



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

www.cityofmequonwi.gov

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, May 13, 2025

6:15 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. Finance-Personnel Meeting Minutes of April 8, 2025

3) License Applications

Action requested: review and approve

a. May 2025 Licenses

4) Vouchers Paid

a. April 2025 Vouchers Paid List

5) Ordinances

Action requested: review and recommend approval

a. **ORDINANCE 2025-1680** An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees

6) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4208** A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025 - December 31, 2025

7) Discussion Items

Action requested: discuss and take action as needed

a. 2025 YTD Budget Report as of March 31, 2025

b. Cash & Investment Report as of 03/31/2025

c. Finance - Personnel Work Plan

8) Adjourn

Dated: May 13, 2025

/s/ Andrew Nerbun, Chair

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

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

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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, April 8, 2025

7:00 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, Brenda Arnett, Finance Director, Caroline Fochs, City Clerk, Justin Schoenemann, Assistant City Administrator and Brian Erlichman, Telecom Fitness.

2) Approve Meeting Minutes

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

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

AYES: Gebhardt, Parrish, Strzelczyk
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3) License Applications

a. April, 2025 Licenses

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

AYES: Gebhardt, Parrish, Strzelczyk
--

4) Vouchers Paid

a. March 2025 Vouchers Paid List

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

Attachment: 040825 (10258 : April 8, 2025 Finance-Personnel Committee Meeting Minutes)

SECONDED BY: Alderman Strzelczyk

AYES: Gebhardt, Parrish, Strzelczyk

5) Resolutions

- a. **RESOLUTION 4197** A Resolution Approving a Second Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11333 North Buntrock Avenue Through 2049

Assistant Administrator Schoenemann briefed the Committee on the background of this license agreement and the new agreement that is set to extend by an additional five automatically renewing five-year terms. If left unchanged for the next twenty-five years, the City is projected to receive over \$2.1M in cell tower lease revenue.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

- b. **RESOLUTION 4198** A Resolution Awarding a Contract for Replacement of the City-Wide Voice Over Internet Protocol (VOIP) Phone System and Five Years of Service Support to RingCentral of Denver, Colorado, in the Amount of \$86,575

Mr. Schoenemann explained the background of the current phone system and the Request-for-Proposals (RFP) that was issued in January 2025 to select a replacement. Brian Erlichman from Telecom Fitness, the City's long-term telecommunications advisor, assisted the City with the effort.

The one amendment is a typo in section D of the recitals. The amount should read \$86,575.

RESULT: **Approved with Amendments [Unanimous]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

- c. **RESOLUTION 4199** Adoption of a Resolution Authorizing a Sixth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

6) Discussion Items

- a. Finance - Personnel Work Plan

Attachment: 040825 (10258 : April 8, 2025 Finance-Personnel Committee Meeting Minutes)

The Insurance Review and Library Review are to be discussed with the relevant parties in the next few months. The fundraising efforts will commence once the Civic Campus Master Plan is finished.

7) Adjourn

A motion to adjourn was made at 7:23 PM by Alderman Parrish, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director



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 Mequon, WI 53092-1930
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 Fax: 262/242-9655

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Office of the City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: May 13, 2025
SUBJECT: May 2025 License Applications

Following are recommended approvals:

Class B Beer and Class B Liquor License - New Change of Agent Only - for the period of May 13, 2025 - June 30, 2025

Family Entertainment, LLC DBA North Shore Cinema,
 11700 N. Port Washington Rd.
 New Agent: LaMarvon J. Jackson.

Liquor License Renewals for the period of July 1, 2025 - June 30, 2026 (Pending all inspections)

Class B Beer and Class B Reserve Liquor License

- Lowlands Group LLC DBA Café Hollander
 5900 W. Mequon Rd.
 Agent: Eric G. Wagner
- First Watch Restaurants Inc. DBA First Watch #6009
 11032 N. Port Washington Rd.
 Agent: Bryce J. Kingsbury
- Rays Mequon LLC DBA Ray's Wine and Spirits
 7555 W Mequon Road
 Agent: Michael J Gardner
- Mequon Spur 16 LLC DBA Spur 16
 6300 W. Mequon Rd.
 Agent: Brittany Mattson

Class B Beer and Class B Liquor License

- HGC River Club, LLC DBA River Club of Mequon
 12400 N. Ville du Parc Drive
 Agent: John A. Robinson
- St. Paul Fish Company Mequon LLC DBA St. Paul Fish Company
 6200 W. Mequon Rd.
 Agent: Timothy G. Collins
- Homeplate Asylum LLC DBA Homeplate Asylum
 7520 W. Donges Bay Road
 Agent: Scott A. Gierach
- Ozaukee Country Club DBA Ozaukee Country Club
 10823 N. River Rd.
 Agent: William D. Norem
- Olivers Food, LLC DBA Boca Rica
 6300 W. Mequon Rd., Unit 103
 Agent: Oliver Hunt

Attachment: 5.13.25 (10359 : May 2025 Licenses)

- Harvey's Central Grille Inc. DBA Harvey's Central Grille
1340 W. Town Square Rd.
Agent: Amelia C. Betzhold
- The Landmark Inn LLC DBA The Landmark Inn
10634 W. Freistadt Rd.
Agent: Amy K. Block
- Newcastle Place LLC DBA Newcastle Estates
1100 W. Estates Drive
Agent: Dodie A. Novak
- Newcastle Place LLC DBA Newcastle Place
12600 N. Port Washington Rd.
Agent: Dodie A. Novak
- Outpost Natural Foods Cooperative DBA Outpost Natural Foods
7590 W. Mequon Rd
Agent: Edward J Senger
- Howard J. Schroeder Legion Club, Inc. DBA Howard J. Schroeder Legion Club
6050 W. Mequon Rd.
NEW Agent: Michael Wetzell
- Burger Joint LLC DBA Crave Bar and Food
10401 N. Port Washington Rd.
Agent: Angela Pagoulatos
- Chancery Restaurant of Mequon, Inc. DBA Chancery Pub & Restaurant
11046 N. Port Washington Rd.
Agent: George N. Flees
- DREKS LLC DBA Range Line Inn
2635 W. Mequon Rd.
Agent: Kristy J. Knudsen
- Elite Mequon LLC DBA Elite Mequon
11616 N. Port Washington Rd.
Agent: Peter Goldman
- Family Entertainment, LLC DBA North Shore Cinema
11700 N. Port Washington Rd.
Agent: LaMarvon J. Jackson

Class B Beer License

- Sodexo Operations, LLC DBA Sodexo Operations (Concordia)
12800 N. Lake Shore Drive
Agent: Angela E. Jensen

Class B Beer and Class C Wine License

- Barthel's Bakery LLC DBA Barthel's Bakery
12246 N. Farmdale Rd.
Agent: Suzanne M. Knudsen

Class A Beer and Class A Liquor License

- Mega Marts, LLC DBA Metro Market #890
11558 N Port Washington Rd
Agent: Mary Reske
- Soomnath Hospitality LLC DBA Sybaris
10240 N. Cedarburg Rd
Agent: Frederick M. Wahlen
- Kwik Trip Inc. DBA Kwik Trip 325
10360 N. Cedarburg Rd.
Agent: Alyssa C. Kegel

- Bonus Inc. DBA Olsen's Piggly Wiggly #200
6111 W. Mequon Rd.
Agent: Ryan L. Olsen

Secondhand Jeweler Dealer License - New for the period January 1, 2025 - December 31, 2025

The Jewelry Center
1515 W Mequon Road,
Owner: Dean Murray

Peddler Class A Licenses - New for the period of May 16, 2025 - August 16, 2025

TruGreen

8120 W Bradley Road
Milwaukee, WI 53223

Request to provide door-to-door selling of lawncare, pest control, and horticultural services.

Applicant Name: Jacob Lawrence Perry

LeafFilter Gutter Protection

1020 James Dr. Suite A
Hartland, WI 53029

Request to offer free gutter inspection and free appointment with estimator/representatives for gutters, filters, services and installation.

Applicant Name: Jedidiah Dan Polly

Moxie Pest Control

9055 N 51st Street Suite H
Brown Deer, WI 53223

Request to provide door-to-door selling of pest control services.

Applicant Names:

Chad Whitney Boyer
Logan Mitchell Conover
Derek Thomas Costellon
Tyler Dane Herbert
Jace Wayne Everett Johnson
Bryson Peter Kroupa
Jacob Leonardo Manfredi
Luke Anthony Quintana
Ryan Adam Stanfill, Jr.
Jacob Trudeau

Richmond Investment Services

7702 W. Mequon Rd. Mequon, WI 53097

Request to provide financial services door-to-door.

Applicant Name: Marcus J. Mrugala

Vending Distributor Licenses - Renewals for the period of July 1, 2025 - June 30, 2026

Wisconsin P & P Amusement

12565 W. Lisbon Rd. Brookfield, WI 53005

Owner: Michael Louis Wiegel

Machines Located at: Homeplate Asylum 7520 W. Donges Bay Road; Korner Q's Eatery Bar and Grill 10631 W. Freistadt Rd.; Spanky's Hideaway 5208 W. County Line Rd.; Mequon Pizza Company 12020 N. River Rd.; Ozaukee Ice Center 5505 W. Pioneer Rd.; White Rabbit 14015 N Cedarburg Rd.

Red's Novelty

1921 S. 74th St. West Allis, WI 53219

Owner: Jay G. Jacomet

Machines Located at: Crave Bar & Food 10401 N. Port Washington Rd., River Club of Mequon 12400 N. Ville du Parc Dr.

Mitchell Novelty Co.

3506 W. National Ave. Milwaukee, WI 53215

Owner: Ralph A. Fleege

Machines Located at: The Landmark Inn 10634 W. Freistadt Rd.

Following are recommended denials: None.

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID: APRIL 2025

GENERAL FUND (0110)	\$ 674,760.06
SPECIAL REVENUE FUND (0210)	5,719.00
PARKS & OPEN SPACE (0220)	1,800.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	59,769.90
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	6,030.94
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	180,225.88
SEWER UT FUND (0610)	29,161.42
WATER UT FUND (0620)	127,147.95
TAX FIDUCIARY FUND (0810)	86.13
TOTAL	<u>\$ 1,084,701.28</u>

Attachment: Voucher List (10299 : April 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$1,084,701.28
				Line item amount	
Arterial Road Projects	10230	CONLEY PUBLISHING GROUP LTD	2025 ROAD MAINTENANCE CRACK SEAL AND GSB-88		169.00
Arterial Road Projects Total					169.00
Assessor	13129	CATALIS TAX & CAMA INC	2024 ASSESSMENT RETAINAGE		16,000.00
Assessor	13129	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT-INSTALLMENT #1		13,333.33
Assessor	13129	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT-INSTALLMENT #2		13,333.33
Assessor	13129	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT-INSTALLMENT #3		13,333.33
Assessor	13129	CATALIS TAX & CAMA INC	2025 ASSESSOR CONTRACT-INSTALLMENT #4		13,333.33
Assessor	12106	STARCAP MARKETING LLC	ASSESSOR'S OFFICE SKETCHING LICENSE		571.00
Assessor	12392	AMERICAN BUSINESS TECHNOLOGIES, INC.	2025 ASSESSOR OFFICE MAILINGS		159.90
Assessor Total					70,064.22
Building Maintenance	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	FAILED MOTOR & SWITCH ON COMPRESSOR AT SB		2,939.52
Building Maintenance	13601	ENVIRONMENT CONTROL OF WISCONSIN, INC.	CLEANING SERVICES RES 4180		2,830.00
Building Maintenance	13601	ENVIRONMENT CONTROL OF WISCONSIN, INC.	CLEANING SERVICES RES 4180		2,575.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	MARCH HVAC CONTRACT		1,887.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPAIR BLOWN MOTOR ON COIL HEATER @ SAFETY BUILDIN		1,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPLACE FAN MOTOR PD CLERKS		1,605.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	CITY HALL BOILER PUMP REPLACEMENT		1,575.00
Building Maintenance	13601	ENVIRONMENT CONTROL OF WISCONSIN, INC.	CLEANING SERVICES RES 4180		1,326.00
Building Maintenance	11145	TELOCIN GROUP INC	DPW GENERATOR CONTRACT		1,100.00
Building Maintenance	11145	TELOCIN GROUP INC	SAFETY BUILDING GENERATOR COOLING SYSTEM REPAIR		980.00
Building Maintenance	11468	CEDARBURG OVERHEAD DOOR LLC	DOOR 20 LIGHT CURTAIN REPAIR DPW		979.00
Building Maintenance	11145	TELOCIN GROUP INC	CITY HALL GENERATOR COOLING SYSTEM/RADIATOR REPLAC		860.00
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS		703.00
Building Maintenance	13011	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT 2ND QUARTER		654.00
Building Maintenance	11145	TELOCIN GROUP INC	SAFETY BUILDING GENERATOR COOLING SYSTEM REPAIR		560.00
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.50
Building Maintenance	11145	TELOCIN GROUP INC	DPW GENERATOR CONTRACT		497.43
Building Maintenance	12524	WISCONSIN STEAM CLEANER SALES COMPANY INC	DPW PRESSURE WASHER CONTRACT & REPAIR		440.33
Building Maintenance	11145	TELOCIN GROUP INC	CITY HALL GENERATOR COOLING SYSTEM/RADIATOR REPLAC		406.82
Building Maintenance	11145	TELOCIN GROUP INC	SAFETY BUILDING GENERATOR COOLING SYSTEM REPAIR		339.66
Building Maintenance	12524	WISCONSIN STEAM CLEANER SALES COMPANY INC	DPW PRESSURE WASHER CONTRACT & REPAIR		325.00
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT MARCH CITY HALL		324.79
Building Maintenance	11468	CEDARBURG OVERHEAD DOOR LLC	DOOR 20 LIGHT CURTAIN REPAIR DPW		293.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	FILTERS FOR CITY HALL HVAC		266.36
Building Maintenance	13548	HLOL HOLDINGS LLC	PAINT FOR OFFICE/HALL SAFETY BUILDING		202.45
Building Maintenance	13082	PERFORMANCE ELEVATOR CONSULTING LLC	ELEVATOR INSPECTIONS CITY HALL & SAFETY BUILDING		190.00
Building Maintenance	10691	MENARDS	CH WORK SUPPLIES & SB LED LIGHTING		179.44
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS		174.00
Building Maintenance	10691	MENARDS	CH CANS/CARTS SB CANS/CART/MOP BUCKET		164.94
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	GARAGE DOOR, GLOVES & NET REPAIR		155.08
Building Maintenance	10691	MENARDS	CH CANS/CARTS SB CANS/CART/MOP BUCKET		150.93
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT MARCH		135.00
Building Maintenance	11145	TELOCIN GROUP INC	SAFETY BUILDING GENERATOR COOLING SYSTEM REPAIR		121.00
Building Maintenance	10691	MENARDS	CH WORK SUPPLIES & SB LED LIGHTING		118.88
Building Maintenance	10073	AT&T CORP	CITY HALL PHONE LINES MARCH		105.78
Building Maintenance	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		42.55
Building Maintenance	10691	MENARDS	RETURN-QTY 5 12" LED LATO 3CCT 1110LM		-149.95
Building Maintenance Total					27,227.51
City Administrator	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		37.91
City Administrator Total					37.91
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995		6,000.00
City Clerk	12532	GRANICUS, LLC	CIVIC STREAMING AND AGENDA MINUTES MONTHLY REQ#13		1,380.22
City Clerk	10896	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	PB MAIL MACHINE QUARTERLY LEASE JAN-APR 2025		916.17
City Clerk	13026	ODP BUSINESS SOLUTIONS LLC	COPY PAPER FOR CITY HALL		413.60
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	CONLEY PUBLIC NOTICES 2/23-3/29/25		124.79
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	CONLEY MEDIA RECEIPTS DISBURS ANNUAL AD		95.35
City Clerk	12651	AMAZON CAPITAL SERVICES, INC	AA AND AAA BATTERIES		36.65
City Clerk	10192	CENTRAL ENGRAVING LLC	BOARD OF APPEALS NAMEPLATE FOR S. REIGLE		19.00
City Clerk Total					8,985.78
Common Council	10856	OZAUKEE COUNTY ECONOMIC DEVELOPMENT CORPORATION	2025 MEMBERSHIP DUES		1,500.00
Common Council	13107	CORY MCCORMICK	CHIEF PRYOR RETIREMENT PLAQUE		175.00
Common Council	12651	AMAZON CAPITAL SERVICES, INC	NEW BABY ADMIN DIRECTIVE		84.92
Common Council	13107	CORY MCCORMICK	SET OF 3 SOUP SPOONS/EMPLOYEE COOK-OFF PRIZES		30.00
Common Council Total					1,789.92
Communications	12651	AMAZON CAPITAL SERVICES, INC	DISPATCH OFFICE SUPPLIES - FLASH DRIVES		59.86
Communications	12651	AMAZON CAPITAL SERVICES, INC	COMMUNICATIONS OFFICE SUPPLIES - THUMB DRIVES		34.88
Communications	12651	AMAZON CAPITAL SERVICES, INC	COMMUNICATIONS OFFICE SUPPLIES - FRAMES		33.34
Communications	12651	AMAZON CAPITAL SERVICES, INC	COMMUNICATIONS EQUIPMENT/TOOLS - CABLE CLIPS		29.24
Communications	12651	AMAZON CAPITAL SERVICES, INC	DISPATCH OFFICE SUPPLIES - DESK CLOCK		17.98
Communications	12651	AMAZON CAPITAL SERVICES, INC	DISPATCH OFFICE SUPPLIES - HOOKS		11.20
Communications Total					186.50
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER		1,134.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	NEWSPAPER PUBLIC NOTICE		216.68
Community Development	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		78.18
Community Development Total					1,428.86
Debt Service TIF 2 Fund	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	TID #2 CLOSEOUT AUDIT		6,030.94
Debt Service TIF 2 Fund Total					6,030.94
Elections	13604	GOVERNMENT FORMS AND SUPPLIES LLC	ELECTION ENVELOPES FOR APRIL 1 2025		838.16
Elections	11957	KATHLEEN M BROGHAMMER	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		250.00
Elections	12824	LINDA JANCZAK	SVD & ELECTION HELP 4/1/2025		240.00
Elections	12711	NEAL ANDREW LINKON	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		230.00
Elections	11589	ROBERT A GOSEWEHR	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		225.00
Elections	12778	NANCY E MARTIN	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		225.00
Elections	12270	STEPHANI A KOHL	LEADERSHIP MEETING, SVD, BOC, ELECTION HELP 4/1/25		220.00
Elections	12823	LAWRENCE JANCZAK	SVD & ELECTION HELP 4/1/2025		220.00
Elections	11773	DIANA T. TURNER	SVD & ELECTION HELP 4/1/2025		215.00

Attachment: April 2025 AP Vendor Listing by Dept (1) (10299 : April 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$1,084,701.28
					Line item amount
Elections	11634	EVELYN S ZGANJAR	LEADERSHIP MEETING, BOC, ELECTION HELP 4/1/25		195.00
Elections	12947	AMY S CESARZ	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		190.00
Elections	12962	CATHERINE SEASHOLES	SVD & ELECTION HELP 4/1/2025		190.00
Elections	11993	ALLEN JON LAVINE	LEADERSHIP MEETING & ELECTION HELP 4/1/2025		185.00
Elections	12677	DEANNA B. CONATY	SVD & ELECTION HELP 4/1/2025		180.00
Elections	11843	PIKU, CAROL E	LEADERSHIP MEETING, SVD, & ELECTION HELP 4/1/2025		175.00
Elections	13035	CANDACE BURROWS	SVD & ELECTION HELP 4/1/2025		150.00
Elections	12093	BUCHAN, MARTHA S.	SVD & ELECTION HELP 4/1/2025		142.50
Elections	12432	GARY J REDLINGER	LEADERSHIP MEETING & ELECTION HELP 4/1/2025		135.00
Elections	12964	HEATHER TIRRO	LEADERSHIP MEETING & ELECTION HELP 4/1/2025		135.00
Elections	13596	SANDRA R WOYCKE	NEW POLLWORKER TRAINING & ELECTION HELP 4/1/2025		135.00
Elections	90001	TEMP STAFF REIMB	REIMBURSEMENT-MILEAGE ASSOCIATED W/ 4.1.25 ELECTON		133.68
Elections	11600	CARLA C BARTLETT	ELECTION HELP 4/1/2025		125.00
Elections	11646	SUSAN G GEBHARDT	ELECTION HELP 4/1/2025		125.00
Elections	11667	LAURIE A ARNOLD	ELECTION HELP 4/1/2025		125.00
Elections	11992	KAREN D. KRCHMA	ELECTION HELP 4/1/2025		125.00
Elections	12200	THOMAS M. GIFFORD	ELECTION HELP 4/1/2025		125.00
Elections	12206	GRETCHEN Z. TITUS	ELECTION HELP 4/1/2025		125.00
Elections	12238	WALDEN, SUE A.	ELECTION HELP 4/1/2025		125.00
Elections	12425	JULIE A. STUHLMACHER	ELECTION HELP 4/1/2025		125.00
Elections	12438	MARILYN K HART	ELECTION HELP 4/1/2025		125.00
Elections	12706	NANCY JACOBS	ELECTION HELP 4/1/2025		125.00
Elections	12709	DIANA LYNN LEVY	ELECTION HELP 4/1/2025		125.00
Elections	12712	LEE WUESTHOFF	ELECTION HELP 4/1/2025		125.00
Elections	12714	MONTGOMERY S HUNT	ELECTION HELP 4/1/2025		125.00
Elections	12723	SHERYL ANN REED	ELECTION HELP 4/1/2025		125.00
Elections	12725	BARRY S. WERNER	ELECTION HELP 4/1/2025		125.00
Elections	12803	LYNN M CLARK	ELECTION HELP 4/1/2025		125.00
Elections	12809	NEIL GLASSTEIN	ELECTION HELP 4/1/2025		125.00
Elections	12813	DANA PETERSON	ELECTION HELP 4/1/2025		125.00
Elections	12819	NANCY GUY	ELECTION HELP 4/1/2025		125.00
Elections	12825	MAURINA PARADISE	ELECTION HELP 4/1/2025		125.00
Elections	12945	GARY BALCERZAK	ELECTION HELP 4/1/2025		125.00
Elections	12946	ALISHA CAMPBELL	ELECTION HELP 4/1/2025		125.00
Elections	12950	SHARON R HALL	ELECTION HELP 4/1/2025		125.00
Elections	12952	MADELINE HENRY	ELECTION HELP 4/1/2025		125.00
Elections	12953	BARBARA HERNANDEZ	ELECTION HELP 4/1/2025		125.00
Elections	12976	GREG WITTERHOLT	ELECTION HELP 4/1/2025		125.00
Elections	12987	NEENA FLORSHEIM	ELECTION HELP 4/1/2025		125.00
Elections	13036	VERNETTA JEFFERSON	ELECTION HELP 4/1/2025		125.00
Elections	13040	ANDREW LAMB	ELECTION HELP 4/1/2025		125.00
Elections	13042	GLYN LIVERMORE	ELECTION HELP 4/1/2025		125.00
Elections	13044	SIMON SALAMA	ELECTION HELP 4/1/2025		125.00
Elections	13048	GORDON LEE WOOD	ELECTION HELP 4/1/2025		125.00
Elections	13062	MELISSA JEANINE WILSON	ELECTION HELP 4/1/2025		125.00
Elections	13125	GREGORY J LEE	ELECTION HELP 4/1/2025		125.00
Elections	13156	VICTORIA ARNOLD	ELECTION HELP 4/1/2025		125.00
Elections	13157	SARA BAUER	ELECTION HELP 4/1/2025		125.00
Elections	13160	ANTHONY L IMPELLITTERI	ELECTION HELP 4/1/2025		125.00
Elections	13161	COLLEEN M IMPELLITTERI	ELECTION HELP 4/1/2025		125.00
Elections	13162	PATRICK M KEILY	ELECTION HELP 4/1/2025		125.00
Elections	13163	JANE E KEILY	ELECTION HELP 4/1/2025		125.00
Elections	13560	KATHLEEN M ANDRYKOWSKI	APRIL 2025 PRE-ELECTION HELP		117.50
Elections	12812	SALLY LYNE	SVD & ELECTION HELP 4/1/2025		102.50
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		100.00
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		100.00
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		100.00
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		99.08
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		98.09
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		89.82
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		89.15
Elections	11641	MARY K MELROSE	SVD & ELECTION HELP 4/1/2025		87.50
Elections	90004	POLL WORKER	REIMBURSEMENT 4/1/2025 ELECTION DAY PER DIEM		65.16
Elections	11615	CAROL E BUTZKE	ELECTION HELP 4/1/2025		62.50
Elections	11998	JEAN HALE JOHNSON	ELECTION HELP 4/1/2025		62.50
Elections	12132	SCHMALE, LINDA L.	ELECTION HELP 4/1/2025		62.50
Elections	12676	SARAH ELIZABETH RIEMER	ELECTION HELP 4/1/2025		62.50
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	ELECTION HELP 4/1/2025		62.50
Elections	12680	MARK R JACOBSON	ELECTION HELP 4/1/2025		62.50
Elections	12701	LAURA RECHCYGL	ELECTION HELP 4/1/2025		62.50
Elections	12713	DANA KEEGAN	ELECTION HELP 4/1/2025		62.50
Elections	12773	MARGARET GLEASON	ELECTION HELP 4/1/2025		62.50
Elections	12775	MARTHA MANSKE	ELECTION HELP 4/1/2025		62.50
Elections	12780	JOHN R RICHMOND	ELECTION HELP 4/1/2025		62.50
Elections	12818	PATRICIA J ZAMORA	ELECTION HELP 4/1/2025		62.50
Elections	12877	MARSHA MILLER	ELECTION HELP 4/1/2025		62.50
Elections	12949	DAVIDA GRIFFIN	ELECTION HELP 4/1/2025		62.50
Elections	12954	DAVID HILL	ELECTION HELP 4/1/2025		62.50
Elections	12957	TOBY LUKOFF	ELECTION HELP 4/1/2025		62.50
Elections	12958	KATHLEEN MILLER	ELECTION HELP 4/1/2025		62.50
Elections	12977	COLLEEN G WITTERHOLT	ELECTION HELP 4/1/2025		62.50
Elections	13099	CLIFFORD LEE JOHNSON III	ELECTION HELP 4/1/2025		62.50
Elections	13100	JANE A KELLEY	ELECTION HELP 4/1/2025		62.50
Elections	13158	JANET A BUCHLER	ELECTION HELP 4/1/2025		62.50
Elections	13169	JESSIE LYNN SCHWADE	ELECTION HELP 4/1/2025		62.50
Elections	13185	ROGER PILLSBURY	ELECTION HELP 4/1/2025		62.50

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$1,084,701.28
				Line item amount	
Elections	13537	SONJA M BIERDZ	ELECTION HELP 4/1/2025	62.50	62.50
Elections	13543	REBECCA R KONYA	ELECTION HELP 4/1/2025	62.50	62.50
Elections	13546	GREGORY L ROTHE	ELECTION HELP 4/1/2025	62.50	62.50
Elections	13576	HOLLY RAY BAIRD	ELECTION HELP 4/1/2025	62.50	62.50
Elections	90001	TEMP STAFF REIMB	REIMBURSEMENT-MILEAGE ASSOCIATED W/ 4.1.25 ELECTON	52.36	52.36
Elections	90003	POLICE RESERVE	ELECTION HELP 4/1/2025	50.00	50.00
Elections	90003	POLICE RESERVE	ELECTION HELP 4/1/2025	50.00	50.00
Elections	12266	LOUISE E DERNEHL	SVD & SVD FEBRUARY BACKPAY	40.00	40.00
Elections	90001	TEMP STAFF REIMB	REIMBURSEMENT-MILEAGE ASSOCIATED W/ 4.1.25 ELECTON	25.20	25.20
Elections	12651	AMAZON CAPITAL SERVICES, INC	SEALERS FOR ELECTION ENVELOPES	16.70	16.70
Elections Total					12,579.90
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025	6,484.99	6,484.99
Engineering	10585	KAPUR & ASSOCIATES INC	EASTBROOK CONDOS INSPECTION	2,140.00	2,140.00
Engineering	11062	R.A. SMITH, INC	ENCLAVE 8 INSPECTIONS RES 4191	535.20	535.20
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER	332.33	332.33
Engineering	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	165.78	165.78
Engineering	90001	TEMP STAFF REIMB	REIMBURSEMENT-ROAD PROGRAM CERTIFIED MAIL POSTAGE	48.30	48.30
Engineering	11165	USCC SERVICES LLC	ENGINEERING GPS CELL SERVICE - JAN	25.82	25.82
Engineering	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES - AMAZON	14.50	14.50
Engineering Total					9,746.92
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2024 AUDIT SERVICES	36,010.25	36,010.25
Finance	12651	AMAZON CAPITAL SERVICES, INC	FINANCE DEPT. DESK SCANNER	279.99	279.99
Finance Total					36,290.24
Fire / EMS	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2025 SOFD ANNUAL FUNDING-2ND QUARTER	369,705.25	369,705.25
Fire / EMS Total					369,705.25
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	21,500.16	21,500.16
Fleet Services	11503	MID-STATE GROUP, INC.	REPLACEMENT ENGINE UNIT 468 SCAG MOWER	5,003.65	5,003.65
Fleet Services	11513	UTECHT TOOL & MANUFACTURING, INC.	213 CYLINDER REBUILD	1,949.82	1,949.82
Fleet Services	10135	BOBCAT PLUS INC	412 STEERING PARTS FOR TOOLCAT	1,473.49	1,473.49
Fleet Services	10092	BADGER TRUCK CENTER INC	206 TO BADGER FUEL PROBLEM	1,420.89	1,420.89
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL FILTER RECYCLE	1,211.48	1,211.48
Fleet Services	13585	THE GOODYEAR TIRE & RUBBER COMPANY	SQUAD TIRES	1,021.00	1,021.00
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	PUMP VALVE	898.66	898.66
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	206 AC COMPRESSOR	634.18	634.18
Fleet Services	11263	WEST BEND ELEVATOR INC	FLOOR DRY	630.00	630.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	309 BRAVE VALVE PARTS	470.38	470.38
Fleet Services	11675	GIELOW'S LAWN & GARDEN EQUIPMENT INC	LAWN MOWER WHEELS	358.14	358.14
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL RECYCLING	312.00	312.00
Fleet Services	11345	WOLTER INC	349 SEAL KIT	284.92	284.92
Fleet Services	10330	JOHN M. ELLSWORTH CO. INC.	FUEL PUMP HANDLES	268.84	268.84
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	PD 24 BRAKE PARTS	261.75	261.75
Fleet Services	10384	FIVE CORNERS DODGE INC	PD # 4 AUX BATTERY	252.75	252.75
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	SQUAD BATTERY #4	245.34	245.34
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	212 BATTERY	211.15	211.15
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	PD 25 BATTERY	189.95	189.95
Fleet Services	10417	GENERAL COMMUNICATIONS INC	208 & 210 RADIO PLUGS	180.00	180.00
Fleet Services	10639	CARY A. SCHOESSOW	308 DECALS	180.00	180.00
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	319 FUEL VALVE	154.49	154.49
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	520 BELT KIT	145.91	145.91
Fleet Services	10384	FIVE CORNERS DODGE INC	PD #4 BATTERY	139.50	139.50
Fleet Services	10523	APPLIED US, L.P.	563 PUMP FITTINGS - FIRE DEPT	136.48	136.48
Fleet Services	12624	MATHESON TRI-GAS INC	WELDING GAS	114.39	114.39
Fleet Services	11675	GIELOW'S LAWN & GARDEN EQUIPMENT INC	TURO MOTOR PARTS	111.55	111.55
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	209 SHIFT PARTS	110.21	110.21
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	SQUAD OIL FILTERS	107.88	107.88
Fleet Services	10360	JFTCO, INC	337 FILTERS	96.85	96.85
Fleet Services	10803	NEWMAN CHEVROLET INC	400 TRAILER CONNECTOR KIT	96.82	96.82
Fleet Services	10523	APPLIED US, L.P.	412 GRAPPLE FITTINGS BOBCAT	91.88	91.88
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	955 CHARGER	89.99	89.99
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	563 BELT TENSIONER	89.70	89.70
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	PD 24 TIRE SENSOR	83.62	83.62
Fleet Services	10360	JFTCO, INC	365 MIRROR	71.94	71.94
Fleet Services	12624	MATHESON TRI-GAS INC	WELDER PARTS	70.57	70.57
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	403 TANK PARTS	70.43	70.43
Fleet Services	13553	MILLENNIUM SAFETY LLC	SAFETY SUPPLIES - FIRST AID KITS	65.91	65.91
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	TRAILER LIGHTS	64.72	64.72
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	309 CHAMBER	55.13	55.13
Fleet Services	12542	FPR INVESTMENTS, LLC	PAINTER HOSE	54.30	54.30
Fleet Services	10360	JFTCO, INC	337 HOSE	53.74	53.74
Fleet Services	10360	JFTCO, INC	349 BUCKET TEETH	51.87	51.87
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	312 OIL FILTER	48.72	48.72
Fleet Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	36.16	36.16
Fleet Services	10360	JFTCO, INC	349 BUCKET PINS	34.96	34.96
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	550 DOOR STROT	33.88	33.88
Fleet Services	10523	APPLIED US, L.P.	HYDRAYLIC FITTINGS	30.53	30.53
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	212 CORE CHARGE	18.00	18.00
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	PD #6 COVER	17.82	17.82
Fleet Services	10135	BOBCAT PLUS INC	TOOL CAT WHEEL STUD	14.29	14.29
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	604 OIL FILTER	9.78	9.78
Fleet Services	10360	JFTCO, INC	349 BUCKET PINS	8.74	8.74
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	213 RADIATOR CAP	5.86	5.86
Fleet Services	11675	GIELOW'S LAWN & GARDEN EQUIPMENT INC	457 LUG NUTS	4.77	4.77
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	RETURN-2 CORES	-132.00	-132.00
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	RETURN-VALVE QUANTITY CONTROL	-898.66	-898.66
Fleet Services Total					40,319.28
Forestry	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	STUMP RESTORATION SUPPLIES	989.19	989.19

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Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM -APRIL		91.00
Forestry	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		34.30
Forestry Total					1,114.49
General Fund - General Activites	90007	MISC REFUNDS	RETURN OF HAUL BOND DEPOSIT PERMIT #2021-08		5,000.00
General Fund - General Activites	90007	MISC REFUNDS	PARTIAL RETURN-STORMWATER ESCROW GUARANTEE		3,750.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/2025-5/31/2025		3,023.82
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 4/11/2025		2,220.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 4/11/25		1,280.47
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 4/25/25		1,280.47
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/11/2025		775.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/25/2025		775.00
General Fund - General Activites	10714	MEQUON TREASURER-PETTY CASH	2025 SEASON - POOL BAG CASH		450.00
General Fund - General Activites	13554	DVM INSURANCE AGENCY	ORG ID 24454-EMPLOYEE PET INSURANCE PREMIUMS		346.45
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8040 & 8001 W PRESERVE		320.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10720 N TORREY DR		262.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND-BOARD OF APPEALS FEE		250.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP #36467, 36489, 36506, & 37154		240.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 3/15/2025		200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 3/22/2025		200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 4/6/2025		200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN SECURITY DEPOSIT 4/12/2025		200.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT #36487, 36511, & 36589		195.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 12645 N ROTARY PARK CT		157.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 106 W DOGWOOD CT		147.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 921 SHAKER/2824 GOLF		130.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT 4344 HEIDEL/2428 CHESTNUT		130.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11605 N HILLSIDE LANE		130.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP 10707 SAN MARINO/10638 WINSLOW		130.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 1249 W LIEBAU RD		127.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10375 N BALDEV #I-J		112.00
General Fund - General Activites	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		102.90
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/2025-5/31/2025		100.80
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MAY 2025		87.70
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 13804 N MARTIN WAY		87.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8081 W PRESERVE PKWY		76.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 5001 W PARKVIEW DR		72.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10760 N TREE SPARROW		68.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 5410 W PLEASANT DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 5214 W ELMDALE CT		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10532 GAZ. HILL PKWY E		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 948 W SHAKER CIRCLE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 12600 PORT WASHINGTON		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10111 N SHERIDAN DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11404 N COUNTRY VIEW		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9765 N PORT WASHINGTON		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10245 N RANGE LINE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 209 E CHOWNING SQUARE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10631 TURNBERRY DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8033 W BONNIWELL RD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10532 GAZ. HILL PKWY E		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11525 N SETTLEMENT DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10934 N PEBBLE LANE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9949 N WAUWATOSA RD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9945 N CONCORD DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8155 W MOURNING DOVE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 5244 W WESTFIELD RD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10072 N LACRESTA DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 940 W HERITAGE CT #201		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 1251 W GLEN OAKS LN		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 422 W APPLETREE CT		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 4012 W LE MONT BLVD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 2920 W CHESTNUT RD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 12345 N LAKE SHORE DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 12929 N WAUWATOSA RD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11418 N CANTERBURY DR		65.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND-ROAD PROGRAM DRIVEWAY CULVERT-9906 N BAEHR		62.04
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 1014 W EL PATIO LANE		60.00
General Fund - General Activites	90001	TEMP STAFF REIMB	REFUND-OVERPAYMENT OF 2025 FAMILY VISION BENEFIT		20.58
General Fund - General Activites	90007	MISC REFUNDS	REFUND-OVERPAYMENT FOR RECORDS REQUEST		15.02
General Fund - General Activites	10610	LABOR ASSOCIATION OF WISCONSIN, INC.	MEQUON PAYROLL 4/25/2025		10.00
General Fund - General Activites Total					24,613.25
General Government Equipment	13582	VC3 INC	MONTHLY PUBLIC SAFETY SECURITY SOFTWARE FEE		940.00
General Government Equipment Total					940.00
General Government Other	13187	STRANG INC	THE REMAINING AMOUNT ON THE CITY HALL HVAC DESIGN		3,902.00
General Government Other Total					3,902.00
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERT SUPPLIES DRIVEWAYS		9,197.80
Highway	12137	POTTERS INDUSTRIES LLC	REFLECTIVE ROAD PAINTING BEADS		6,000.00
Highway	12997	MUNSON INC	REPLACE GUARDRAIL FROM ACCIDENT - HIGHLAND RD		2,589.00
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	STUMP RESTORATION SUPPLIES		989.18
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD MARCH		600.00
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL		476.01
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	MARKING LEMKE FIELD PRIVATE LINES FOR WE ENERGIES		440.10
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL FOR CULVERTS		389.29
Highway	10645	LIESENER SOILS INC	TOPSOIL		360.00
Highway	13593	OUTDOOR LIGHTING CONSTRUCTION CO., INC.	TRAFFIC SIGNAL INSPECTION FROM ACCIDENT		252.00
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES APRIL		193.46

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Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	SIGN MOUNTING KIT HARDWARE	164.95	
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	RESPONSE TO ACCIDENT MEQUON/BUNTRUCK PD HIT CROSS	164.75	
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAINS, BAR & MIX OIL	137.94	
Highway	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	122.42	
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	84.25	
Highway	12651	AMAZON CAPITAL SERVICES, INC	HWY TRASH PICKERS	78.99	
Highway	12883	PB HAHN & CO INC	MARKING PAINT	71.92	
Highway	10691	MENARDS	SUPPLIES NEEDED	61.97	
Highway	12651	AMAZON CAPITAL SERVICES, INC	SAFETY GRANT PURCHASE-EYEWASH, POWDER, & GAUZE	51.69	
Highway	10691	MENARDS	CEMENT	31.30	
Highway	12883	PB HAHN & CO INC	ANTIFREEZE FOR BRINE TANKS	22.45	
Highway	12651	AMAZON CAPITAL SERVICES, INC	SAFETY GRANT PURCHASE-GAUZE ROLLS BANGAGES	9.49	
Highway	10287	DIGGERS HOTLINE INC	LOCATING NOVEMBER	3.48	
Highway	10287	DIGGERS HOTLINE INC	LOCATING FIBER MARCH	1.80	
Highway Total				22,494.24	
Human Resources	11830	ORGANIZATION DEVELOPMENT CONSULTANTS INC	ODC: PRE-EMPLOYMENT & PROMOTIONAL PSYCHOLOGICALS	775.00	
Human Resources	10226	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST P.A.	RANDOM DOT COLLECTION/VACCINATION FEES	300.00	
Human Resources	13532	EMPLOYEE BENEFITS CORPORATION	EMPLOYEE BENEFITS CORPORATION: FSA	223.20	
Human Resources	13531	CONCENTRA HEALTH SERVICES, INC.	RANDOM DOT LAB FEES & BREATH ALCOHOL TESTS	149.00	
Human Resources	12882	AURORA MEDICAL GROUP, INC.	AURORA: SEASONAL EE DRUG SCREENING	100.00	
Human Resources	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	36.15	
Human Resources Total				1,583.35	
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - SECURITY, MONITORING, BACKUP, & SERVERIES	9,885.00	
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OFFICE 365 & OUTLOOK ONLY LICENSING	2,152.00	
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OFFICE 365 & OUTLOOK ONLY LICENSING	2,152.00	
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE	1,157.00	
Information Services	12616	MIDWEST FIBER NETWORKS LLC	FIBER NETWORK FEE	895.00	
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	CITY-WIDE PRINT SERVICES CONTRACT & LEASE	845.06	
Information Services	12651	AMAZON CAPITAL SERVICES, INC	YEALINK USB VIDEO CONFERENCE CAMERA	339.99	
Information Services	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES	313.93	
Information Services	12616	MIDWEST FIBER NETWORKS LLC	INTERNET AT ALL PRIMARY CITY FACILITIES	200.00	
Information Services	12616	MIDWEST FIBER NETWORKS LLC	FS2 FIBER NETWORK	150.00	
Information Services	12651	AMAZON CAPITAL SERVICES, INC	QTY 3 - LOGITECH WIRELESS KEYBOARD & MOUSE	136.59	
Information Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	33.80	
Information Services	12651	AMAZON CAPITAL SERVICES, INC	WEBCAM	30.24	
Information Services	12651	AMAZON CAPITAL SERVICES, INC	IPHONE CHARGER & CHARGER BLOCK	28.29	
Information Services	12651	AMAZON CAPITAL SERVICES, INC	EXTENSION CABLES	17.18	
Information Services Total				18,336.08	
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	366.00	
Inspections	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	153.89	
Inspections Total				519.89	
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2025 PROSECUTION LEGAL FEES	2,500.00	
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	VON BRIESEN & ROPER LEGAL SERVICES	438.00	
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2025 PROSECUTION LEGAL FEES	400.00	
Legal Counsel Total				3,338.00	
Local Road Projects	12602	ADVANCED TECHNICAL LLC	KEY FOB SYSTEM REPAIR/REPLACEMENT DUE TO LIGHTNING	11,968.77	
Local Road Projects	10445	GRAEF-USA INC	M-T BIKEWAY STUDY RES. 4070, 4118	7,006.49	
Local Road Projects	13593	OUTDOOR LIGHTING CONSTRUCTION CO., INC.	TRAFFIC SIGNAL EMERGENCY REPAIR AT MEQUON RD & BUN	1,239.00	
Local Road Projects	90007	MISC REFUNDS	REFUND-ROAD PROGRAM DRIVEWAY CULVERT-9906 N BAEHR	1,127.96	
Local Road Projects	10230	CONLEY PUBLISHING GROUP LTD	2025 ROAD MAINTENANCE CRACK SEAL AND GSB-88	349.76	
Local Road Projects Total				21,691.98	
Parks	10819	NORTHERN EXPOSURE LANDSCAPING	RES 4121 THREE-YEAR LANDSCAPE MAINTENANCE CONTRACT	6,250.00	
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD CLAY	2,531.00	
Parks	10107	BEACON ATHLETICS LLC	PAINT & CLAY BASEBALL FIELDS	685.00	
Parks	10691	MENARDS	SPLIT RAIL REPLACED FROM ACCIDENT & PAINT	542.70	
Parks	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS	364.45	
Parks	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - PARKS & BUILDINGS	362.04	
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD CLAY	315.00	
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS LEMKE PARK	245.00	
Parks	12651	AMAZON CAPITAL SERVICES, INC	GARAGE DOOR, GLOVES & NET REPAIR	155.08	
Parks	12651	AMAZON CAPITAL SERVICES, INC	TRASH PICKERS PARKS	79.99	
Parks	10691	MENARDS	SPLIT RAIL REPLACED FROM ACCIDENT & PAINT	35.85	
Parks	12883	PB HAHN & CO INC	PAINT & SUPPLIES POSTS AT RIVERBARN	29.56	
Parks	10691	MENARDS	CONCRETE FOR BENCH FOOTINGS	19.16	
Parks	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING	17.36	
Parks	12883	PB HAHN & CO INC	ZIP TIES BASEBALL FENCE BATTING CAGE RB	14.39	
Parks	12883	PB HAHN & CO INC	BOLTS FOR PARK BENCH	10.71	
Parks	12883	PB HAHN & CO INC	BOLTS FOR PARK BENCH	2.84	
Parks Total				11,660.13	
Parks & Open Space	13526	ALTIUS BUILDING COMPANY	LEMKE PARK COMBINED FACILITY CONSTRUCTION #11	1,800.00	
Parks & Open Space Total				1,800.00	
Police	90007	MISC REFUNDS	INSURANCE CLAIM #WM000452550072-DEDUCTIBLE PYMT	2,500.00	
Police	13180	MAGNET FORENSICS LLC	CELL PHONE FORENSICS	1,780.00	
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICE	929.73	
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	POLICE TRAINING	880.00	
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS	664.50	
Police	13523	VERIZON COMMUNICATION INC	CELL PHONE SERVICE	484.76	
Police	10393	FOX VALLEY TECHNICAL COLLEGE	POLICE TRAINING	325.00	
Police	11137	WEST PUBLISHING CORPORATION	CLEAR INVESTIGATIVE SERVICE	194.71	
Police	12651	AMAZON CAPITAL SERVICES, INC	POLICE OFFICE SUPPLIES - STANDING DESK	189.99	
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES	154.34	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	119.38	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT - CAPT SHIRT	98.62	
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	94.95	
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECKS	91.00	
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT	73.65	

Attachment: April 2025 AP Vendor Listing by Dept (1) (10299 : April 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$1,084,701.28 Line item amount
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		71.66
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		71.66
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - MOP BUCKET		71.39
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE		65.48
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - DRY ERASE BOARD		48.69
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES		46.29
Police	12651	AMAZON CAPITAL SERVICES, INC	UNIFORMS - AUX PANTS		44.98
Police	12651	AMAZON CAPITAL SERVICES, INC	MAINTENANCE & REPAIR - LAPTOP BATTERY		39.75
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - SPEAKERS		39.00
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		36.11
Police	10827	NOTARY BOND RENEWAL SERVICE	NOTARY BOND RENEWAL-M.BOWEN		30.00
Police	10827	NOTARY BOND RENEWAL SERVICE	NOTARY BOND RENEWAL-R.GRENFELL		30.00
Police	12768	BONUS INC	HOSPITALITY - CHIEFS' MEETING		22.36
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - KEY RINGS		20.80
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-M.BOWEN		20.00
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-R.GRENFELL		20.00
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		17.73
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE / REPAIR - SIREN KNOB		15.00
Police	12651	AMAZON CAPITAL SERVICES, INC	POLICE OFFICE SUPPLIES - PHONE CHARGER		12.99
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT - NAMESTRIP		11.98
Police	12768	BONUS INC	HOSPITALITY - SWEARING IN		10.02
Police	12768	BONUS INC	HOSPITALITY - SWEARING IN		8.07
Police	12651	AMAZON CAPITAL SERVICES, INC	RETURN-COMMAND INDOOR LIGHT CLIPS		-11.26
Police	12651	AMAZON CAPITAL SERVICES, INC	RETURN-WOMEN'S EDGETEC TACTICAL PANTS		-44.99
Police Total					9,278.34
Public Safety Equipment	10608	KUSTOM SIGNALS INC	RADAR REPAIR / REPLACEMENT		2,340.74
Public Safety Equipment	10408	GALL'S LLC	POLICE UNIFORMS - VESTS		1,349.71
Public Safety Equipment	10408	GALL'S LLC	POLICE UNIFORMS - VESTS		1,349.71
Public Safety Equipment	10608	KUSTOM SIGNALS INC	RADAR REPAIR / REPLACEMENT		407.16
Public Safety Equipment	10608	KUSTOM SIGNALS INC	RADAR REPAIR / REPLACEMENT		345.58
Public Safety Equipment	13107	CORY MCCORMICK	DJUKE PLAQUE		125.00
Public Safety Equipment Total					5,917.90
Public Safety Vehicles	13590	STAR PROTECTION AND PATROL LLC	SQUAD OUTFITTING		16,000.00
Public Safety Vehicles	11311	WIS DEPT OF TRANSPORT 7949	REPLACEMENT TITLE FOR SQUAD VEHICLE		20.00
Public Safety Vehicles Total					16,020.00
Public Works Other	12894	BADGER SWIMPOOLS INC	COMMUNITY POOL GUTTER SYSTEM PER RES #4169		129,425.00
Public Works Other Total					129,425.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/2025-5/31/2025		225.36
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/11/2025		70.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/25/2025		70.00
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 4/11/25		40.39
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 4/25/25		40.39
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MAY 2025		9.04
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/2025-5/31/2025		8.00
Sewer General Activities Total					463.18
Sewer UT Operations	12690	APPLIED TECHNOLOGIES INC	DESIGN LS E (3616-23E) RES#4033		9,256.00
Sewer UT Operations	10840	OLSEN SAFETY EQUIPMENT CORPORATION	GAS MONITORS AND STATION		8,848.98
Sewer UT Operations	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	LIFT STATION P NEW POWER LINES TO STATION		2,593.45
Sewer UT Operations	11567	C.L. THOMPSON COMPANY	FILTER CUP PARTS AND FILTERS		1,569.96
Sewer UT Operations	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SEWER DIVISION STIHL EQUIPMENT		1,456.26
Sewer UT Operations	12225	PRIMADATA	Q1 2025 SEWER FLAT BILL POSTAGE		1,054.06
Sewer UT Operations	12225	PRIMADATA	Q1 2025 WATER/SEWER BILL POSTAGE		1,003.53
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.50
Sewer UT Operations	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	STATION B POWER FAIL		340.00
Sewer UT Operations	13112	BEC ENTERPRISES LLC	PSI GAUGES		293.03
Sewer UT Operations	10368	FASTENAL COMPANY	1/4 VALVE		246.26
Sewer UT Operations	10840	OLSEN SAFETY EQUIPMENT CORPORATION	SEWER WATERPROOF GLOVES		239.22
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	602 BATTERY		194.35
Sewer UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		171.33
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	WRENCH SET AND HANGERS		149.28
Sewer UT Operations	10691	MENARDS	TARPS, TAPE, BUNGEEES		148.72
Sewer UT Operations	10691	MENARDS	SUMP PUMP & PLUMBING PARTS		146.05
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	HANGERS AND IPAD CASE		118.35
Sewer UT Operations	10691	MENARDS	PLYWOOD		102.16
Sewer UT Operations	12482	CITY OF MILWAUKEE-DPW	Q1 2025 SEWER AGREEMENT #2531		85.00
Sewer UT Operations	10840	OLSEN SAFETY EQUIPMENT CORPORATION	SEWER WATERPROOF GLOVES		59.24
Sewer UT Operations	10691	MENARDS	BRASS FITTING AND TAPE		25.88
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	COMPUTER SPEAKER		24.98
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	WRENCH SET AND HANGERS		17.13
Sewer UT Operations	10691	MENARDS	COOLANT		14.55
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SAN SEWER RELAY IN STH 57 (#1953-I-18) RES#3700		4.97
Sewer UT Operations Total					28,698.24
Special Events	13004	BRAINPAN SOUND LLC	MUSIC FOR ROSEBUD FESTIVAL		2,500.00
Special Events	12893	KIM GUIBORD	2025 REDBUD FESTIVAL SOUND & LIGHTING FOR STAGE		875.00
Special Events	13602	BRENDA SCHIEBLE	2025 ROSEBUD FESTIVAL DEPOSIT		672.00
Special Events	13602	BRENDA SCHIEBLE	2025 ROSEBUD FESTIVAL BALANCE		672.00
Special Events	13142	CHRISTY OJEDA	2025 REDBUD FESTIVAL FACE PAINTER		500.00
Special Events	13603	AMY BURBACH	2025 REDBUD FESTIVAL SUCCULENT WORKSHOP		500.00
Special Events Total					5,719.00
Special Federal Grant Fund	13129	CATALIS TAX & CAMA INC	2025 ASSESSMENT REVALUATION		18,750.00
Special Federal Grant Fund	13129	CATALIS TAX & CAMA INC	2025 ASSESSMENT REVALUATION		18,750.00
Special Federal Grant Fund	13526	ALTIUS BUILDING COMPANY	LEMKE PARK COMBINED FACILITY CONSTRUCTION #11		18,500.00
Special Federal Grant Fund	12106	STARCAP MARKETING LLC	ASSESSOR'S OFFICE SKETCHING LICENSE		1,965.00
Special Federal Grant Fund	12110	THE SIGMA GROUP, INC	BRUSH SITE DESIGN - MARCH		1,804.90
Special Federal Grant Fund Total					59,769.90
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	1ST PAYMENT WATER MANAGEMENT CONTRACT		3,460.00

Attachment: April 2025 AP Vendor Listing by Dept (1) (10299 : April 2025 Vouchers List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$1,084,701.28
				Line item amount	
Swimming Pool Total					3,460.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140720304000		86.13
Tax Fiduciary Fund Total					86.13
TIF 4	12353	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		920.00
TIF 4	12353	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		160.00
TIF 4 Total					1,080.00
TIF 5	12353	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		920.00
TIF 5	12353	HARWOOD ENGINEERING CONSULTANTS	PORT WASHINGTON ROAD STREETSCAPE CONSULTANT		160.00
TIF 5 Total					1,080.00
Water General Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		1,050.00
Water General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/2025-5/31/2025		11.62
Water General Activities Total					1,061.62
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER MARCH		59,533.81
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER MARCH		18,490.26
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		7,067.33
Water UT Operations	10654	L-R METER TESTING & REPAIR INC	METER TESTING		4,747.13
Water UT Operations	12878	GRUNAU COMPANY INC	EMERGENCY HYDRANT VALVE REPAIRS		4,334.50
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING MARCH		4,222.06
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		3,065.35
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		2,809.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		2,400.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		1,958.42
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		1,873.27
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		1,702.97
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		1,362.38
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING FIBER MARCH		784.80
Water UT Operations	12225	PRIMADATA	Q1 2025 SEWER FLAT BILL POSTAGE		702.71
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		700.00
Water UT Operations	12225	PRIMADATA	Q1 2025 WATER/SEWER BILL POSTAGE		669.02
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING NOVEMBER		631.62
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		510.89
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		425.74
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		383.17
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DBP AND LEAD & COPPER SAMPLING		368.50
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		350.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		340.59
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		330.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2025		250.00
Water UT Operations	13120	DAVID A PAYNE	GASKETS FOR METER CHANGE PROGRAM		216.30
Water UT Operations	12651	AMAZON CAPITAL SERVICES, INC	MAKEUP AIR TIMER		202.95
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	CONSTRUCTION SAMPLES		120.00
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS		22.06
Water UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.60
Water UT Operations Total					126,086.33

Attachment: April 2025 AP Vendor Listing by Dept (1) (10299 : April 2025 Vouchers List)



www.cityofmequonwi.gov

11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2934
 Fax: 262-242-9655

Office of Engineering

TO: Finance-Personnel Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 16, 2025
SUBJECT: ORDINANCE 2025-1680 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees

Background

An impact fee is a one-time fee charged to pay for the capital costs that are necessary to accommodate land development. By statute, an impact fee is based upon a needs assessment. As a separate task under the contract to update the City's Comprehensive Park Plan, MSA Professional Services completed a Parks Facilities Needs Assessment earlier this year to validate the amount that should be imposed by the City as a Parks Impact Fee.

The result of the study, available here: <https://www.cityofmequonwi.gov/media/24511> is that the Parks Impact Fee should be \$1,793/unit. The current park impact fee is \$900/unit, most recently updated in 2007.

Analysis

Wisconsin state statutes require that a needs assessment include the following, at a minimum:

1. Inventory of existing facilities.
2. Identification of new facilities, improvements or expansions of existing facilities that will be required to the facilities in Item 1 due to land development.
3. Cost estimate of the capital costs for providing the new facilities, improvements or expansions based on Item 2.

As noted, the Parks Facilities Needs Assessment followed the statutory requirements and determined that the imposed impact fee should be \$1,793/unit. Accordingly, the proposed ordinance modifies the unit price for the Parks Impact Fee.

In 1997, the City imposed impact fees for the Public Safety Building, the Library and the East Side Fire Station. As those capital costs have been paid in full, the attached ordinance eliminates all references to those impact fees. Please note that the City may impose other impact fees for eligible improvements by following the statutory process at any time.

Fiscal Impact

The current park impact fee is \$900/unit and, if approved, will increase to \$1,793/unit, almost a 100% increase. Impact fees are collected at the time a building permit is issued, therefore the

projected increase in fee generation is directly related to the number of building permits issued.

Please note that park impact fees must be segregated into a separate fund that is restricted in utilization, per the City's existing ordinance.

Given that the City's current impact fee amount has not been adjusted in nearly twenty years, and the fact that the spring construction season is now fully underway, the Common Council may wish to suspend the City's current rule that requires two separate readings of any ordinance under consideration, and vote to act upon the ordinance amendments as proposed during its meeting on May 13.

Recommendation

On April 21, 2025, the Planning Commission approved a recommendation in favor of adopting the proposed ordinance amendments by a vote of 7-1. Additionally, on May 7, 2025, the Park & Open Space Board approved a recommendation in favor of adopting the proposed ordinance amendments by a vote of 5-0. A recommendation from the Finance-Personnel Committee is forthcoming on May 13, 2025.

Attachments:

ARTICLE III. IMPACT FEES (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1680

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees

RECITALS

A. In 1997, the City of Mequon established an impact fee for parks, which was subsequently amended in 2007.

B. Pursuant to Wis. Stats. 66.0617, the City of Mequon is authorized to impose impact fees.

C. In early 2025, MSA Professional Services on behalf of the City of Mequon completed a Needs Assessment Study related to parks.

D. The needs assessment was approved by the Park & Open Space Board, which established the need for certain public facilities.

E. The Common Council adopts the needs assessment as its guide to determine the amount of the impact fee adopted by this ordinance.

F. The conclusion of the Parks Facilities Needs Assessment is that the current park impact fee should be \$1,793/unit, as opposed to the \$900/unit impact fee implemented in 2007.

G. The previous impact fees for the 1997 Safety Building, 1997 Library Building and 1997 East Side Fire Station Facility have been collected in full and associated language is no longer required or applicable.

H. The Planning Commission, by majority vote, adopted a recommendation to approve the impact fee ordinance amendment on the 21st day of April 2025.

I. Based upon the Planning Commission's recommendation and following a public hearing before the Common Council on May 13, 2025, the Common Council has determined that amendments to Chapter 58 of the Mequon Municipal Code, are appropriate.

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

SECTION I

The City of Mequon Code of Ordinances, Chapter 58 - Planning and Development Regulations, Article III. Impact Fees is hereby amended as follows:

1. Sec. 58-138(a) is amended to strike the following: “library; city hall; public works; and public safety and”.
2. Sec. 58-138(e) is amended to strike the following: ““Park Needs Assessment and Impact Fees Analysis" dated February 28, 2007” and replace with ““Parks Facilities Needs Assessment" dated February 2025”.
3. Sec. 58-143 shall be repealed in its entirety and any remaining sections shall be renumbered accordingly.
4. Sec. 58-143.5 shall be renumbered as Sec. 58-143 and the amount of \$900/unit amended to \$1,793/unit.
5. Sec. 58-145 shall be repealed and replaced as follows: There is hereby established separate impact fee trust accounts for the following category: Parks, playgrounds, land for athletic fields.

SECTION II

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

SECTION III

All other ordinances or parts of ordinances contravening the terms of this ordinance are hereby and to that extent repealed.

SECTION IV

This ordinance shall take effect and be in full force upon its passage and the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 13, 2025

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk

Published: _____

PART II - CODE OF ORDINANCES
Chapter 58 - PLANNING AND DEVELOPMENT REGULATIONS
ARTICLE III. IMPACT FEES

ARTICLE III. IMPACT FEES¹

Sec. 58-138. Legislative findings to support impact fees.

- (a) The City of Mequon has expanded or must expand its ~~library; city hall; public works; and public safety and~~ park facilities and services if new development is to be accommodated without decreasing current levels of service. This must be done in order to promote and protect the public health, safety and welfare.
- (b) The imposition of impact fees is one of the preferred methods of ensuring that development bears a proportionate share of the cost of capital facilities necessary to accommodate such development. This must be done in order to promote and protect the public health, safety and welfare.
- (c) Each of the types of land development described in section 58-145 hereof, will create a need for the construction, equipping, or expansion of the capital facilities.
- (d) The fees established by section 58-145 are derived from, are based upon, and do not exceed the costs of providing additional facilities and equipment necessitated by the new land developments for which the fees are levied.
- (e) Each of the reports entitled, "City of Mequon, impact fee needs assessment", dated January 29, 1997, and entitled ~~"Park Needs Assessment and Impact Fees Analysis" dated February 28, 2007.~~ "Parks Facilities Needs Assessment" dated February 2025, respectively, sets forth a reasonable methodology and analysis for the determination of the impact of new development on the need and costs for additional public capital facilities in the city.

(Code 1957, § 3.19(9)(a); Ord. No. 97-915, 3-11-1997; Ord. No. 2007-1203, § I, 6-12-2007)

Sec. 58-139. Intent and purpose.

- (a) This article is intended to assist in the implementation of the City of Mequon comprehensive plan.
- (b) The purpose of this article is to regulate the use and development of land so as to assure that new development bears a proportionate share of the cost of capital expenditures necessary to provide needed improvements in the City of Mequon.

(Code 1957, § 3.19(9)(c))

Sec. 58-140. Construction of article.

- (a) The provisions of this article shall be liberally construed so as to effectively carry out its purpose in the interest of the public health, safety and welfare.
- (b) For the purposes of administration and enforcement of this article, unless otherwise stated in this article, the following rules of construction shall apply to the text of this article:

¹State law reference(s)—Impact fees, Wis. Stats. § 66.0617.

- (1) In case of any difference of meaning or implication between the text of this section article and any caption, illustration, summary table, or illustrative table, the text shall control.
- (2) The word "includes" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- (3) The term "administrator" means the city administrator or the municipal officials he/she may designate to carry out the administration of this article. Any municipal official so designated shall be approved by the appropriate municipality before exercising duties hereunder.

(Code 1957, § 3.19(9)(d))

Sec. 58-141. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Capital equipment means equipment with an expected use life of three years or more.

Capital improvement includes parks planning, land acquisition, site improvements, buildings, and equipment, but excludes maintenance and operation.

City comprehensive plan means the long-range master plan which includes the following component plans: land use plan; environmental plan; park, recreation and open space plan; and transportation plan.

Development means any manmade change to improved or unimproved real property, the use of any principal structure or land, or any other activity that requires issuance of a building permit.

Feepayer is a person applying for the issuance of a building permit.

Housing for the elderly means housing which is deed restricted to residents aged 62 and above.

Independent fee calculation study means the demographic and/or public facilities documentation prepared by a feepayer to allow the determination of the impact fee other than by the use of the table in section 58-45 of this chapter.

(Code 1957, § 3.19(9)(e); Ord. No. 2006-1187, § I, 7-11-2006)

Cross reference(s)—Definitions generally, § 1-2.

Sec. 58-142. Imposition of the impact fee.

- (a) Any person who seeks to develop land within the City of Mequon, by applying for a building permit or an extension of a building permit is hereby required to pay an impact fee in the manner and amount set forth in this chapter.
- (b) Any new building permit for any activity requiring payment of an impact fee pursuant to section 58-45 of this chapter shall be conditioned upon and its effective date delayed until the impact fee(s) hereby required have been determined and paid. Any parcel for which the park and open space fee has already been paid shall not be required to pay this additional fee.

(Code 1957, § 3.19(9)(f); Ord. No. 2006-1187, § II, 7-11-2006)

Sec. 58-143. Computation of the amount of impact fee.

(a) At the option of the fee payer, the amount of the impact fee may be determined by the following fee schedule. The fee schedule reflects a discount of five percent from net cost to encourage use of this schedule in order to avoid the expenditure of administrative time on the processing of variance requests for independent fee calculation.

1997 Safety Building Impact Fee Schedule

Land Use Type	Gross Fee ¹	Net Fee ³	Discounted Fee ⁴
Single-family residential ²	\$238.00/unit	\$_____unit	\$_____unit
Multi-family residential ²	\$119.00/unit	\$_____unit	\$_____unit
Elderly residential	\$92.00/unit	\$_____unit	\$_____unit
Commercial	\$.107/sq. ft.	\$_____unit	\$_____unit
Industrial ⁵	\$.035/sq. ft.	\$_____unit	\$_____unit

1997 Library Building Impact Fee Schedule

Land Use Type	Gross Fee ¹	Credit/\$1000 value ⁷	Net Fee ³	Discounted Fee ⁴
Single-family residential ²	\$319.00/unit	\$0.2510	\$unit	\$unit
Multi-family residential ²	\$160.00/unit	\$0.2510	\$unit	\$unit
Elderly residential	variable ⁶	\$0.2510	\$unit	\$unit

1997 East Side Fire Station Facility Impact Fee Schedule

Land Use Type	Gross Fee ¹	Discounted Fee ⁴
Residential	\$28.99/unit	\$27.54/unit
Elderly residential	variable ⁶	
Commercial	\$0.0272/sq. ft.	\$0.02584/sq. ft.
Industrial ⁵	\$0.0152/sq. ft.	\$0.0144/sq. ft.

Notes:

¹	Fees assessed on the basis of square feet (i.e., sq. ft.) shall be calculated by gross floor area.
²	Single-family residential shall be defined as one unit per building. Multi-family residential shall be defined as two more units per building.
³	Net fee = gross fee — applicable credit.
⁴	Discounted fee = Net fee x 95 percent and rounded down to nearest dollar.
⁵	Industrial shall be defined as real estate assessed by the state as manufacturing.
⁶	Fee calculations for elderly housing shall be calculated by the administrator and based on specific project characteristics.
⁷	Credit calculations shall be based on staff estimated value of proposed improvements.

a. If the type of development activity that a building permit is applied for is not specified on the above fee schedule, the administrator shall use the fee applicable to the most nearly comparable

type of land use on the above fee schedules. The administrator shall be guided in the selection of a comparable type by the comprehensive plan, supporting documents of the comprehensive plan, and this chapter. If the administrator determines that there is no comparable type of land use on the above fee schedule then the City of Mequon committee on finance personnel (committee) shall determine the appropriately discounted fee by considering demographic or other documentation which is available from state, local and regional authorities.

b. In case of change of use, redevelopment, or expansion or modification of an existing use which requires the issuance of a building permit, the impact fee shall be based upon the net positive increase in the impact generated from the new use as compared to the previous use. The administrator shall be guided in this determination by the sources listed above.

(b) If a feepayer opts not to have the impact fee determined according to section 58-45, then the feepayer shall apply for a variance to the committee and prepare and submit to the committee an independent fee calculation study for the land development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made. The committee shall consider the documentation submitted by the feepayer but is not required to accept such documentation as the committee shall reasonably deem to be inaccurate or not reliable and may, in the alternative, require the feepayer to submit additional or different documentation for consideration. If an acceptable independent fee calculation study is not presented, the feepayer shall pay impact fees based upon the schedule shown in this article. If an acceptable independent fee calculation study is presented, the committee may adjust the fee to that appropriate to the particular development.

(Code 1957, § 3.19(9)(g); Ord. No. 95-847, 4-11-1995; Ord. No. 97-915, 3-11-1997)

Sec. 58-143.5. Computation of impact fee for parks.

The impact fee for parks, which includes parkland, playgrounds and land for athletic fields, as calculated in accordance with the applicable comprehensive park plan and needs assessment, shall be imposed in accordance with the following table:

Parkland Impact Fee Schedule

Land Use Type	Impact Fee
Residential	\$900.00 \$1793.00/unit

(Ord. No. 2006-1187, § VI, 7-11-2006; Ord. No. 2007-1203, § II, 6-12-2007)

Sec. 58-144. Fee payment.

The feepayer shall pay the impact fees required by this section (i.e. section 58-45) to the administrator or his/her designee within fourteen days of the issuance of a building permit, however, the permit shall be conditioned upon and shall not be effective until the impact fees have been paid. Any parcel for which the park and open space fee has already been paid shall not be required to pay this additional fee.

(Code 1957, § 3.19(9)(h); Ord. No. 2006-1187, § III, 7-11-2006)

Attachment: ARTICLE III. IMPACT FEES (ORDINANCE 2025-1680 : Park Impact Fee Update)

Sec. 58-145. Administration of impact fees.

- (a) There is hereby established separate impact fee trust accounts for the following categories:
- ~~(1) Library building trust account.~~
 - ~~(2) Public safety building trust account.~~
 - ~~(3) Public safety southeast side fire station trust account.~~
 - ~~(4) Parks, playgrounds, land for athletic fields.~~
- (b) Upon receipt of impact fees, the city accounting department shall be responsible for placement of such funds into separate, segregated accounts. All such funds shall be deposited in interest-bearing accounts in a bank authorized to receive deposits of city funds. Interest earned by each account shall be credited to that account and shall be used solely for the purposes specified for funds of such account.
- (c) The city accounting department shall maintain and keep accurate financial records for each such account that shall show the source and disbursement of all revenues; that shall account for all monies received; that shall ensure that the disbursement of funds from each account shall be used solely and exclusively for the provision of projects specified in the capital improvements program; and that shall provide an annual accounting for each impact fee account showing the source and amount of all funds collected and the projects that were funded.
- (d) Funds withdrawn from these accounts must be used in accordance with the provisions of section 58-146.
(Code 1957, § 3.19(9)(i); Ord. No. 97-915, 3-11-1997; Ord. No. 2006-1187, § IV, 7-11-2006)

Sec. 58-146. Use of funds.

- (a) Funds collected from impact fees shall be used solely for the purpose of acquiring or making capital improvements and shall not be used for maintenance or operations.
- (b) Funds shall be expended in the order in which they are collected.
- (c) In the event that bonds or similar debt instruments are issued for advanced provisions of capital facilities for which impact fees may be extended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in subsection (a) above.
- (d) At least once each fiscal period the administrator shall present to the common council a proposed capital improvement program for assigning funds, including any accrued interest, from the impact fee trust accounts to specific improvement projects and related expenses. Monies, including any accrued interest, not assigned in any fiscal period shall be retained in the same impact fee trust accounts until the next fiscal period except as provided by the refund provisions of section 58-147.
- (e) Funds may be used to provide refunds as described in section 58-147.
- (f) The collecting governmental entity shall be entitled to retain not more than five percent of the funds collected as compensation for the expense of fee collection and administration.
(Code 1957, § 3.19(9)(j))

Sec. 58-147. Refunds.

- (a) If a building permit expires without commencement of construction, then the feepayer shall be entitled to a refund, without interest, of the impact fee paid as a condition for its issuance except that the city shall retain

two percent of the fee to offset a portion of the costs of collection and refund. The feepayer must submit an application for such a refund to the administrator within 30 days of the expiration of the permit. The application shall include such supporting documentation as the city may reasonably require.

- (b) Any funds not expended or encumbered within the period of seven years from the date the impact fee was collected by the city shall be returned to the current owner of the property with respect to which the impact fee was imposed, together with any interest actually accumulated on said funds.

(Code 1957, § 3.19(9)(k); Ord. No. 2006-1187, § V, 7-11-2006)

Sec. 58-148. Exemptions.

The following shall be exempted from payment of the impact fee:

- (1) Alterations or expansion of an existing residential building where no additional residential units are created.
- (2) The construction of accessory residential buildings or structures.
- (3) The replacement of a destroyed or partially destroyed building or structure with a new building or structure of the same size and use.
- (4) Any claim of exemption must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.

(Code 1957, § 3.19(9)(l))

Sec. 58-149. Credits.

The following procedures apply regarding credits to the impact fee:

- (1) The administrator shall, if appropriate, establish and apply a credit equaling the net present value of any future property tax payments the feepayer will pay towards capital facilities and equipment to be funded by impact fees.
- (2) Any claim for credit must be made no later than the time of application for a building permit. Any claim not so made shall be deemed waived.
- (3) Determinations made by the administrator pursuant to this subsection may be appealed to the committee by filing a written request with the administrator within ten days of the administrator's determination.

(Code 1957, § 3.19(9)(m))

Sec. 58-150. Review.

The fee schedule contained in this article shall be reviewed by the common council at least once each fiscal year and modified, if necessary, as a result of:

- (1) Changes in credit calculation;
- (2) Changing facility needs;
- (3) Inflation;
- (4) Revised cost estimates for capital improvements;

-
- (5) Changes in the availability of other funding sources applicable to public facility projects; and
 - (6) Such other factors as may be relevant.

(Code 1957, § 3.19(9)(n))

Sec. 58-151. Variance provision.

See section 58-143 of this article.

(Code 1957, § 3.19(9)(p))

Sec. 58-152. Appeal.

Any property owner upon whom an impact fee has been imposed may contest the amount, collection or the use of the impact fee by filing an appeal to the board of appeals addressed to the city clerk. A copy of the appeal shall be forwarded to the appropriate department head who shall attend the hearing of the matter before the board. After fully hearing the matter, the board shall reduce its findings and decisions to writing within three days, and file the same with the clerk. The clerk shall forthwith send a copy thereof to the appellant by certified mail. If the appellant is aggrieved by the decision of the board of appeals, he may file an appeal with the circuit court within 30 days of the date of the board's decision.

(Ord. No. 2006-1187, § VII, 7-11-2006)

Secs. 58-153—58-170. Reserved.



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Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: May 13, 2025
SUBJECT: RESOLUTION 4208 A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025 - December 31, 2025

Background

Section 62.09 of the Wisconsin Statutes creates the office of city attorney for all Wisconsin cities. Brian C. Sajdak, as a member of Wesolowski, Reidenbach & Sajdak, S.C., has served as Mequon's City Attorney since 2014. As part of the City's efforts to periodically review its outside professional services, the City conducted an RFP process in 2022 which resulted in the continued engagement of Mr. Sajdak under a three-year agreement, which expires at the end of this year.

Recently, City Attorney Sajdak announced that he was moving his legal practice to Stafford Rosenbaum LLP effective June 1, 2025. The resolution before the Council transfers the existing engagement from Mr. Sajdak's prior firm to his new firm.

Analysis

Mr. Sajdak will be moving to Stafford Rosenbaum, one of the preeminent full-service law firms in Wisconsin, with roots tracing back to 1879. Headquartered in Madison, the firm expanded to the Milwaukee market in 2007. Boasting twenty practice areas, Stafford provides legal counsel to well over fifty local governmental entities in areas that include government and administration, real estate (including land use, zoning, and development), environmental, public utilities, public construction, litigation, and labor/employment legal matters. All told, this move will provide not only greater bandwidth to handle the same legal matters City Attorney Sajdak is handling for the City, but it will also provide legal support in those areas where there might otherwise be the need to refer to outside counsel.

Notwithstanding the level of service Stafford will provide, their hourly rates (as reflected in the attached agreement) are highly competitive with other firms who specialize in local government representation. In a comparison of all of the cities and villages in five county Milwaukee-Metro area (Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties) conducted last summer, rates ranged from \$180/hour to \$345/hour, with an average around \$225/hour. Additionally, aside from the Wesolowski firm, there are only five other firms who have some fixed-rate component to their fee, although most of them also have municipal clients who are on a traditional hourly-rate agreement as well. More recently, the Villages of Germantown and Newburg each completed an RFP process within the last few months. Proposals received by both communities included a range of rates depending on the nature of the work and who was

completing it, including general legal rates of \$225/hour to \$264/hour and specialized rates such as development/tax increment rates as high as \$366/hour.

To date, the Council has not had any discussion related to the future of the existing legal services engagement (i.e., whether the Council intends to simply renew as was done in 2017, or if there is a desire to do a new RFP like 2022). The current engagement agreement provides for a flat monthly fee plus an hourly rate for “non-standard” services. Historically, there have been few instances where “non-standard” services were utilized. It also provides for a mutual 60-day termination provision. Recognizing these factors, together with the lack of staff remaining at the Wesolowski firm to handle Mequon work, Stafford is committed to easing the transition. Operating under the assumption that the Council’s desire would be to renew at the end of the year instead of an RFP, the proposed engagement agreement carries through the flat-rate component of the existing agreement through the end of the year. However, the hourly rates utilized for “non-standard” services would reflect the current Stafford rates (as opposed to the \$180 utilized in the current agreement). Without the change to the “non-standard” rates, it is likely that the 60-day termination clause would be exercised. Similarly, the City Attorney and his new firm would request that if the decision will be to conduct an RFP, such decision should be made sooner as opposed to later.

Fiscal Impact

Given the historical limited use of “non-standard” services, there is no immediate fiscal impact to the change. Long term, the rates at Stafford will reflect an increase in overall cost in the legal services budget. On average, the City Attorney has billed 58.6 hours of general legal work a month over the last few years, a number that has remained largely consistent. The current flat rate equates to roughly \$120 per hour, which was the firm’s current municipal rate in 2022. That rate is now \$200 per hour, so an increase starting in 2026 would have been anticipated without the move. Stafford’s current general municipal legal services rates (\$245 for partners and \$210 for associates) will reflect a slightly larger increase than anticipated, although by leveraging associate work, that increase can be mitigated. Additionally, by charging on an hourly basis, it will be easier for the City to pass on costs to developers as provided for in Section 58-44(b) of the Mequon Municipal Code, which will also help mitigate the overall impact on the General Fund budget.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on May 13, 2025.

Attachments:

Mequon Agreement for Legal Services (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4208

A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025 - December 31, 2025

RECITALS

A. Wis. Stat. § 62.09 and Section 2-63(b) of the Mequon Municipal Code calls for the appointment of a City Attorney.

B. Presently, Brian C. Sajdak of Wesolowski, Reidenbach & Sajdak, S.C. serves as the appointed City Attorney under a three-year engagement which was approved in 2022 following a periodic review of the City's legal services.

C. City Attorney Sajdak has announced that he will be moving his practice to Stafford Rosenbaum LLP effective June 1, 2025.

D. The Common Council desires to continue to retain the services of Mr. Sajdak at his new firm.

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

1. The Agreement for Legal Services with Stafford Rosenbaum LLP, of Madison, Wisconsin, in the form attached hereto as Exhibit A, is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.
2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 13, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk

**AGREEMENT FOR LEGAL SERVICES
JUNE 1, 2025 - DECEMBER 31, 2025**

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

1. *Term of Agreement.* The term of this Agreement shall commence June 1, 2025 and shall terminate December 31, 2025, subject, however, to the termination provisions of paragraph 5.
2. *Duties and Responsibilities.* Pursuant to Wis. Stat. § 62.09 and § 2-183 of the Mequon Municipal Code, the City hereby retains the City Attorney, and specifically appoints Brian C. Sajdak to hold the office of city attorney, to provide legal advice and representation on contractual, statutory, regulatory, and any other legal matters related to the operation of the City. The City reserves the right to retain, in its discretion, other legal counsel for litigation and other specialized legal matters and City Attorney will offer recommendations concerning the selection of such outside legal counsel.
3. *Compensation.* The City shall pay for legal services as follows:
 - A. For routine legal services, as described on the attached Exhibit A, payment shall be in the form of a fixed retainer fee of \$7,350 per month.
 - B. For non-routine legal services, as described on the attached Exhibit A, on an hourly basis as provided below. City Attorney will notify the City prior to commencing work that is covered by these rates.

Type of Services	Description of Services	Hourly Rates	
Non-Routine Legal Services	See attached Exhibit A.	Partners	\$320
		Associates	\$260
		Paralegals	\$155
Specialized Non-Routine Legal Services, including: Litigation, Environmental and Labor and Employment Services	Rates charged for a particular matter will be <i>determined on a case-by-case basis.</i>		

- C. Attorney and Client understand and agree that Client utilizes another law firm for labor-related legal services and for code enforcement and municipal prosecution legal services. Attorney shall not have responsibility to provide these services. To the extent that Client requests Attorney to handle or assist with these matters, such work shall constitute non-routine legal services.

Attachment: Mequon Agreement for Legal Services (RESOLUTION 4208 : Engagement of Stafford Rosenbaum)

- D. The City shall reimburse the City Attorney for time spent traveling on non-routine City-related business at the hourly rates set forth in Section B above.
 - E. The City shall reimburse the City Attorney for all expenses the City Attorney incurs in connection with services provided to the City. City Attorney shall seek the City's prior written or verbal approval of expenses expected to exceed \$100.
 - F. By the 10th day of each month, City Attorney should submit an itemized statement to the City that shows the total time worked and the nature of the work performed and the amount due the City Attorney. All City Attorney services will be billed in one-tenth (1/10) hour increments, with a minimum charge of one-tenth hour for telephone calls, correspondence, and conferences. The City shall in most circumstances, pay any amounts due by the end of the month in which such itemized statement is received, but in no event shall payment be made more than 30 days after receipt of such an itemized statement.
4. Reporting and Review. Pursuant to section 2-183 of the Municipal Code:
- A. Reports. By the 10th day of each month, City Attorney shall provide written monthly reports report to the city administrator, mayor, and common council detailing the status of all pending and threatened litigation, other than municipal ordinance enforcement prosecutions, in which the city is involved, all outstanding legal opinion requests and all other long-term projects the city attorney is performing.
 - B. Review. City shall review the performance of the city attorney and provide feedback to the city attorney at least annually. As part of the review process, the city attorney shall prepare and submit an annual work plan.
5. *Conflict of Interest.* The City Attorney will notify the City of any real or potential conflict of interest regarding the City Attorney's representation of the City. The City Attorney may decline or withdraw from representation of the City in a matter as a result of any real or potential conflict of interest.
6. *Limited Liability Law.* City Attorney is registered as a limited liability partnership with the Wisconsin Department of Financial Institutions. In order to operate as a limited liability entity, City Attorney is required by Wisconsin Supreme Court Rule to file an annual registration with the State Bar of Wisconsin, maintain specified minimum levels of insurance and include an appropriate limited liability designation in its name (which is done through the use of "LLP"). City Attorney is also required to explain to the City the significance that operating as a limited liability entity has on City Attorney's responsibility for acts and omissions. As a limited liability partnership, each attorney who will render services to the City may be liable for his or her acts and omissions, as may each attorney who actually supervises and controls that attorney. The firm as an entity may also be liable for the acts and omissions of its attorneys. However, individual attorneys in the firm who have no involvement with a matter are not subject to unlimited personal liability for that matter.
7. *Termination.* Either party, upon written notice to the other, may terminate this Agreement without cause upon the expiration of 60 days from the delivery of such

written notice to the other party. In the event the City Attorney is unable to represent the City in any matter as a result of a conflict of interest, the City may terminate this Agreement immediately upon delivery of written notice of termination to the City Attorney. In the event of termination, the City Attorney will be compensated for services rendered and expenses incurred prior to such termination in accordance with the terms set forth above. Wisconsin’s Rules of Professional Conduct for Attorneys shall govern any termination of this Agreement.

- 8. *Return of City Records.* The City Attorney shall return to the City all City Records and files upon termination or expiration of this Agreement.
- 9. *Non-Assignment.* The City Attorney's rights and obligations under this Agreement are not assignable without the City's prior written consent.
- 10. *Modification of Agreement.* No modification of this Agreement will be valid unless it is in writing and is duly executed by both parties. The parties further agree that the provisions of this paragraph may not be waived, except as specifically herein set forth.

CITY OF MEQUON

Date _____

Mayor Andrew Nerbun

Date _____

Caroline Fochs, City Clerk

STAFFORD ROSENBAUM LLP

Date _____

, Partner

Attachment: A — Routine and Non-Routine Legal Services

Attachment: Mequon Agreement for Legal Services (RESOLUTION 4208 : Engagement of Stafford Rosenbaum)

ATTACHMENT "A"
Routine and Non-Routine Legal Services

Routine Legal Services shall include:

- i. Attendance all at regular meetings of the Common Council, standing committees of the Council, Ethics Board, Board of Review and the Board of Appeals, and such special meetings of these bodies as requested.
- ii. Telephone consultation, emails or videoconferences with City officials and City staff.
- iii. Review of agendas and hearing notices as requested.
- iv. Review of staff reports, resolutions, ordinances and other materials submitted with Common Council meeting packets.
- v. Review and direct processing of all claims received by the City.
- vi. Review administrative policies and procedures.
- vii. Review and approve bidding documents and requests for proposals for City projects.
- viii. Review and approve destruction of documents per records retention policy.
- ix. Review public records requests referred by records custodians. Review responsive documents when a determination as to disclosure must be made.
- x. Review all contracts with third-party providers and other agencies, upon request.
- xi. Draft resolutions and ordinances of a routine nature, upon request.
- xii. Draft correspondence and legal opinions regarding the above matters, upon request.
- xiii. Render general oral and written legal advice to authorized City officials and staff.
- xiv. Provide information regarding legislation and court decisions having a significant impact on the City, or its officials, staff, or operations.
- xv. Provide availability up to 8 hours per week at City Hall to provide legal services, on days and times to be mutually agreed upon.
- xvi. Conduct up to two (2), two-hour workshops for City officials, staff, or employees on municipal law-related topics of general interest.
- xvii. Preparation of responses to annual audit requests.

Non-Routine Legal Services shall include:

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



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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: May 13, 2025
SUBJECT: 2025 YTD Budget Report as of March 31, 2025

Attached please find a year to date General Fund Budget to Actual Report for the three months ending March 31, 2025. The values shown are unaudited. Commentary is included in the report to provide explanations regarding expenditure overage's or revenue shortfalls. Most departmental budgets are tracking at or below the twenty-five percent benchmark. As a reminder, several revenue categories are recorded unevenly throughout the year or are only recorded at the end of the year. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
2025 Q1 Budget Report (PDF)



GENERAL FUND REVENUES	FY 2025 - Quarter 1					PRIOR YRS COMPARISON		
	Original	Amended	Actual	YTD %	% of Total	FY 24	FY 23	FY 22
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Taxes	12,719,849	12,719,849	4,944,361	38.87%	82.3%	4,478,154	5,624,079	5,423,450
State Shared Revenue	972,397	972,397	-	0.00%	0.0%	-	-	-
Intergovernmental	1,741,507	1,741,507	338,761	19.45%	5.6%	351,840	362,902	378,820
Licenses	65,550	65,550	2,637	4.02%	0.0%	2,335	3,512	2,667
Permits - Inspection	801,872	801,872	164,020	20.45%	2.7%	157,411	143,965	173,211
Permits - Other	57,500	57,500	10,923	19.00%	0.2%	10,908	7,449	12,765
General Fees	112,500	112,500	18,886	16.79%	0.3%	35,236	24,704	22,569
Public Safety Fees	153,000	153,000	9,725	6.36%	0.2%	19,598	(131,290)	5,837
DPW Fees	87,950	87,950	5,549	6.31%	0.1%	5,653	8,546	3,161
Pool & Park Fees	196,000	196,000	6,388	3.26%	0.1%	30,582	5,709	9,850
Development Fees	63,200	63,200	13,580	21.49%	0.2%	12,463	20,400	17,710
Special Assessments	3,000	3,000	(599)	-19.97%	0.0%	(60)	(831)	1,143
Internal Service Fees	525,000	525,000	-	0.00%	0.0%	-	-	-
Other Revenue	883,366	883,366	265,346	30.04%	4.4%	232,169	15,518	22,676
Investment Revenue	265,500	265,500	228,067	85.90%	3.8%	257,162	190,873	(53,145)
Total General Fund Revs	18,648,191	18,648,191	6,007,643	32.22%	100.0%	5,593,451	6,275,535	6,020,715

Key:

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

Notes:

Over Budget
 TAXES: Second installment will be settled by Ozaukee County in August
 INVESTMENT REVENUE: Investment revenue has continued to remain favorable since FY2023
 OTHER REVENUE: Cell Leasing, Cable TV, Insurance Divided and PILOT revenue all recognized unevenly throughout the year

Under Budget
 STATE SHARED & INTERGOVERNMENTAL: Revenues are recognized unevenly throughout the year
 LICENSES: Q2 is when licenses are typically renewed
 PERMITS INSPECTION: Naturally picks up as the summer months approach
 PERMITS OTHER: Brush Site opened April 2nd and expect sales to pick up in Q2
 GENERAL FEES: Culverts are installed in the summer months
 PUBLIC SAFETY FEES: Public safety fees deal with the timing of the year
 DPW FEES: Many are pass through (if revenue is low, so is expense, therefore net zero impact)
 POOL & PARK FEES: Pool open only in the summer months and parks will also pick up as the weather improves
 DEVELOPMENT FEES: Zoning fees are main source of revenue for this category
 SPECIAL ASSESSMENTS: Delinquent Personal Property Tax booked here
 INTERNAL SERVICE FEES: Year end process, no revenue recorded until Q1 of the following year

Attachment: 2025 Q1 Budget Report (10348 : 2025 Q1 YTD Budget (Unaudited))



GENERAL FUND EXPENDITURES	FY 2025 - Quarter 1					PRIOR YRS COMPARISON		
	Original	Amended	Actual	YTD %	% of Total	FY 24	FY 23	FY 22
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Common Council	105,620	105,620	51,780	49.02%	1.2%	47,645	44,270	42,813
City Administrator	488,761	488,761	89,139	18.24%	2.1%	83,724	74,700	65,047
City Clerk	301,670	301,670	73,708	24.43%	1.8%	69,953	69,624	52,477
Elections	57,056	57,056	23,351	40.93%	0.6%	13,368	27,632	25,657
Information Services	499,066	499,066	139,181	27.89%	3.3%	129,875	109,694	135,735
Finance	630,444	630,444	106,100	16.83%	2.5%	102,867	97,087	88,745
Assessor	258,347	258,347	11,980	4.64%	0.3%	10,168	9,682	112,204
Human Resources	284,450	284,450	64,777	22.77%	1.5%	57,529	55,785	56,203
Legal Counsel	136,800	136,800	8,517	6.23%	0.2%	19,390	(91,876)	(56,008)
Police	6,585,026	6,585,026	1,396,003	21.20%	33.2%	1,334,042	1,286,335	1,131,949
Fire/EMS	1,478,821	1,478,821	370,451	25.05%	8.8%	352,354	674,629	406,513
Communications	325,605	325,605	54,955	16.88%	1.3%	70,013	65,069	108,793
Inspections	575,392	575,392	118,218	20.55%	2.8%	112,371	129,849	101,782
Building Maintenance	738,763	738,763	171,446	23.21%	4.1%	183,502	168,060	156,068
Fleet Services	556,951	556,951	192,704	34.60%	4.6%	175,012	192,878	181,663
Engineering	681,908	681,908	228,197	33.46%	5.4%	151,873	129,326	96,222
Highway	2,203,784	2,203,784	511,911	23.23%	12.2%	590,899	473,454	437,700
Forestry	230,338	230,338	41,614	18.07%	1.0%	42,909	35,788	32,601
Library Grant	1,150,000	1,150,000	287,500	25.00%	6.8%	282,929	553,358	530,500
Swimming Pool	142,117	142,117	5,344	3.76%	0.1%	2,920	3,061	2,467
Parks	672,702	672,702	139,374	20.72%	3.3%	119,854	125,739	103,879
Planning	544,570	544,570	115,687	21.24%	2.8%	113,145	123,050	85,974
Total General Fund Exp	18,648,191	18,648,191	4,201,938	22.53%	100.0%	4,066,341	4,357,195	3,898,981
Net Surplus (Loss)	-	-	1,805,705			1,527,109	1,918,340	2,121,734
Fund Balance - Beg of Year	2,435,457	2,435,457	2,435,457					
Fund Balance - End of Year	2,435,457	2,435,457	4,241,162					

Notes:

Over Budget
COMMON COUNCIL - Timing of paying annual invoices in the beginning of the year
ELECTIONS: Elections scheduled for first part of year
FLEET SERVICES: Materials/Repairs, Work Supplies & Fuel all trending over 30%
ENGINEERING: Largely overbudget due to Planning Commission Support - that will be billed to developers in Q2 (net \$0 impact)

Under Budget
FINANCE: Business insurance booked semi-annually
ASSESSOR: Timing lag of receiving monthly assessment contract invoicing
LEGAL: Timing lag of receiving and processing invoices
COMMUNICATIONS: Salaries/benefits tracking below budget
FORESTRY: Brush Site opens Q2 - which will then increase expenses
SWIMMING POOL: Season will begin in Q2

Attachment: 2025 Q1 Budget Report (10348 : 2025 Q1 YTD Budget (Unaudited))



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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: May 13, 2025
SUBJECT: Quarterly Investment Report (January 1, 2025 - March 31, 2025)

Background

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

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

The investments controlled by Dana saw a quarter-end market value of \$13,718,248 with \$187,316 of investment revenue recorded in Quarter 1. \$431,000 of ARPA funding was liquidated from the portfolio to pay for various ARPA project expenditures. The investments controlled by Ehlers saw a quarter-end market value of \$7,275,824 with \$19,189 of investment revenue recorded in Quarter 1. \$7,256,635 was initially invested.

The three-year treasury at the end of the first quarter was 3.89%. The quarter-end weighted averages for the City’s Dana portfolio are as follows:

	Qtr 2 2024	Qtr 3 2024	Qtr 4 2024	Qtr 1 2025
Average Yield to Maturity (%)	5.45	5.65	4.93	4.81
Average Maturity (Years)	1.95	2.43	2.36	2.37
Average Coupon (%)	4.47	4.83	4.59	4.86

During Quarter 1 2025, the City recognized \$676,310 of investment profit of which \$469,805 was bank account interest and \$187,316 was Dana investment revenue and \$19,189 was Ehlers investment revenue.

It is staff’s determination that for the quarter ended March 31, 2025, the City’s individual portfolios and the combined portfolio continue to comply with both the City’s investment policy and Wisconsin State Statute 66.0603.

Recommendation

None

Attachment: 2025 1st Quarter Investment Report Package (10317 : Cash & Investment Report as of 03/31/2025)



Cash/Money Market Accounts for the Quarter Ending 03/31/25								
	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beg Cash 01/01/25	2,494,470	3,049,693	3,885,323	(939,500)	257,700	541,901	50,069,643	59,359,230
Receipts								
Property Tax	4,977,088	7,455,464	20,781	2,052,841	-	-	(35,552,681)	(21,046,507)
City Generated	843,244	1,458,324	966,951	93,725	-	13,020	24,883	3,400,147
State/Fed Funding	338,761	-	-	-	-	-	-	338,761
Investment	238,593	75,866	34,939	28,553	2,662	1,341	87,851	469,805
Total Receipts	6,397,686	8,989,654	1,022,671	2,175,119	2,662	14,360	(35,439,947)	(16,837,795)
Expenditures								
Payroll & Benefits	(3,250,115)	(163,962)	(11,338)	-	-	-	-	(3,425,414)
Accounts Payable	(2,078,040)	(5,814,234)	(872,274)	(887,559)	(310,871)	(960)	(143,946)	(10,107,885)
Other/Transfer	(0)	(157,575)	0	-	431,000	-	(2,164,326)	(1,890,901)
Total Expenditures	(5,328,155)	(6,135,771)	(883,612)	(887,559)	120,129	(960)	(2,308,273)	(15,424,200)
End Cash 03/31/25	3,564,001	5,903,576	4,024,383	348,060	380,491	555,301	12,321,423	27,097,234

Notes:

PROPERTY TAX: Settled with other taxing jurisdictions in Jan & Feb. General Fund will receive a settlement in August from Ozaukee County ~\$7.2M
 CITY GENERATED: General - Cell Tower Lease Revenue, PILOT's, Developer Escrows, Court Revenue, Inspections Permits, Park Reservations, etc. Sewer/Water- Utility Billing
 STATE/FED FUNDING: \$338k Highway & Transportation Aid
 INVESTMENT: Bank Account interest \$469k across several funds.
 PAYROLL & BENEFITS: Seven pay periods throughout first quarter. Under 25% expended.
 ACCOUNTS PAYABLE: General Fund - Quarterly support payments to Library & SOFD, State Salt Contract payment. Capital Projects - Squad car purchase, drone purchase. ARPA/Park Impact - Lemke Pavilion. Sewer - MMSD Capital Charge \$5.1M, Water - Operations/Maintenance contract with City Water, Purchased Water, Meter purchases.
 OTHER/TRANSFER: \$1.6M G.O. Debt Principal & Interest Payments, \$500k TID 3 Debt Principal & Interest Payments, \$431k ARPA money transferred from Dana account to Bank Money Market Account to fund various ARPA expenses.

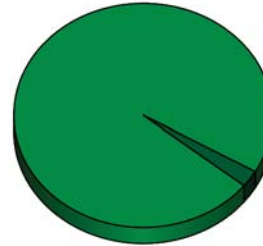
Attachment: 2025 1st Quarter Investment Report Package (10317 : Cash & Investment Report as of

From: December 31, 2024 to March 31, 2

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 03/31/25	% of Assets	Estimated Income
Short Term Investments	329,886	2.4	4,923
Treasury Bonds	986,236	7.2	28,800
Agency Bonds	4,312,658	31.3	171,005
Small Business Administration Bonds	1,156,652	8.4	73,860
Mortgage Bonds	6,023,901	44.0	343,134
Corporate Bonds	908,915	6.6	32,796
Total Portfolio	13,718,248	100.0	654,517



■ Cash
■ Fixed Income

Account Activity Summary (Market Value Basis)

Portfolio Value on 12/31/2024	\$13,961,932.66
Contributions/Withdrawals	(\$435,278.58)
Investment Income	\$131,186.49
Unrealized Gain/Loss	\$39,290.41
Realized Gain/Loss	(\$9,206.00)
Change in Accrued Income	\$30,323.34
Portfolio Value on 03/31/2025	\$13,718,248.32
Total Gain	\$191,594.24

The first quarter of 2025 presented a dynamic market environment and a reminder that despite positive momentum after back-to-back strong years, markets can be volatile and the path ahead is rarely a straight line.

The equity markets were somewhat bifurcated with large cap value and international indices finishing positive for the quarter, while growth and broader domestic indices experienced reasonable declines. The S&P 500 Index posted its worst quarter since Q3 2022, ending the quarter down -4.27%. The Nasdaq and the Russell 2000 Index saw even sharper drops, with declines of -10.26% and -9.48% respectively, their worst quarterly performances since Q2 2022. Notably, the "Magnificent 7" collectively fell into bear market territory, and the semiconductor sector also saw a sharp downturn. This weakness was attributed in part to growth fears following uncertainty around tariffs and the broader "Trump 2.0 policy agenda," as well as softer data and concerns about the AI secular growth narrative.

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	Quarter To Date	Latest 12 Months
Total	1.40	5.74

Fixed income markets navigated the complex environment well despite policy uncertainty, persistent inflationary pressure, and shifting economic expectations. Treasury rates fell the most in the belly of the yield curve with the 2-year and 10-year Treasury yields both falling over 35 basis points. Declining rates led to strong total returns with the 1-3 year Govt/Corp Index and 1-10 year Govt/Corp Index advancing 1.63% and 2.41% respectively for the quarter. The Federal Reserve held its policy rate steady at 4.25% - 4.50% during the March FOMC meeting. While signaling the possibility of two rate cuts later in 2025, the Fed maintained a cautious, data-dependent approach amid heightened policy uncertainty.

While the quarter began with strong momentum, with the S&P 500 Index even hitting a record high in February, sentiment soured as the quarter progressed. Many analysts have cut their 2025 S&P 500 Index price targets, citing factors like higher tariffs and weaker economic growth. Survey data also reflected a cautious turn for both consumers and businesses, with declining consumer sentiment and rising inflation expectations. Hard data, however, such as nonfarm payrolls and February core CPI, remained relatively healthy. Despite the market wobbles, stable employment, strong corporate balance sheets, and easing global monetary policy provide a foundation for continued economic growth as uncertainty diminishes.

Volatile markets can be stressful, but history and experience has shown us that downward movements can be quickly reversed when uncertainty abates; therefore, remaining disciplined with your investment process and steady with asset allocations can be well rewarded. Increased diversification and fixed income allocations can also dampen volatility.

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	3 Year Return	5 Year Return	Since 04/2019 (Ann)
Total	3.65	2.10	2.28

Fixed Income Characteristics as of: 3/31/2025

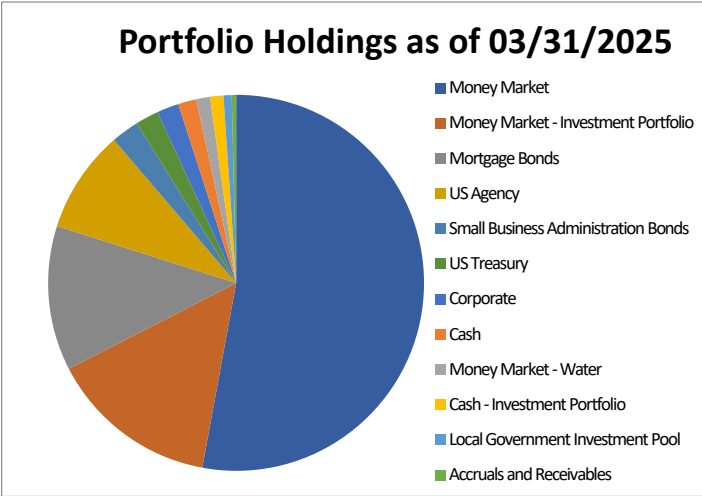
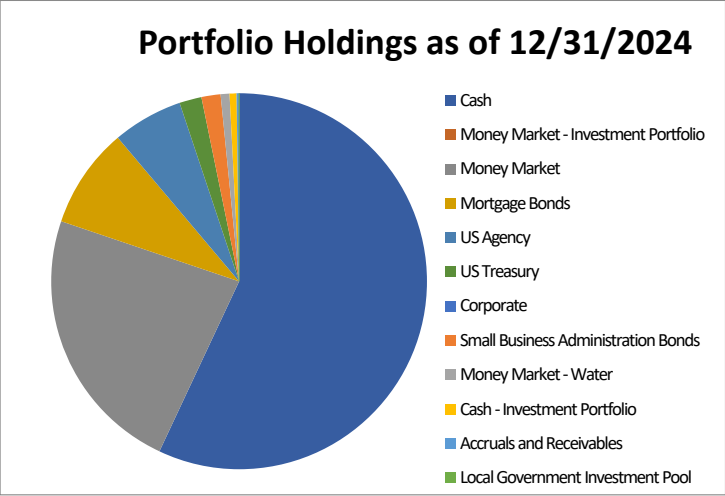
Credit Rating	Avg Maturity	Yield to Worst	Effective Duration
Aa1	2.37	4.81	1.05

Thank you for the confidence you have placed in Dana Investment Advisors, and please contact us with any questions or changes to your investment objectives.

Attachment: 2025 1st Quarter Investment Report Package (10317 : Cash & Investment Report as of 03/31/2025)

City of Mequon Distribution by Security Sector - Market Value

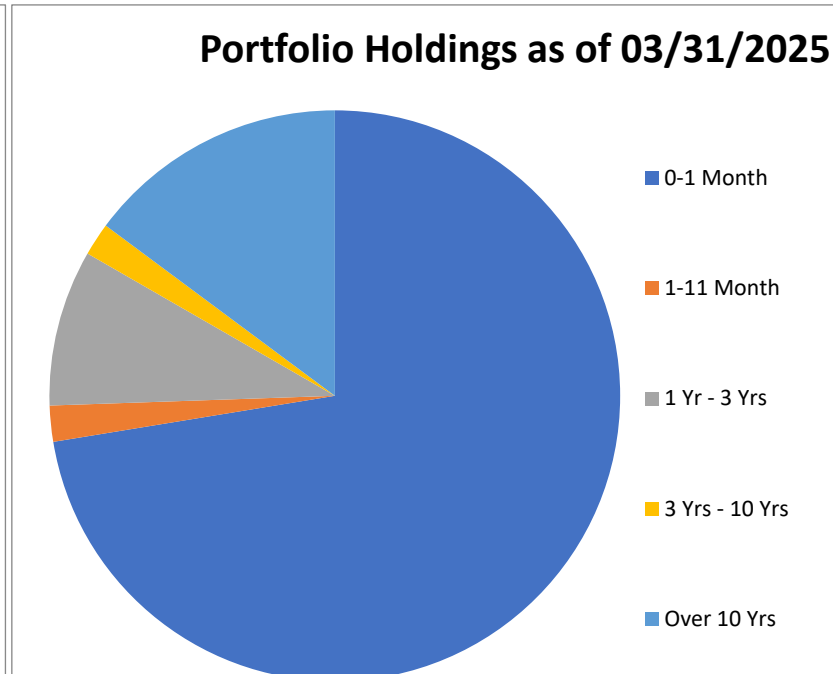
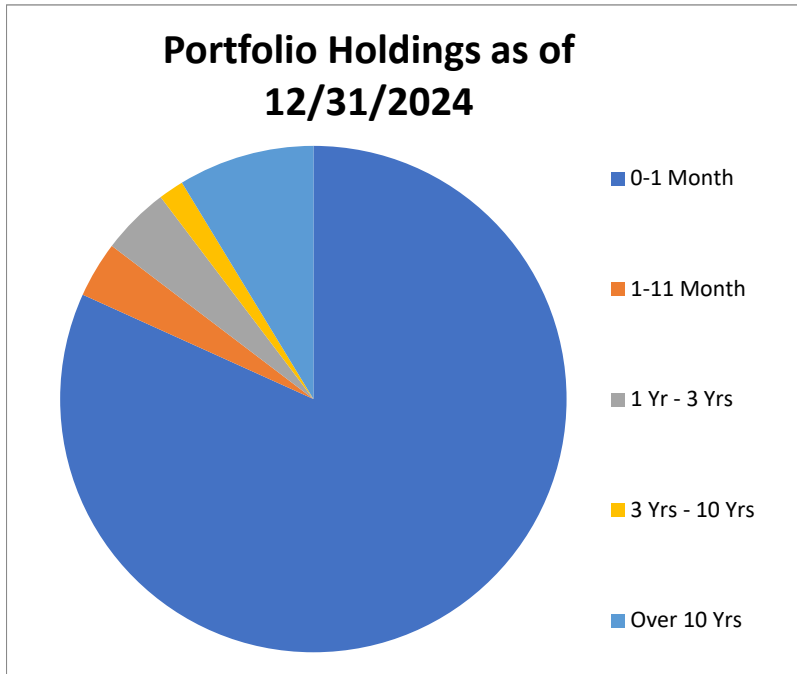
Security Sector	Market Value 12/31/2024	% of Portfolio 12/31/2024	Market Value 3/31/2025	% of Portfolio 3/31/2025
Cash - Investment Portfolio	424,481.10	0.58%	548,510.59	1.14%
Money Market - Investment Portfolio	-	0.00%	7,007,410.24	14.57%
US Agency	4,428,612.55	6.04%	4,258,483.19	8.85%
US Treasury	1,392,359.38	1.90%	977,371.88	2.03%
Mortgage Bonds	6,353,131.24	8.66%	5,986,390.62	12.45%
Small Business Administration Bonds	1,200,678.12	1.64%	1,144,271.46	2.38%
Corporate	-	0.00%	897,126.00	1.87%
Accruals and Receivables	162,670.27	0.22%	174,508.62	0.36%
Cash	41,779,617.98	56.98%	755,257.03	1.57%
Money Market	17,009,463.48	23.20%	25,422,577.23	52.86%
Local Government Investment Pool	3,749.93	0.01%	346,029.08	0.72%
Money Market - Water	566,398.43	0.77%	573,370.96	1.19%
Total	73,321,162.48	100.00%	48,091,306.90	100.00%



Attachment: 2025 1st Quarter Investment Report Package (10317 : Cash & Investment Report as of

City of Mequon Distribution by Maturity - Market Value

Security Sector	Market Value 12/31/2024	% of Portfolio 12/31/2024	Market Value 3/31/2025	% of Portfolio 3/31/2025
0-1 Month	59,946,381.19	81.76%	34,827,663.75	72.42%
1-11 Month	2,626,471.23	3.58%	977,371.88	2.03%
1 Yr - 3 Yrs	3,194,500.70	4.36%	4,258,483.19	8.85%
3 Yrs - 10 Yrs	1,179,334.84	1.61%	897,126.00	1.87%
Over 10 Yrs	6,374,474.52	8.69%	7,130,662.08	14.83%
Total	73,321,162.48	100.00%	48,091,306.90	100.00%



2025 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
May	<ul style="list-style-type: none">• A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period June 1, 2025-December 31, 2025• An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Relating to the Imposition of Impact Fees

Potential Future Agenda Topics

<ul style="list-style-type: none">• Library Review• Insurance Review• Fundraising• Alternative Revenue Sources	<ul style="list-style-type: none">• Payment in Lieu of Tax (PILOT) Agreements• City Ordinance Reconciliation• Impact Fees
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Attachment: May 2025 F&P Work Plan (10309 : Finance - Personnel Work Plan)

2025 Completed Items

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