



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

www.ci.mequon.wi.us

Office of the City Clerk
Taped & Televised

COMMITTEE OF THE WHOLE
Wednesday, August 10, 2022
6:45 PM
Christine Nuernberg Hall

Agenda

1. Call to Order, Roll Call
2. Approval of Meeting Minutes
 - a. July 12, 2022
3. Discussion
 - a. City of Mequon Compensation Study for Non-Represented Positions
4. Quarterly Departmental Reports
 - a. Finance Department
 - b. Clerk's Department
 - c. Community Development
 - d. Public Works
 - e. Fire Department
 - f. Police Department
5. Future Policy Items for Discussion/Consideration/Analysis
6. Adjourn

Dated: August 10, 2022

/s/ Andrew Nerbun, Mayor

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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COMMITTEE OF THE WHOLE
Tuesday, July 12, 2022
6:15 PM
Christine Nuernberg Hall

Minutes

1. Call to Order, Roll Call

Mayor Nerbun called the meeting to order at 6:24 PM.

Present:

Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Mark Gierl
Alderman Jeffrey Hansher
Alderman Dale Mayr
Alderman Brian Parrish
Alderman Kathleen Schneider
Alderman Robert Strzelczyk
Alderman Vacant Seat - **Absent**

Also present: City Administrator Jones, Assistant City Administrator Schoenemann (virtually), City Attorney Sajdak, City Clerk Fochs, Finance Director Engroff, Police Chief Pryor, Director of Public Works/City Engineering Lundeen, Director of Community Development Tollefson, Assistant Director of Community Development Zader, Associate Planner Miller, press and interested public.

2. Approval of Meeting Minutes

a. June 7, 2022 Special Meeting Minutes

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Mayr

Attachment: 7.12.22 COTW (7565 : July 12, 2022)

AYES:	Nerbun, Bushee, Gierl, Hansher, Mayr, Parrish, Schneider, Strzelczyk
DEEMED NO:	Vacant Seat

b. June 14, 2022 Regular Meeting

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Mayr

AYES:	Nerbun, Bushee, Gierl, Hansher, Mayr, Parrish, Schneider, Strzelczyk
DEEMED NO:	Vacant Seat

3. Resolutions

- a. **RESOLUTION 3964** A Resolution Approving Adoption of the City of Mequon Strategic Plan for 2022-2025

Administrator Jones gave a brief summary of the continued process with SBrand Solutions and the three-to-five-year strategic plan for the city. Once recommended to the Common Council, the five key focus areas can begin formalized implementation.

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Parrish

AYES:	Nerbun, Bushee, Gierl, Hansher, Mayr, Parrish, Schneider, Strzelczyk
DEEMED NO:	Vacant Seat

4. Discussion Items

- a. District 8 Aldermanic Vacancy-Special Election

Attorney Sajdak provided detailed information and dates for a special election to which the council deliberated on.

Motion to approve special election for alderman district 8 on January 10, 2023.

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bushee

AYES:	Nerbun, Bushee, Gierl, Hansher, Mayr, Parrish, Schneider, Strzelczyk
DEEMED NO:	Vacant Seat

- b. Discussion Concerning Proposed Amendments to the City's Incentive Policy for Tax Increment Districts 4 & 5

Assistant Director Zader gave an overview of how TIF's in Districts 4 & 5 are currently funded and city's Economic Development Board's determination of greatest incentives within budget and timelines. Zader explained the current incentive policy based on the project plan: Fast Track Option versus the Case by Case Option. Mike Kramer from the Economic Development Board spoke on the boards' goal to encourage the right type of development that the community desires in this area of the city. The Committee discussed the plan and possible timeline for adoption.

- c. A Consultation for a Proposed Residential Development Consisting of 36 Single-Family Homes and 51 Single-Family Condominiums Located on 107 Acres West of Baehr Road, South of Donges Bay Road and North of Lily Lane Nature Preserve

Assistant Director Zader introduced the project and Steve DeCleene from Neumann Development. The committee and city staff discussed concerns including sewer service, zoning, and positive city growth. The owner of the property spoke on the difficulty with the location in reference to access to the interstate and city centers, but is optimistic of Neumann Development's plan.

- d. Electronic Participation for Common Council, Planning Commission, and Citizen Committees Meetings

A general straw poll of the Committee's interest was taken.

5. Future Policy Items for Discussion/Consideration/Analysis

6. Adjourn

Motion to Adjourn

RESULT:	Approved by Roll Call Vote [7-1]
MOVED BY:	Alderman Gierl
SECONDED BY:	Alderman Hansher

AYES:	Nerbun, Bushee, Gierl, Hansher, Mayr, Parrish, Schneider, Strzelczyk
DEEMED NO:	Vacant Seat

Respectfully Submitted,

Janet Meyer
Deputy Clerk



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Office of Administration

TO: Committee of the Whole
FROM: Justin Schoenemann, Assistant City Administrator
DATE: October 3, 2022
SUBJECT: City of Mequon Compensation Study for Non-Represented Positions

Background

At its June meeting, the Common Council approved the execution of a contract with GovHR for the completion of a compensation study for all non-represented positions. In addition to compensation, the study will also examine the City's existing pay structure and methodology for advancing employees through their respective paygrades.

Subsequently, the Human Resources Division and Library Director Rachel Muchin Young provided GovHR with data and current process documentation, established a project timeline with GovHR, and began the study's initial phase.

After virtual kickoff meetings with staff that took place during the first week of August, employees are now working to complete a number of steps, including answering job analysis questionnaires and participating in virtual one-on-ones with GovHR's team to document the duties of each surveyed position. While GovHR works to analyze the City's positions, its team will also be gathering data from identified comparable organizations.

Analysis

GovHR uses a broad-based cohort group methodology to identify "like" communities for comparison to the City. The methodology utilizes a weighted scoring system that factors in population, total equalized value, per capita property tax, per capita spending, shared revenues, per capita debt, and proximity to a lesser degree. The data for the listed criteria comes from independent sources, such as the Wisconsin Policy Forum and Census Bureau. Sixteen of the City's like communities are within the southeastern area of Wisconsin, and four communities are included as comparables to factor in other areas of Wisconsin. Attached is a table depicting the scoring results and communities included as comparables for the City's study.

The data gathering processes listed above will be continue through mid-September. GovHR will use the internal and external data gathered to develop an updated pay structure and implementation recommendations for the City. The City anticipates having premilitary results in September and working with GovHR to refine the final report in October. After which, GovHR will present the findings and report to the Common Council at its November 9 meeting.

Lastly, while the study is anticipated to be completed in November, the Human Resources Division will be working into 2023 with members of the Common Council and City staff to implement the study's findings.

Attachments:
Comparable Communities Table (PDF)

Municipality	Population	Max. Points	Total EV (million)	Max. Points	Per Capita Property Tax Levy	Max. Points	Per Capita Spending	Max Points	Shared Revenues (thousand)	Max. Points	Per Capita Debt	Max. Points	Proximity (miles)	Max. Points	Total Points
Mequon	25,142	20	5,232	15	920	15	560	15	353	15	1,814	10	-	10	100
Germantown	20,917	20	2,901	11	661	15	555	15	842	7	2,070	10	5.7	10	88
Menomonee Falls	38,527	15	5,621	15	636	15	586	15	863	7	2,295	10	7.0	10	87
Muskego	25,032	20	3,480	11	526	11	445	15	485	15	1,797	10	28.8	4	86
Brookfield	41,464	15	7,714	15	1,049	15	835	15	855	7	2,477	10	14.1	7	84
Oconomowoc	18,203	20	2,656	11	706	15	543	15	280	15	648	2	30.8	4	82
Franklin	36,013	20	4,588	15	600	11	607	15	774	7	1,997	10	24.4	4	82
Pewaukee City	15,914	15	3,526	15	672	15	714	15	765	7	1,010	7	19.4	7	81
Whitefish Bay	14,954	15	2,473	7	844	15	565	15	180	11	1,832	10	13.7	7	80
Middleton	21,827	20	4,077	15	875	15	678	15	955	3	2,022	10	99.6	2	80
Sun Prairie	35,967	20	3,864	15	704	15	575	15	802	7	2,595	10	73.9	2	80
Wauwatosa	48,387	15	6,864	15	938	15	830	15	1,661	0	2,559	10	11.9	7	77
Greenfield	37,803	15	3,533	15	748	15	712	15	1,683	0	2,161	10	20.4	7	77
Cedarburg	12,121	10	1,548	0	872	15	622	15	420	15	1,554	10	8.1	10	75
Brown Deer	12,507	10	1,045	0	734	15	725	15	455	15	2,303	10	6.6	10	75
West Bend	31,752	20	3,200	11	658	15	587	15	1,720	0	1,463	10	22.5	4	75
Greendale	14,854	15	1,639	0	720	15	706	15	466	15	1,621	10	22.4	4	74
New Berlin	40,451	15	5,849	15	685	15	595	15	1,024	0	1,392	10	21.5	4	74
Oak Creek	36,497	20	4,216	15	623	15	819	15	6,161	0	2,731	7	31.0	2	74

Communities that did not score 74+ points but were added due to being comparables in the past and competitors in the marketplace.

Pleasant Prairie	21,250	20	4,294	15	614	15	698	15	2,594	0	4,240	4	55.0	2	71
Sheboygan	49,929	15	3,299	11	521	11	635	15	11,401	0	1,224	10	50.2	2	64



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Office of Committee of the Whole

TO: Committee of the Whole
FROM: Jennifer Engroff, Finance Director
DATE: August 2, 2022
SUBJECT: Finance Department

Attached please find a year to date General Fund Budget/Actual Summary report for the six months ending June 30, 2022. The values shown are unaudited. Most departmental budgets are tracking at or below the fifty percent benchmark. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
2022 Quarterly Budget Reports (PDF)



FY 2022 - Quarter 2

PRIOR YRS COMPARISON

REVENUES	Original	Amended	Actual	YTD %	% of Total	FY 21	FY 20	FY 19
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Taxes	11,939,401	11,939,401	5,948,983	49.83%	75.6%	5,824,465	7,210,704	5,107,703
State Shared Revenue	555,371	555,371	-	0.00%	0.0%	-	-	-
Intergovernmental	1,823,218	1,823,218	827,882	45.41%	10.5%	831,292	878,315	827,620
Licenses	60,400	60,400	54,876	90.85%	0.7%	54,214	40,997	64,673
Permits - Inspection	926,000	926,000	404,561	43.69%	5.1%	510,630	300,017	440,338
Permits - Other	59,500	59,500	47,295	79.49%	0.6%	50,240	48,290	44,990
General Fees	132,000	132,000	92,084	69.76%	1.2%	66,509	48,205	43,336
Public Safety Fees	886,300	886,300	255,238	28.80%	3.2%	186,005	216,264	368,265
DPW Fees	90,250	90,250	17,321	19.19%	0.2%	55,897	14,155	48,789
Pool & Park Fees	148,750	148,750	134,324	90.30%	1.7%	87,171	23,321	62,404
Development Fees	74,400	74,400	46,559	62.58%	0.6%	41,174	30,696	39,763
Special Assessments	4,000	4,000	335	8.37%	0.0%	2,097	2,263	2,445
Internal Service Fees	385,000	385,000	-	0.00%	0.0%	-	-	-
Other Revenue	902,550	902,550	99,386	11.01%	1.3%	199,802	191,482	181,429
Investment Revenue	40,000	40,000	(63,423)	-158.56%	-0.8%	17,512	104,042	123,923
Total General Fund Revs	18,027,140	18,027,140	7,865,420	43.63%	100.0%	7,927,009	9,108,750	7,355,679

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: TAXES: Taxes will be settled in August with Ozaukee County
STATE SHARED REVENUE & INTERGOVERNMENTAL: Revenues are recognized unevely throughout the year
PERMITS - INSPECTION: Lagging slightly, however largely offset by Other Permits and General Fees
PUBLIC SAFETY FEES: Ambulance fees lag several months, so the YTD % is actually well over 50%
DPW FEES: Many are pass through (if revenue is low, so is expense, therefore net zero impact)
SPECIAL ASSESSMENTS: Delinquent Personal Property Tax booked here
INTERNAL SERVICE FEES: Recognized as part of year-end process
OTHER REVENUE: Fund balance usage of \$190k budgeted (doesn't get recognized) and most other revenue is recognized annually
INVESTMENT REVENUE: Investments are recorded at fair market value, however, losses will not be realized as we hold until maturity



FY 2022 - Quarter 2

PRIOR YRS COMPARISON

EXPENDITURES

	Original Budget	Amended Budget	Actual	YTD %	% of Total	FY 21 ACTUALS	FY 20 ACTUALS	FY 19 ACTUALS
Common Council	86,058	86,058	65,662	76.30%	0.8%	41,666	52,057	77,132
City Administrator	286,045	286,045	149,306	52.20%	1.8%	135,748	126,785	130,261
City Clerk	305,569	305,569	138,201	45.23%	1.7%	150,332	156,714	135,500
Elections	105,136	105,136	42,942	40.84%	0.5%	27,188	55,786	33,193
Information Services	497,629	497,629	213,476	42.90%	2.6%	151,562	147,640	126,973
Finance	520,760	520,760	220,567	42.35%	2.6%	299,135	337,528	324,136
Assessor	290,820	290,820	154,768	53.22%	1.9%	162,030	160,467	115,688
Human Resources	232,373	232,373	124,378	53.53%	1.5%	106,641	85,716	84,952
Legal Counsel	102,483	102,483	(49,648)	-48.45%	-0.6%	(63,711)	(31,226)	3,252
Police	5,981,512	5,981,512	2,649,069	44.29%	31.7%	2,574,665	2,472,251	2,556,344
Fire/EMS	2,227,113	2,227,113	1,011,594	45.42%	12.1%	939,327	813,967	751,189
Communications	591,590	591,590	265,215	44.83%	3.2%	294,166	308,243	318,661
Inspections	524,305	524,305	235,384	44.89%	2.8%	234,766	251,628	240,842
Building Maintenance	674,542	674,542	341,320	50.60%	4.1%	384,577	312,403	335,813
Fleet Services	531,921	531,921	333,820	62.76%	4.0%	279,426	242,277	300,923
Engineering	584,453	584,453	238,610	40.83%	2.9%	220,983	272,178	326,345
Highway	2,041,065	2,041,065	882,933	43.26%	10.6%	887,003	918,188	994,090
Forestry	195,683	195,683	77,773	39.74%	0.9%	59,961	41,091	-
Library Grant	1,061,000	1,061,000	795,750	75.00%	9.5%	793,500	806,250	524,733
Swimming Pool	101,323	101,323	36,838	36.36%	0.4%	42,088	29,111	26,463
Parks	571,717	571,717	235,402	41.17%	2.8%	266,837	263,986	293,158
Planning	514,043	514,043	199,046	38.72%	2.4%	255,987	221,777	203,497
Total General Fund Exp	18,027,140	18,027,140	8,362,406	46.39%	100.0%	8,247,503	8,052,194	7,907,585
Net Surplus (Loss)	-	-	(496,985)			(320,494)	1,056,556	(551,906)
Fund Balance - Begin of Year	2,578,531	2,578,531	2,578,531					
Fund Balance - End of Year	2,578,531	2,578,531	2,081,545					

Notes: COMMON COUNCIL - Largely overbudget due to Strategic Planning \$12k (budgeted in 2021) and Festivals Sponsorships \$10k (timing)
ADMINISTRATOR: Training over full year budget by \$5k due to Midwest Leadership Institute (3 registrants)
ASSESSOR: Last Revaluation payment (\$55k) in February
HUMAN RESOURCES: Overage due to recruitment costs for vacant positions
FLEET SERVICES: Fuel and Materials/Repairs over budget due to higher costs



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Office of City Clerk

TO: Committee of the Whole
FROM: Caroline Fochs, City Clerk
DATE: August 1, 2022
SUBJECT: Clerk's Department

Ongoing

The District 8 vacancy process which began in April will continue through the remainder of the year. Staff has begun coordination with the State, County, School District personnel, city staff and poll workers to ensure all are informed and prepared for the special primary and election. Staff continues to keep the voter rolls up to date by removing 1700 voters that have moved, etc. Documentation of all procedures has also been a focus as well as prepping for the next election.

April - July

The final redistricting map was adopted in April. Two additional wards were added to the original city ward map due to Congressional lines bisecting adopted wards. Staff completed in-person absentee voting for the April election on April 1. The Spring Election was held on April 5 with a 40% voter turnout. Over the next week staff focused on recording voter participation for the 7386 residents that voted in the election. Final reports submitted to the Wisconsin Election Commission on April 29. Absentee ballot voting accounted for 2878 votes or 39%.

In May staff focused on administering the license renewals for all liquor-related licenses. June marked the beginning to the Partisan Primary. 1746 ballots were mailed to voters with a proper application on file. June is also the month for issuing renewal licenses for various liquor licenses. Reports were filed with the Department of Revenue in a timely fashion. 106 elderly voters were assisted by Special Voting Deputies in the local residential care facilities in July. The biannual tax-exempt report was submitted to the state which included 48 qualifying parcels. Staff is investigating cost savings with several vendors in anticipation of the FY2023 budget cycle.

Absentee Ballots Mailed	2610
New Voter Registrations completed	369
Election training sessions	8
Training sessions provided to poll workers	1
Open Record Requests Closed	25
Resolutions and ordinances adopted	41
Licenses issued	226



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Office of Community Development

TO: Committee of the Whole
FROM: Kim Tollefson, Director of Community Development
DATE: August 10, 2022
SUBJECT: Community Development

Community Development Department Report
Quarter No. 2: 2022

Permit & Application Status

	1 st Quarter	2 nd Quarter
No. Inspection Permits:	966	1117
No. Architectural Review Board Applications:	24	28
No. Zoning Applications:	27	46
Department Revenue:	\$200,125	\$268,068

Work Program Status

Work Program	Status	Board	Common Council
PW Road Streetscape RFP	30% Concept Review	Ad Hoc PW Road Design	TBD
PW Road TID Incentives	Approved	Economic Development/COTW/CC	July
PW Road Architecture	In Process	Ad Hoc PW Road Design	Q1 2023
TC OIT & Road	30% Plan Review	COTW / CC	October
We Energies: TC Utility Burial	In Process	Finance & Personnel / CC	Q4 2022
Management Partners	In Process	Internal/Public Welfare	On-Going
Land Management Contract	Kick-Off	Internal	TBD
Economic Special Event	In Process	Economic Development Board	Fall 2022 / Spring 2023
Initial Site & Utility Assessment: SW Mequon	Exploration	Economic Development Board	TBD
Initial Site Assessment: TID	Exploration	Economic Development Board	TBD

Major Policy Work:

The Economic Development Board is strengthening partnerships in Southeastern Wisconsin through discussions for collaboration with M7 and WEDC. In addition, the Board is considering the merits of a market study for future land uses within the N. Port Washington Road corridor,

including the interest in a small scale hotel. One on one meetings with owners of high priority redevelopment sites to understand interest and timing of any development changes.

Major Project Updates:

Development and Engineering staff are working to coordinate efforts for road work and the OIT crossing within the Town Center neighborhood with both WisDOT and We Energies and our design consultant, Batterman. Staff is meeting bi-weekly to plan and coordinate the design and implementation.



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Office of Public Works

TO: Committee of the Whole
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: August 10, 2022
SUBJECT: Public Works

Capital Vehicle Leasing - Quarterly Update

Action items taken:

- June 27th ordered one replacement $\frac{3}{4}$ ton Chevrolet truck (2022 available from a previous dealership order) with municipal discount to be delivered this month. This was to replace a truck we had taken out of service. Fleet staff will sell old truck on Wisconsin Surplus due to its age & condition.
- July 12th staff met with an expanded Enterprise Team and went over the City's program.
- July 14th signed orders for 4 new $\frac{1}{2}$ ton Ford pickups anticipated to be delivered in August of 2023. After delivery of new trucks, Enterprise will sell the existing trucks.

Anticipated in August or September:

- Ford will open up order banks for $\frac{3}{4}$ ton pickups. There are 6 - $\frac{3}{4}$ tons on the list to order. Estimated delivery is 10 to 12 months from order date.
- Ram Trucks will also open up order banks on $\frac{1}{2}$ ton and $\frac{3}{4}$ ton trucks. The City has the option to change any of the previous Ford orders to Ram if desired. Estimated delivery is 10 to 12 months from order date.

Enterprise has no information on Chevy Equinox or other SUV order banks opening yet.

KEY PERFORMANCE INDICATORS

Department of Public Works		Year to Date
Snow Events		23
Ash Trees Removed		885
Other Trees Removed		2244
Tree Pruned (Days)		47
Buildings		
Work Orders/Repairs		879
Number of City Facilities		15
Facilities with Janitorial Service		9
Streetlights Repaired		23
Facility Projects/Updates Completed		13
Facility Set-Ups		54
Administered PM's		23
Inspections/Audits		14
Capital Projects in Progress/Planning		10
Engineering		

	Development Plan Reviews	18
	Green Infrastructure Plan Reviews	8
	Green Infrastructure Plan Approvals	6
	Right-of-way Permits issued	88
	Fill Permits Issued	14
	Erosion Control Permits Inspected	76
	Stormwater BMP Certifications	24
	Drainage Concerns Inspected	28
	Publicly Bid Projects	4
	Drainage Projects (Designed)	51
Fleet		
	Equipment in Fleet	160
	Repair Operations	363
Forestry		
	Inspections	95
	Ash Trees Removed	932
	Trees Pruned-days	102
	Other Trees Removed	743
	Snow Events	20
	Trees Planted	33
Highway		
	Roadside Mowing (Hours)	473
	Snow Events	20
	Tree Removals	1567
	Tree Pruned-days	56
	Shoulder reclaiming/miles	90
	Ditching projects	42
	Road painting miles	130.6
	Catch Basins Inspected	500
	Stumps ground	2075
	Driveway culverts installed/Cross road culverts	88
	Road Sweeping Hours	110
	Christmas Tree Chipping	1153
Parks		
	Athletic Field Mowing (Hours)	53
	Median/Terrace Mowing (Hours)	54
	Ball Fields (maintained)(hrs)	100
	Mulch Installed	147
	Playgrounds	10
	Shelters	8
	Sports Fields Prepped	12
	Winter Meetings	16
	Winter Building Maintenance	7
	Rentals	3
	Piers	4
	Tree Removals	165
	Hard Surface Trail Miles (plowed)	91

	Snow Events	22
	Gravel/Chip Trail Miles Groomed	49
Sewer	Number of Manholes Inspected	740
	Small Diameter Mainline Rehab (ft)	8538
	Televised mainline sewer (ft)	21704
	Rodded mainline sewer (ft)	510
	Jetted mainline sewer (ft)	101422
Swimming Pool		
	Attendance	7123
	Mequon Family Passes Sold	307
	Family Super Passes Sold	275
Water	Total Water Main Lineal Footage	556
	Number of Customers Added	12
	Non-Revenue Water (1,000s Gallons)	88,369
	% Non-Revenue Water	75.63
	Max Water Use Day (1,000s Gallons)	9,716,000
	Hydrants Flushed	1445
	Dead Ends Flushed	252



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Fax: 262-242-5042

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Office of Fire/Ambulance

TO: Committee of the Whole
FROM: David Bialk, Fire Chief
DATE: August 4, 2022
SUBJECT: Fire Department



Mequon Fire Department Q2 Report - 2022

Calls for Service

Call Type	YTD 2022	YTD 2021
EMS	1,015	961
Fire	246	205
Interfacility Transports	-	-
Total	1,261	1,166

Response Times

Call Type	Average Response Time
First Responder	4:16
Ambulance	8:37
Fire	11:22

Since April when the Intergovernmental Agreements were signed by Mequon and Thiensville creating the Southern Ozaukee Fire and Emergency Medical Services Department most of the time has been spent on the merging of the two departments. A list of accomplishments and action items are listed below.

The SOFD Board has met three times since the documents were signed. The board has spent time reviewing staffing, discussing fees, and preparing a preliminary budget.

The SOFD has created an EIN number and applied to the State of Wisconsin for participation into the Wisconsin Retirement System.

Three fulltime firefighter paramedics have been hired using money reallocated from Paid-on-Call salaries.

Accomplishments of the SOFD Since May, 2022

Thiensville Fire & EMS Board & Commission Appointments

Mequon Fire & EMS Board & Commission Appointments

First Southern Ozaukee Fire & EMS Board meeting June 17

Staffing, command & operations service sharing
 Mequon ordinance amendments adopted
 Hire 3 fulltime firefighter/paramedics
 Mequon Approve/Execute IGAs Jones
 Thiensville Approve/Execute IGAs
 File to create new department (EIN#)
 Joint notification of fire and EMS calls
 Application for Oz County funding
 Simulcast of fire and EMS calls
 Merge scheduling programs
 SOFD Board has met 3 times
 Dispatch for July 1 2022
 Created Org Chart
 2023 Budget plan

Items still need to be accomplished before 1/1/23

Paramedic agreements
 Create new fee schedule
 Create a bank account
 Box alarm contracts
 Obtain Insurances
 Financial policy
 Payroll program
 Services/ internet, phone, IT, cell phone
 Merge iamrespondings
 Legal services
 Employee handbook
 HR onboarding process
 Website/. Facebook/
 Intern contract
 ISO update
 Dunns' #
 DEA number
 FDID #
 SOW STAR #
 Knox account for SOFD
 Create one EMS Operational Plan
 Plan for dispatch January 1, 2023
 Consolidate recruitment website
 Thiensville adopt fire inspection ordinance x 1
 Thiensville ordinance amendments adopted
 Thiensville change billing companies

Accounts payable and receivables
Accept credit card payment online
Medicare # and RR Medicare #
Phone # update media push
Fiscal agent agreement
Union vs meet and confer



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2913
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Public Safety Committee

TO: Committee of the Whole
FROM: Patrick Pryor, Chief of Police
DATE: July 29, 2022
SUBJECT: Police Department

The items listed below are a snapshot of activities the department is currently working on. This list is not all encompassing. The call report attachment provides the number of calls received or generated within the Police Department for the specified quarter. The broken-down call list does not include all the calls. Call types do change as investigations progress and continue so sometimes these numbers may not match the final numbers for the year.

- The Wisconsin Law Enforcement Accreditation Group was onsite at the department for three days, April 5-7th. This included three inspectors going through the departments policies and proofs of compliance. The Department was approved as an accredited agency by the Wisconsin Law Enforcement Accreditation Group on June 17.
- In this quarter, the Flock Camera System (Automatic License Plate reading) alerted the department to the presence of twelve different stolen vehicles operating in the City of Mequon. The Department was able to respond to these locations, locate three of the stolen vehicles, recover them, and make arrests. It should be noted that none of these vehicles were stolen from/within the City of Mequon. Rather, the vehicles were found here as the drivers were passing through the community. This camera system continues to be a force multiplier by directing officers to the presence of vehicles associated with crime within the city. One of these arrests did lead to apprehending a suspect that committed a burglary in this community.
- Two long time sworn officers retired from the department during this quarter. Officer Steve Rugaber retired on May 2nd after having served the department for 27 years. Sgt. Mark Kastens retired on June 2nd after serving for over 23 years.
- A new officer, Matthew Gradinjan and a new Patrol Sergeant, Robert Glejf, were sworn in on June 6.
- The department is still struggling with staffing its dispatch center. Starting in mid-August Ozaukee County will be assisting with four hours of overnight coverage and on September 1st Ozaukee County will be dispatching for the department for the entire third shift, 12:00AM-8:00AM.
- If you have any specific questions about the call list included with this report, or any specific calls or crime trends, please email, or call the department and a member of the supervisory or command staff can assist you.

Attachments:

Quarterly Report Q2 August 2022 Committee of the Whole Attachment (PDF)

Mequon Police Department

Quarterly Report - August 2022 Committee of the Whole



2022 - 2nd Quarter Police Department Calls (04/01/22-06/30/22)

Total Calls

Police Calls	8870
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Crime Related Calls

Call Type	Number of Calls
Battery	4
Burglary	9
Disorderly Conduct	31
Domestic Violence Physical	3
Domestic Violence Verbal	6
Fraud	33
Harassment	13
Motor Vehicle Theft	6
Retail Theft - Shoplifting	5
Theft	39

Traffic Related Calls

Call Type	Number of Calls
Operate Intoxicated Arrests	16
Accident with Injury	12
Accident with Damage only	54
Non-Reportable Accident	65
Car Killed Deer Accidents	19
Traffic/Driving Complaints	115
Disabled Vehicle	89
Debris on Roadway	71

Officer Initiated Activity

Call Type	Number of Calls
Drug Investigation/Arrest	26
Vehicle Traffic Stop	853
K9 Deployment	27
Business Check	2209
Secure/Check Park	633
Find Open Door/Window	23
Assist Other Agency	184

Community Related Calls

Call Type	Number of Calls
911 Hang up/Open Line	292
Emergency Detention	19
Public Inebriation	3
Suspicious Vehicle/Person	158
Welfare Check	1247
Rescue Calls	405
Assist Citizen	347

Training

Total Police Training Hours – 1 st Quarter 2022	1660
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