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Office of the City Administrator

**FINANCE-PERSONNEL COMMITTEE  
MEETING MINUTES  
February 9, 2016**

**Present:** Mayor Abendroth, Aldermen Leszczynski, Mayr (6:36 PM), Pukaite

**Also Present:** City Administrator Jones (6:36 PM), Assistant City Administrator Thyges (6:36 PM), Finance Director Watson, Community Development Director Tollefson, City Attorney Sajdak, James Mann, Senior Municipal Advisor/Vice President, Ehlers & Associates, Kathleen Cady-Schilling, Executive Director, Ozaukee Economic Development, Rob Helm, Vice President, First Bank Financial Centre, Executive Assistant Prosser, Interested parties, Press

Mayor Abendroth called the meeting to order at 6:30 PM.

**Approve minutes from the January 12, 2016 meeting**

**Action:** Motion to approve the January 12, 2016 meeting minutes (Pukaite/Leszczynski).

**Result:** Motion passed by voice acclamation.

**License applications**

**Action:** Motion to approve license applications (Pukaite/Leszczynski).

**Result:** Motion passed by voice acclamation.

**Vouchers for payment**

**Action:** Motion to approve vouchers for payment (Pukaite/Leszczynski).

**Result:** Motion passed by voice acclamation.

**RESOLUTION 3355 – An Amendment to the City of Mequon Approved Development Agreement to Extend the Project Completion for Phase II: Café Hollander**

Community Development Director Tollefson stated the current development agreement for the Wired/Shaffer project states that Phase II of the project shall be completed no later than February 29, 2016. Ms. Tollefson went on to say, the applicant has requested that the completion date for Phase II be extended to June 30, 2016. Ms. Tollefson noted June 30, 2016 coincides with the overall completion of the project per the current development agreement including all final landscaping and hardscape features.

**Action:** Motion to approve Resolution 3355 – An Amendment to the City of Mequon Approved Development Agreement to Extend the Project Completion for Phase II: Café Hollander (Pukaite/Mayr)

**Result:** Motion passed by voice acclamation. Resolution 3355 recommended to Common Council for approval.

**RESOLUTION 3350 – Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$9,020,000**

Finance Director Watson stated before the Committee for approval is an initial resolution authorizing the issuance of General Obligation Bonds not to exceed \$9,020,000 for the proposed combined Public Works facility. James Mann from Ehlers and Associate was present at the meeting to answer questions of the Committee.

**Action:** Motion to approve Resolution 3350 – Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$9,020,000 (Mayr/Pukaite)

**Result:** Motion passed by voice acclamation. Resolution 3350 recommended to Common Council for approval.

**RESOLUTION 3360 – Support of the Preservation of Tax-Exempt Financing**

**Action:** Motion to approve Resolution 3360 – Support of the Preservation of Tax-Exempt Financing (Pukaite/Leszczyński)

**Result:** Motion passed by voice acclamation. Resolution 3360 recommended to Common Council for approval.

**RESOLUTION 3357 – Town Center Business Loan: Ruby Tap**

Community Development Director Tollefson stated in 2013 the City worked with First Bank Financial Centre to create a business development loan program for the Town Center. Ms. Tollefson noted Rob Helm, from First Bank Financial Centre was present should the Committee have any questions. Ms. Tollefson went on to say, First Bank Financial Centre initially created the business development loan program in 2010 with the City of Oconomowoc for their downtown and since that time has established the program in other communities. Ms. Tollefson stated the program is designed to focus on revitalization in downtown and main street areas. Ms. Tollefson noted First Bank Financial Centre has approved the loan for Ruby Tap in the amount of \$25,000 with a 1% interest rate.

**Action:** Motion to approve Resolution 3357 – Town Center Business Loan: Ruby Tap (Pukaite/Leszczyński)

**Result:** Motion passed by voice acclamation. Resolution 3357 recommended to Common Council for approval.

**RESOLUTION 3361 - Approving a Revolving Loan Fund Application for Big Shots Sports**

Community Development Director Tollefson stated the City has received an application from Big Shots Sports for \$50,000 from the Revolving Loan Fund. Ms. Tollefson noted representatives from Big Shots Sports were present at the meeting. Ms. Tollefson stated the funding request is for the acquisition of the 15 acre property located at 10328 N. Wauwatosa Road to start a new golf driving range, and includes capital equipment and working capital. Ms. Tollefson went on to say, the Economic Development Board recommended the Revolving Loan Fund application by a vote of 7-0, subject to using the applicant's property in Minnesota as collateral. Kathleen Cady-Schilling was present to review the loan application with the Committee. Ms. Schilling stated the applicant is asking for reconsideration of the property in Minnesota to be used as collateral, instead the applicant has offered their residence. The Committee agreed to accept the applicant's request.

**Action:** Motion to approve Resolution 3361 - Approving a Revolving Loan Fund Application for Big Shots Sports. (Leszczyński/Mayr)

**Result:** Motion passed by voice acclamation. Resolution 3361 recommended to Common Council for approval.

**RESOLUTION 3346 – Approving a Contract to Purchase for the Town Center City-Owned Property known as 6200 W. Mequon Road, 6300 W. Mequon Road, 11300 and 11350 N. Buntrock Avenue**

Community Development Director Tollefson stated in November of 2015, the Council adopted a resolution authorizing negotiation of a contract to sell the City owned property to Shaffer Development based on a concept development approval. Ms. Tollefson reviewed the highlights of the purchase agreement with the Committee, as well as revisions to the contract requested by the buyer. The Committee went on to discuss amendments to the contract. City Attorney Sajdak assisted the Committee with the amendments to the contract.

**Action:** Motion to approve Resolution 3346 – Approving a Contract to Purchase for the Town Center City-Owned Property known as 6200 W. Mequon Road, 6300 W. Mequon Road, 11300 and 11350 N. Buntrock Avenue with amendments. (Mayr/Pukaite)

**Result:** Motion passed by voice acclamation. Resolution 3346 recommended to Common Council for approval.

**Closed Session:**

The Committee did not convene into closed session.

**Adjourn**

**Action:** Motion to adjourn (Mayr/Pukaite)

**Result:** Motion passed by voice acclamation. Meeting adjourned at 7:25 PM.

Respectfully Submitted,  
CITY OF MEQUON FINANCE-PERSONNEL COMMITTEE  
Lina Prosser, Executive Assistant