic development in Central/North-Central WI

EDUCATION

Bachelor of Economics
 Ripon College, Ripon, WI

EXPERIENCE

Project Funding & Analysis

- Business and Personal Financial statement analysis
- Industry Analysis (High-risk industries, industry trends, implications of political landscape on industry futures)
- In-depth understanding of commercial real estate markets in Wisconsin
- Strategy development and recommendations

Strategy Development & Implementation

- Worked with multiple businesses in various sectors to develop strategies and business planning for successful outcomes

Project Management & Communication

- Direct experience successfully managing timelines of various lengths with multiple responsible parties and communicating effectively with stakeholders.

Stakeholder Engagement

- Conducted dozens of interviews across projects of various sizes and topics. Interviewees include commercial property owners, business owners, and banking officials.

Program Management

- Responsible for the Credit Analysis operation for Redevelopment Resources including review, analysis, discussion and presentation of business credit for loan program management.
- Manages local Merchant League baseball team, coordinating rosters, game schedules, practice, communication, funding, and tournament play.



7 | RELATED EXPERIENCE

Real Estate Analysis Experience: Erie County Industrial Development Authority

Redevelopment Resources was contracted with Erie County Industrial Development Authority, in Buffalo, NY to conduct an economic and fiscal impact analysis on two incentive programs they had employed over the previous eight years.

This impact analysis included gathering assessed values and property taxes paid on over 30 projects before the incentives were awarded and redevelopment work commenced, and then again at the current time of the study, when redevelopment work was completed.

Our team also assessed and analyzed factors such as impact to utilities, transportation, public safety, gentrification, income levels and expenditures in areas with redevelopment projects and the direct, indirect, and induced impact of the actual construction/redevelopment work.

Reference

Steve Weathers, CECd, Economic Development Director

City of Fort Myers, FL

2200 Second Street

Fort Myers, FL 33901

(239) 851-7464

sweathers@cityftmyers.com

RESULTS

- **Property tax assess value increased 229% on subject properties**
- **900 direct jobs created, 600 indirect, 365 induced and 4500 temporary construction jobs**
- **1141 new residential units**
- **4 million sq. ft. blighted space redeveloped**

MORE RESULTS

- **29 different developers completed 53 projects**
- **Total estimated community benefit: \$750 million**
- **Total private sector investment leveraged: \$632 million**
- **\$27 million in incentives awarded**
- **ECIDA incentives only comprised 4% of total project costs**
- **Return on investment for overall community benefit: \$36:\$1**

Real Estate Analysis Experience: Brixmor/Spring Mall Real Estate Market Analysis

In 2018, Redevelopment Resources worked with a national mall ownership group, Brixmor, to analyze and recommend future uses for the Spring Mall property at the corner of Cold Springs Rd and 76th St. in Greenfield, WI. This 26-acre site was blighted, with only a small handful of tenants and a significant amount of vacant retail space.

We sought current data related to the market in Greenfield, current tenant mixes in nearby and competing retail developments, and met with the City of Greenfield Mayor and Planning/Community Development Director. Data sources such as Esri and Emsi were culled for current and projected market data related to retail development, consumer buying habits, restaurant data, and non-retail trends in the marketplace. We examined business, workforce, and residential characteristics of the surrounding area.

It was apparent that the 26-acre Brixmor site would not completely support retail as an exclusive use for the foreseeable future. There was significant new and existing retail development near the Spring Mall. The recent development at 84 South had attracted many popular retail and restaurant uses. There were also many retailers clustered at Southridge, just a few blocks south of Spring Mall on 76th Street. For those reasons, a mixed site development was recommended.

Industry growth projections supported a focus on personal care/self-care and services for the elderly at the Spring Mall site. Jobs will increase in categories related to the aging demographics. With this site central to dense residential neighborhoods within 10 minutes, we believed a development centered on providing services and care for the elderly population will be successful for decades into the future.

Business types include outpatient care facilities, assisted living facilities, self, and health care related businesses (exercise, spa, personal care services such as nails and hair salons, and supply retailers).

We recommended Brixmor consider dedicating 5-6 acres to residential where it was contiguous to residential already, include a mix of recreational and personal health care related uses, and focus specialty retail on the street-facing perimeters of the site.

In June of 2023, the City of Greenfield bought the site and recently awarded the project to Mandel Group to develop 285 units of mixed housing, retaining a restaurant and banquet hall on the site. In 2018 when Brixmor was trying to transition the site, building residential on the entire site was not palatable to the City. Due to economic conditions over the past five years, that is now considered the highest and best use.

Ken Erickson, VP Re/Development

Brixmor Spring Mall Limited Partnership

40 Skokie Blvd., Suite 600

Northbrook, IL 60062

Direct (847) 562-4101

Ken.erickson@brixmor.com



Watertown Downtown/Riverfront Revitalization Initiative

Redevelopment Resources was contracted to create a downtown and riverfront redevelopment plan for the City of Watertown in 2014. Our firm was then retained for the next seven years to implement the plan.

The plan was structured in such a way that there were small scale, impact-level, and transformative redevelopment recommendations. One of the transformative recommendations was for the RDA to acquire and demolish the buildings on one city block, and then develop a world class town square. The adjacent city-owned surface parking lot would then be marketed for high density development such as a multifamily apartment complex or hotel.

The six properties on the identified block had a total annual property tax liability of approximately \$25,600. The properties were acquired, tenants relocated, and buildings razed, then a \$3+ million town square was designed and constructed.

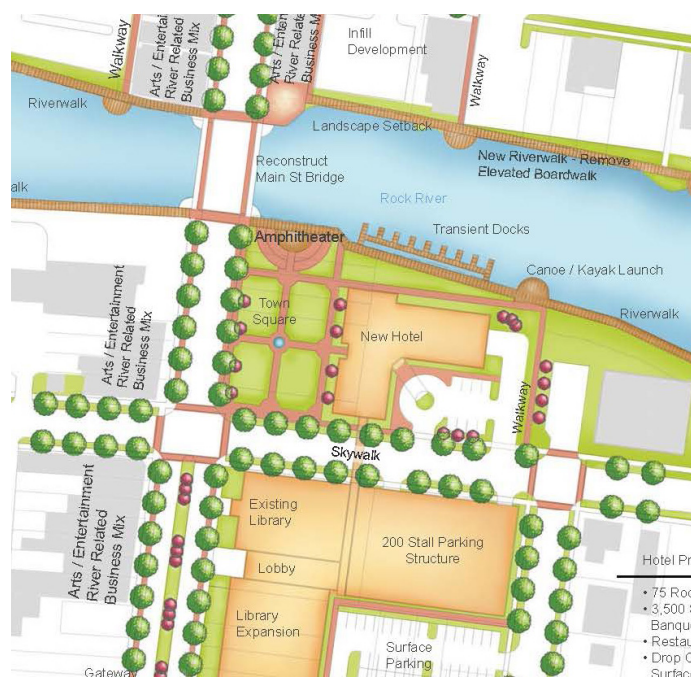
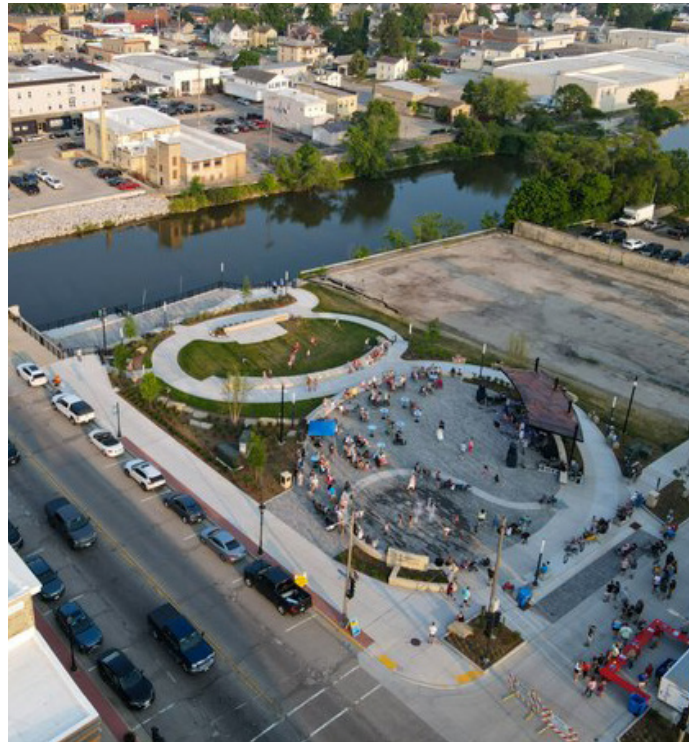
A multi-tenant proposal from a Madison developer was received for what would result in a \$13 million in development. What previously took up two city blocks and only generated \$25,600 in property taxes was going to be replaced with a community gathering space with high quality amenities, and a development that paid exponentially more in property taxes.

Market analysis and fiscal impact analysis were conducted as part of the process to move this project forward, working with elected officials through two council election cycles and two different mayors. The project has since won awards from the EPA, and the Mid-America Economic Development Council.



Reference

Emily McFarland, Mayor
 106 Jones Street
 P.O. Box 477
 Watertown, WI 53094
 920-262-4000
 emcfarland@watertownwi.gov



Real Estate Analysis Experience: Henrico County, VA – Williamsburg Rd. Redevelopment Assessment

Redevelopment Resources was under contract for Henrico County EDA in Virginia to conduct a redevelopment market study in an area consisting of 71 properties spanning approximately 159 acres along W. Williamsburg Road north of the Richmond International Airport, and along State Rte. 197 (directly west of the airport). The area had been identified as a Reinvestment Area in chapter 7 of the Henrico County Vision 2026 document. The uses on this real estate are functionally obsolete and could serve a higher and better use. As a gateway into the community from the airport, stakeholders would like the area to represent Henrico County in a more attractive way with higher value land uses.

Our team analyzed the properties in this corridor, identified top current uses, blighted properties, high-opportunity redevelopment parcels, and potentially urgent issues with extremely blighted and/or nuisance properties. We compared contributions of all properties including aesthetics, property tax revenue, value, condition, and commercial mix to determine top priority properties which the county could target for acquisition or pressure on the owner to make improvements.

The end product was useful in aiding Henrico EDA in advancing the efforts of the Reinvestment Area, and improving the economics along the corridor which serves Richmond International Airport.

Our top recommendations included:

1. Acquire, demolish and market sites to developers. Priority addresses were identified.
2. Focus on residential/commercial mixed-use, high-density developments as the first phase of redevelopment.
3. Support development by generating a list of prospective tenants for commercial space, targeting professional services and medical office space users. Conduct first round of marketing contacts for new space.
4. Engage site design services for specific redevelopment sites, if necessary, to market the vision for the area's redevelopment.
5. Maintain ongoing dialogue with VA Bio+Tech Park/Activation Capital and other Life and Health Sciences incubation efforts (from universities) to gauge the demand for graduation, c/GMP space and commercialization space needs.



Anthony J. Romanello, Executive Director
Henrico Economic Development Authority
4300 E. Parham Road, Henrico, Virginia 23228
804.501.7521
anthony@henrico.com



Real Estate Analysis Experience: Madison Bus Rapid Transit Market Analysis and Land Banking Project

The Madison Bus Rapid Transit Market Analysis and Land Banking Project has been ongoing since early 2023 and is just wrapping up in the next two weeks. Redevelopment Resources partnered with [HDR](#), Inc. on this project where we were tasked with analyzing the proposed bus rapid transit stops between I-94 on the east side and the far west end of the route ending on the far west side of the city on Mineral Point Road.

The team identified three areas where properties were relatively blighted and in need of redevelopment. We confirmed these areas with the City on a driving tour of the route. Our team, along with HDR then analyzed the market from a variety of perspectives within 1/4 mile of the BRT route. We mapped and graphed demographics, public housing, businesses, and other characteristics.

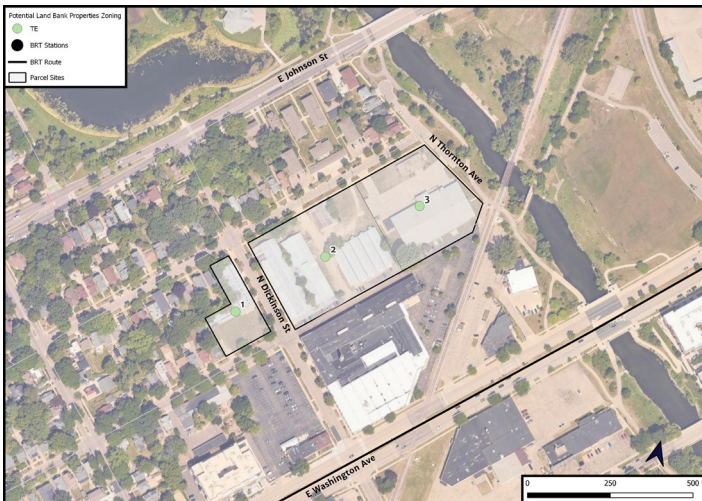
Redevelopment Resources then specifically analyzed each property within the three target areas for their viability to remain, or need for redevelopment and potential land banking by the City.

Our work entailed:

- conducting an inventory of the properties identified,
- creating potentially larger developable parcels by grouping them into properties that could be combined for a minimum of half-acre redevelopment sites,
- identifying assessed value for land and improvements,
- confirming contact information for parcel ownership, and
- contacting owners anonymously to inquire if they would be open to discussing a sale of their property.

This work generated a prioritized list for the City to pursue possible acquisitions for land banking and then transitioning sites to developers through an RFP process for redevelopment. The sites were analyzed for their highest and best use based on the surrounding market area and future bus rapid transit access.

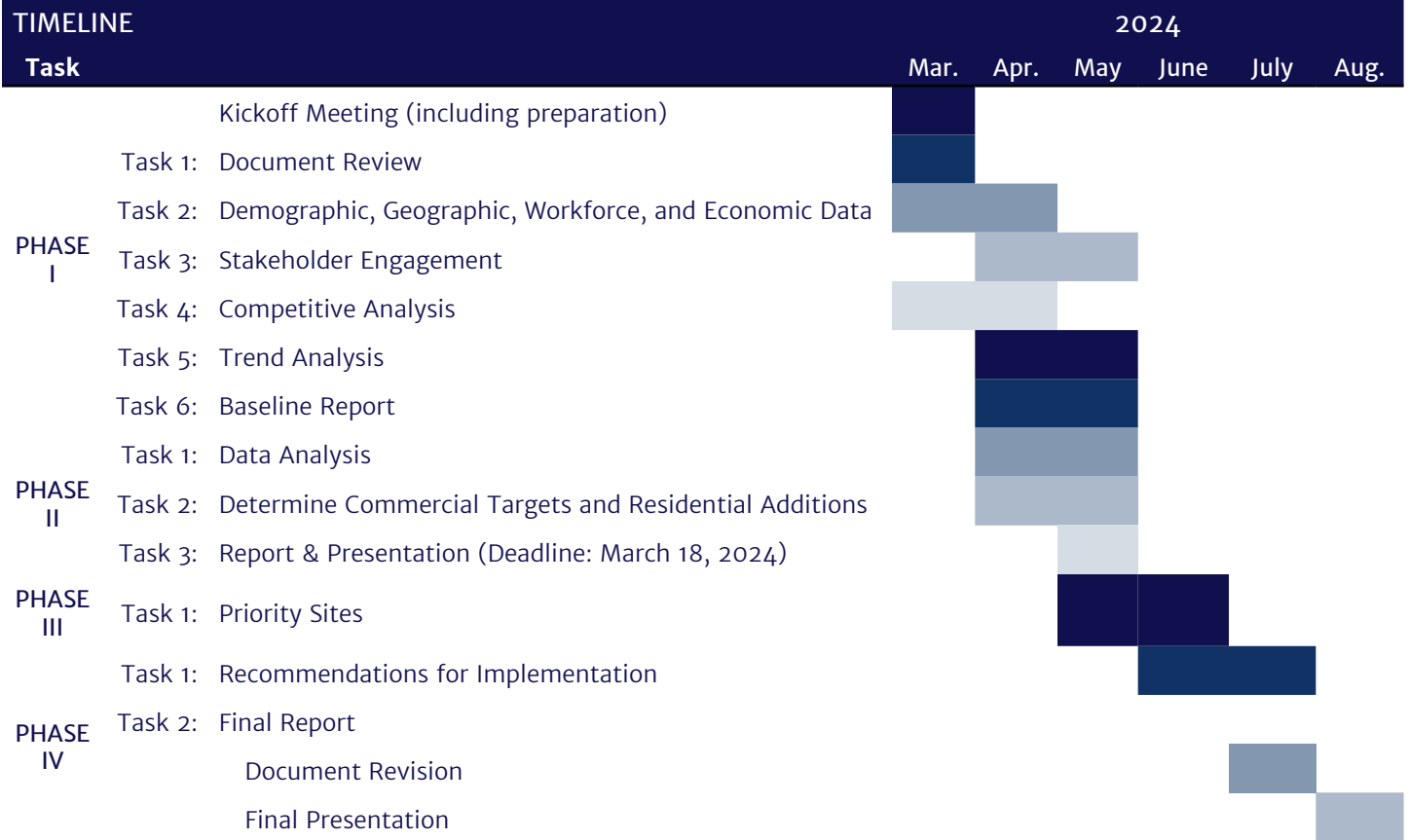
Our team identified 18 different areas to analyze, resulting in five top priority areas in which properties could be assembled for 1/2-acre or larger redevelopment sites. The top five priority areas became priorities based on their level of blight, willingness of owners to discuss a sale, and future redevelopment potential.



Reference

Tom Otto, Economic Development Specialist
Economic Development Division
P.O. Box 2983
Madison, Wisconsin 53701-2983
Tel 608 243 0178 Fax 608 261 6126
Email totto@cityofmadison.com
Web www.cityofmadison.com/business

8 | TIMELINE & BUDGET



BUDGET		K. Peterson	D. Sarver	T. Fish
Task		Hours	Hours	Hours
PHASE I	Kickoff Meeting (including preparation)	2	2	2
	Task 1: Document Review	1	1	1
	Task 2: Demographic, Geographic, Workforce, and Economic Data	2	8	1
	Task 3: Stakeholder Engagement	12	4	6
	Task 4: Competitive Analysis	8	10	10
	Task 5: Trend Analysis	2	16	4
PHASE II	Task 6: Baseline Report	10	20	6
	Task 1: Data Analysis	12	24	12
	Task 2: Determine Commercial Targets and Residential Additions	30	20	20
PHASE III	Task 3: Report & Presentation (Deadline: March 18, 2024)	40	30	30
	Task 1: Priority Sites	10	4	4
PHASE IV	Task 1: Recommendations for Implementation	18	12	8
	Task 2: Final Report	10	16	8
Total Hours		157	167	112
Cost Subtotal		\$67,805		
Travel Expenses (mileage from Madison)		\$1,905		
TOTAL		\$69,710		



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THANK YOU



REDEVELOPMENT
RESOURCES

722 Traveler Lane
Madison, WI 53718
Phone: 715-581-1452
kristen@redevelopment-resources.com
www.redevelopment-resources.com



March 1, 2024

City of Mequon Real Estate Market Analysis

THIS AGREEMENT made the 12th day of March 2024, by and between Redevelopment Resources, LLC, hereafter called the Consultant, and the City of Mequon hereinafter called the Client.

Included in the scope of services would be all activities related to the Real Estate Market Analysis as described in the Consultant's Amended Proposal dated February 7, 2024, attached hereto as Exhibit A, including:

Phase I

1. Demographic, market, and housing data collection and analysis
2. Stakeholder Engagement
3. Competitive Analysis
4. Trend Analysis
5. Baseline Report

Phase II

6. Complete analysis of the data
7. Determination of commercial targets and residential additions
8. Report and Presentation

Phase III

9. Priority Sites/Areas

Phase IV

10. Recommendations for implementation
11. Final Report (August 30, 2024)

CONTRACT PRICE

The Client shall pay the Consultant for scope of services to be performed and deliverables, the rate of \$155.52/hour, not to exceed \$67,805, plus mileage (approximately \$1,905) for a total contract amount of \$69,710, to be billed in periodic progress payments based on hours worked. Expenses to be billed at cost, including mileage, design if applicable, and printing of final documents.

FEES & EXPENSES

In consideration for performance of the services specified above, the Client shall pay Consultant as invoiced for progress toward work completed. Such payment shall be due and payable within 30 days of the invoice date. It is estimated Consultant team members will visit the community a minimum of four times to carry out the scope of services. Team members will be reimbursed for mileage at the current IRS

Redevelopment Resources, LLC
P. O. Box 14357, 722 Traveler Lane, Madison, WI 53718
715-581-1452 www.redevelopment-resources.com



March 1, 2024

mileage reimbursement rate. Other expenses will be billed at cost. Total amount for work performed in the creation of the final product including mileage expense shall not exceed \$69,710.

TERM

The term of this contract shall begin on March 18, 2024, and end when work is completed, approximately August 30, 2024. The Client and Consultant shall periodically review the performance of the terms of the contract and agree upon objectives. Any additional services contracted will be addressed with a separate agreement for services. No such services shall be rendered, and no additional expenses or costs shall be incurred without the prior written approval of the client as evidenced by the separate agreement or amendment to this agreement.

CONTRACT MODIFICATION, TERMINATION AND TRANSFER

- A. **Modifications:** This Contract may be modified by mutual written agreement of both parties.
- B. **Termination:** This Contract may be terminated by either party, with or without cause, by written notification from either party to the other at least 30 days prior to the intended termination date. Should this occur, the Client shall be required to pay Consultant for any work completed to that point. If Client terminates this contract due to contractor's default, after notice has been given and an opportunity to cure provided, then no further payments shall be due under this contract.

INDEMNIFICATION

Consultant agrees to indemnify and hold harmless Client and its officers and employees from any liability, claims, suits or causes of action arising out of the provision of management services under this Agreement attributable to the negligence of the Consultant or Consultant's officers, employees, or agents. Said indemnification shall include payment of all damages, costs, and attorney's fees. Nothing contained within this agreement is intended to be a waiver or estoppel of the City or its insurer to rely upon the limitations, defenses, and immunities contained within Wis. Stat. ss. 345.05 and 893.80. To the extent that indemnification is available and enforceable, the City or its insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established by Wisconsin law. Likewise, Client shall also hold Consultant harmless from any liability, claims, suits or causes of action arising out of the provision of management services under this Agreement attributable to the negligence of the Client or Client's officers, employees or agents.

NON-EXCLUSIVE SERVICES

The Client acknowledges that the services of Consultant rendered under this contract are non-exclusive and Consultant's fee has been established on that basis. During the term of this contract the Consultant shall be free to render services, similar or dissimilar to the services rendered hereunder to third parties, provided that the services rendered by Consultant to third parties do not directly compete with the services which Consultant is performing for the Client and further provided that the rendering of services to the third parties does not compromise Consultant's business and ethical obligations to the Client.



March 1, 2024

KEY PERSONS

The Client hereby designates the Assistant Director of Community Development as official contact person and liaison with Consultant in all matters relating to the contract. It is understood by both parties to this contract that all official communications, directions, and assignments shall come from or be authorized by the above-mentioned officers. Kristen Fish-Peterson, Managing Partner of Redevelopment Resources, shall be the primary contact for Redevelopment Resources.

GENERAL PROVISIONS

1. This Agreement will be the entire agreement, and only agreement between the Client and Consultant, and shall supersede any previous agreements between the Client and Consultant. Any changes to this agreement will be invalid unless signed and dated by both an authorized officer of the Client and Consultant and attached and made part of this agreement.
2. If any term or provision of this agreement or applicable part hereto shall be void, illegal or unenforceable, the validity of the remaining terms or provisions shall not be affected thereby. Furthermore, the failure of either party to enforce any of the provisions of this agreement in any interest will not be construed as a waiver of its right to enforce such provision either currently or in the future.
3. This agreement shall be subject to, interpreted under, and enforceable according to the laws of the State of Wisconsin. Any judicial action arising directly or indirectly from this agreement shall have its venue in the Courts of the State of Wisconsin, and in the County of Dane.

 (City Representative)

 Date

 Kristen Fish-Peterson - Redevelopment Resources

 Date

EXHIBIT 1

(Project proposal attached)



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: William Jones, City Administrator
DATE: March 7, 2024
SUBJECT: RESOLUTION 4106 A Resolution Amending the City's FY2024 Compensation Plan, in Connection with Establishment of a Full-Time Management Intern Position During 2024-2025

Background

With adoption of the organization's first-ever Strategic Plan in mid-2022, staff has worked with the Common Council over the last two budgeting cycles to align spending decisions with identified priorities, and to implement the Plan's goals and objectives. As work continues on a wide number of departmental initiatives shared with the Council at the end of last year and in advance of a mid-Strategic Plan Workshop scheduled for later this spring, the City Administrator's Office has identified an opportunity to temporarily augment the City's staffing levels to help accomplish many of the aims contained in the current Plan, which runs through 2025.

Accordingly, staff is recommending the City serve as a host community for the 2024-2025 Management Fellow Program administered by the International City County Management Association (ICMA). Under this initiative, the City would agree to hire a recently graduated student with a master's degree in public administration (M.P.A.) to work in the community for one year. Similar to other periodic internship opportunities Mequon has supported through the years, the City would gain access to additional resources to help drive implementation of the aforementioned strategic plan, while contributing to the growth and development of an aspiring city management professional. Additionally, and given the cyclical nature of the City's annual operating calendar, this position could also be available to assist with other ongoing efforts as well, including election administration, budget development and special events, to name a few.

Analysis

As indicated in the proposed work plan (a copy of which is attached), the Management Intern would receive broad exposure to City operations and be available to provide support on a number of key projects across all of the organization's major operating departments. Presently, there are more than thirty individuals signed up to participate in ICMA's program during the 2024-2025 cycle (approximately July 1, 2024 - June 30, 2025) and approximately twenty communities that have indicated an interest in serving as a host. Historically, the City of River Falls, Wisconsin, has regularly participated as a host community, and is once again designated to take part in the coming year. In connection with this opportunity, staff is seeking Common Council consideration of an amendment to Step 1 of the FY2024 Compensation Plan, to allow for the hiring of a temporary, full-time Management Intern starting later this year.

Fiscal Impact

The estimated cost for hosting a full-time Management Fellow for a period of one year is estimated at \$57,275. This includes a projected annual salary of \$50,000, as well as other ancillary costs related to payroll taxes (e.g., FICA, Medicare) and participation in the Wisconsin Retirement System (WRS). Available funds to pay for this one-time expense are available within the City's existing Spending Plan for funds received through the American Recovery Plan Act (ARPA), which includes a line item for various employee-related costs (e.g., temporary staffing, compensation analysis, ergonomic equipment, etc.).

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on March 12.

Attachments:

2024 COMPENSATION PLAN AMENDMENT - 3.12.24 (PDF)

ICMA MANAGEMENT INTERN WORK PLAN (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4106

A Resolution Amending the City's FY2024 Compensation Plan, in Connection with
Establishment of a Full-Time Management Intern Position During 2024-2025

RECITALS

A. In late 2023, the City of Mequon adopted the Fiscal Year 2024 Compensation Plan that sets forth job positions and their assigned pay grades for non-represented employees.

B. The City Administrator's Office has identified an opportunity for the City to temporarily augment current staffing levels in support of implementing various goals and objectives identified in the organization's 2022-2025 Strategic Plan.

C. This has resulted in the proposed establishment of a temporary, full-time Management Intern position for a period of one year, in connection with the Management Fellow Program administered by the International City County Management Association (ICMA).

D. Sufficient funds are available to support the establishment of the Management Intern position from mid-2024 through mid-2025, within the City's approved Spending Plan for funds received via the American Recovery Plan Act (ARPA).

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 2024 Compensation Plan for Non-Represented Employees is amended, in order to establish a full-time Management Intern position at Pay Grade 1.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 12, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 12, 2024.

Caroline Fochs, City Clerk

**CITY OF MEQUON, WISCONSIN
FY2024 EMPLOYEE COMPENSATION PLAN**

Pay Grades	2024 Pay Ranges					JOB POSITION
	Minimum	Q1	Midpoint	Q3	Maximum	
1	\$44,125	\$47,554	\$51,847	\$55,708	\$59,569	Management Intern
2	\$48,538	\$52,309	\$57,032	\$61,279	\$65,526	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist
3	\$53,391	\$57,540	\$62,735	\$67,407	\$72,079	Accounting Specialist Buildings Maintenance Worker Equipment Operator Forestry Worker Highway Worker Human Resource Coordinator Parks Worker Permit Coordinator Sewer Maintenance Worker
4	\$59,884	\$64,537	\$70,364	\$75,604	\$80,844	Administrative Coordinator Engineering Field Coordinator Engineering Technician Executive Assistant - Communications Highway Section Foreman Mechanic Sewer Section Foreman
5	\$64,675	\$69,700	\$75,993	\$81,652	\$87,311	Planner I Building Inspector Public Safety IT Specialist
6	\$69,849	\$75,276	\$82,072	\$88,184	\$94,296	Assistant Finance Director Fleet Superintendent
7	\$75,437	\$81,298	\$88,638	\$95,239	\$101,840	Buildings Superintendent Highway Superintendent Inspections Supervisor Parks & Forestry Superintendent Sewer Superintendent
8	\$86,675	\$94,492	\$104,009	\$112,677	\$121,344	Assistant City Engineer Assistant Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	\$104,009	\$113,391	\$124,811	\$135,212	\$145,613	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	Established by Contract					City Administrator

Attachment: 2024 COMPENSATION PLAN AMENDMENT - 3.12.24 (RESOLUTION 4106 : A Resolution Amending the City's FY2024

MANAGEMENT FELLOW WORKPLAN

2024 - 2025





About the City of Mequon

Located on the western shores of Lake Michigan just north of Milwaukee, the City of Mequon boasts lakeshore bluffs, stately homes, farmland, expansive open space, a variety of amenities, and access to the Interstate 43 for a convenient commute to downtown Milwaukee. Mequon's rural heritage is preserved by high development standards and low-density zoning regulations.

Mequon has a population of more than 25,000, with one of the lowest crime rates and one of the lowest tax rates in the Metropolitan Milwaukee area. Learn more by visiting the City's website, www.ci.mequon.wi.us.

Fellow's Duties and Responsibilities

The Workplan has been designed to assist the City of Mequon with current elements outlined in its Strategic Plan, including the five focus areas of Capital Improvements, Customer Service, Financial Stewardship, Public Safety, and Quality of Life. The Fellow will have exposure to all City Departments and assist with daily operations that may include, but not be limited to, work on the following initiatives:

- Community Survey
- Land Management System
- GIS Utilization & Maximization
- New Legislative Management System
- 2024 Presidential Election
- IT Strategic Plan Implementation
- Joint Library Agreement
- 2025 Budget Development
- Southern Ozaukee Fire & EMS Department Strategic Plan
- Employee Handbook Update
- Employee Self-Service Module
- Sustainability Plan
- Social Media Coordination/Content Development
- City Festivals: Taste of Mequon & Winter Wonderland

Minimum Qualifications

Recent graduates or students graduating in the spring in Public Administration, Public Affairs, Public Policy, or related master's degree programs. This is a full-time position including full benefits and salary starting at \$50,000. Fellows are special limited term interns for one year, beginning on or around June 1 or July 1, 2024.

For further information, please contact William Jones, Mequon City Administrator, at (262) 236-2940/ wjones@ci.mequon.wi.us.



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: February 28, 2024
SUBJECT: Review of Proposed Financial Policy Change Recommendations

At the January 9th Finance-Personnel Committee meeting, staff introduced the commencement of the project to review the City's financial policies. During February's meeting, the budgeting policies were reviewed which include the following: 1) Budgeting, 2) Amending the Budget, 3) Reserve Requirements, 4) Revenues, 6) Expenditures, 10) Accounting, Auditing & Financial Reporting, and Appendix A.

For the March meeting, staff reviewed the Purchasing Policy, Policy Statement 11. Finance again accumulated feedback from City leadership which has been enclosed in this memo.

Notably, changes have been made based on pending legislation (AB-723 Bidding Thresholds) which has been passed by both houses, the Assembly and the Senate. If approved by the Governor, the local government competitive bidding thresholds will increase from \$25,000 to \$50,000. Under the assumption that this bill will pass, the various dollar thresholds established within this policy have been proportionally adjusted. City staff will be prepared to discuss the recommendations contained along with any others recommended by the Committee.

Attachments:

2024 CITY FINANCIAL POLICIES Change Recommendations Mar24 (PDF)

POLICY STATEMENT 11 PURCHASING POLICY

The City of Mequon, as a local government entity, must ensure that the expenditure of funds occurs in a manner that balances the desire for lowest cost to the City with an expectation of a quality product. The purpose of this policy is to provide guidance and procedures to be followed for procurement of goods and services for all City departments, ~~within the scope of Chapter 2 of the Mequon Municipal Code.~~ The controls and procedures set forth are intended to provide reasonable assurance that the lowest cost, ~~and~~ highest quality good or service is obtained, while balancing the need for flexibility in department operations. This policy covers items that have been included in the City budget as approved by the Common Council; any items in excess of \$50,000 not included in the budget require specific approval by ~~a sub-committee of the Finance- Personnel Committee~~ ~~Common Council~~ and where applicable, the Common Council prior to purchase.

Commented [WJ1]: Amend/update Municipal Code to eliminate any such references. The rules related to purchasing be contained in either a Policy or the Code, not both.

Process Overview:

A. General

1. Procurements consist of the following three major categories:
 - a. Goods (tangible items): e.g., equipment, supplies, vehicles
 - b. Services: items requiring outside labor, maintenance agreements, etc.
 - c. Facility maintenance, construction of public buildings and improvements
2. The provisions of Wisconsin Statute Section 62.15 apply to procurements involving public construction and take precedence over any portion of this policy that may conflict with that statute.
3. Department Heads have the responsibility for procurement in their respective departments which includes having the delegated authority to be a purchasing agent of the City. A Department Head is defined as the City employee having responsibility for the department on behalf of which monies were appropriated in the City budget for purchase.
4. ~~It is the responsibility of the Finance Department to monitor compliance with City procurement policies and procedures. The Assistant Finance Director has been delegated the authority to be the City's purchasing agent. As part of monitoring compliance, the Finance Department may perform periodic audits of procurement practices. The City's independent auditors may also perform such audits.~~
5. ~~As part of monitoring compliance, the Finance Department may perform periodic audits of procurement practices. The City's independent auditors may also perform such audits.~~

~~6.5.~~ ~~An monthly annual~~ report of ~~all purchases~~~~procurement transactions~~ will be developed for presentation to the Finance-Personnel Committee, covering a description of the purchased item, the vendor or firm from whom the items/service was purchased, and the amount paid~~the nature of procurements, any material exceptions to policies discovered as part of monitoring compliance, and recommendations for policy changes (if applicable).~~

~~7.6.~~ When an emergency will not permit the use of the competitive processes outlined in this policy, the applicable ~~D~~department ~~H~~head, Finance Director, and/or the City Administrator may determine the procurement methodology most appropriate to the situation. Appropriate documentation of the basis for the emergency should be maintained. In a non-emergency situation that does not allow time to obtain three bids, the Common Council will be notified as soon as possible, and staff will address the purchase in a ~~meeting packet memo~~randum to the Council. Any emergency or non-emergency purchase in excess of the threshold requiring Council approval will be brought to the Common Council for ratification at its next meeting.

~~8.7.~~ In situations of extreme price volatility, the Department Head may approve the purchase and then submit the requisition for approval in arrears. Appropriate documentation of vendors solicited for bids shall be maintained.

B. Purchase of Goods

1. Guidelines for Approval Authority of Purchases:

- a. Under ~~\$105,000~~: Department Head must approve prior to purchase. It is recommended that competitive quotes be obtained, but specific documentation is not required.
- b. ~~\$105,000 to \$19,999~~~~10,000~~: Department Head approval required; competitive quotes must be documented via a bid sheet or similar. ~~Quotes must be submitted to the Finance Department prior to Purchasing Agent approval.~~—The purchasing requisition will be reviewed and approved by the Finance Director or, in his/her absence, Assistant Director before being processed.
- c. ~~\$240,000 to \$4924,999~~~~5,000~~: Department Head approval required; competitive quotes must be documented via a bid sheet or similar. ~~Quotes must be submitted to the Finance Department prior to Purchasing Agent approval.~~—The purchasing requisition will be reviewed and approved by the Finance Director or, in his/her absence, Assistant Director before being processed. In addition to the prior approvals, the purchasing requisition will be reviewed and approved by the City Administrator before being processed.
- d. ~~Over \$5025,000~~ or More: Competitive bids or proposals are required; must submit to a subcommittee of the Common Council and Common

Council for approval prior to purchase. Finance Director and City Administrator approval is required before requisition may be processed.

2. Unless there is only one qualified source, bids or quotes should be obtained from at least three vendors.
3. In general, the lowest responsible bid should be accepted for procurements. Awards shall be made only to responsible vendors that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.
4. Sole source purchases are allowed in the following circumstances:
 - a. The item or service is only available from a single source;
 - b. After competitive procurement solicitations, competition is determined to be inadequate;
 - c. The purchase is from another governmental body; or
 - d. The item is being purchased through a cooperative purchasing arrangement such as the State bid list, or State of Wisconsin VendorNet.
5. Use of Purchase Orders:
 - a. In general, purchase orders are required for all purchases. Purchase orders are to be issued prior to obtaining the item. Payment to the vendor will not be made and/or items are subject to return if a purchase order is not authorized prior to the purchase.
 - b. Standard purchase orders are issued for specific items. The receipt of these items might be spread out over a period of time, but the purchase order is valid only for the items listed on it.
 - c. Blanket purchase orders are issued on an annual or periodic basis to vendors with whom multiple purchases will be made on an ongoing basis. Examples include office supplies, repair parts, library books, or other materials/supplies for which the exact quantities are not known.
 - d. Confirming purchase orders, for items ordered verbally, are to be used in emergency situations only.
6. The following items must be purchased using a centralized purchasing process, coordinated by the Information Technology~~Finance~~ Department:
 - a. Copiers
 - b. Computer hardware/software
 - c. Furniture
 - d. Audiovisual equipment
 - e. Other items with universal use throughout the City, (i.e., items that are not department specific).

C. Contracts for Services

1. The City Attorney should be consulted on the need for legal review of contracts.
2. Where applicable, a competitive process for selection of vendors for contracts for services must be used, under the guidance outlined for purchases of goods outlined in Section B above.
3. Contracts for services that are not specifically identified in the budget shall be presented to the appropriate sub-committee and Common Council for review and approval prior to signing, ~~regardless of cost.~~
4. The following approval thresholds (after applicable legal review) are to be used:
 - a. Under ~~\$105,000~~: Department Head
 - b. ~~\$105,000 - \$19,999~~~~10,000~~: Department Head and Finance Director
 - c. ~~\$240,000 - \$4924,999~~~~5,000~~: Department Head, Finance Director and City Administrator
 - d. ~~Over \$5025,000~~ or More: Department Head, Finance Director, City Administrator and Common Council, including applicable sub-committee
5. The Mayor and City Administrator shall sign contracts on behalf of the City. Prior to signing any service contract, regardless of size, the Mayor may refer the contract to a sub-committee and Common Council for review and approval. Certain contracts or agreements may require the Council provide authorization to a specified Department Head. ~~Unless otherwise required, general authority to enter into contracts within the constraints of this policy is delegated to the Mayor and City Administrator and may be changed from time to time via resolution adopted by the Council. No contracts will be processed without documentation that the approval process has been followed and appropriate reviews completed.~~
6. Change orders on construction or similar contracts will follow the thresholds for approval of contracts for services. The Department Head has the option at any time to refer the request for a change order to the Finance-Personnel Committee and/or another board, commission, or committee as appropriate.

D. Facility Maintenance, Construction of Public Buildings and Improvements

1. Facility maintenance projects can be a hybrid of service contracts, purchase of equipment/supplies and/or construction. As a result, special consideration of these projects from a procurement standpoint is warranted.
2. The Public Works Department, along with the City Administrator's Office and any other applicable department (i.e., Police Department) ~~are~~^{is} responsible for oversight and coordination of all City facility maintenance and construction projects.

3. The following guidelines are to be used with respect to facility maintenance and construction project procurements:
- a. Projects under ~~\$105,000~~: No specific contract or bids required, similar to purchases of goods or service contracts. Applicable terms and conditions will be attached as an addendum to the purchase order as necessary.
 - b. Projects ~~over~~ \$105,000 or More: Will follow the bidding or contract approval process set forth in Sections B and C above, based on the type of equipment or service. The Director of Public Works is responsible for ensuring that facility maintenance projects that fall under public construction statutes are properly bid in accordance with applicable laws.

2024 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
March	- Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022 - Resolution Authorizing a Contract with Redevelopment Resources in the Amount of \$69,710 for a Mequon Port Washington Road Market Analysis - Resolution Amending the City's FY2024 Compensation Plan and Allocation of Funding Received through the American Rescue Plan Act, in Connection with the Establishment of a Full-Time Management Intern During 2024-2025 - Review of City's Budgeting Financial Policies

Future Agenda Topics

- Financial Policy Review - Investments Asset Allocation Review - Life Insurance Review	- Library Review - Payment in Lieu of Tax (PILOT) Agreements - City Ordinance Reconciliation
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2024 Completed Items

Denial of Sybaris Liquor License Agreement Revision Request	Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennie Field
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