



Virtual Meeting
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, January 12, 2021

7:00 PM

Virtual Meeting

Agenda

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect the community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens wishing to attend the meeting are encouraged to join the meeting online or by phone. Please go to <https://global.gotomeeting.com/join/377401845> to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 377-401-845.

WRITTEN PUBLIC COMMENTS may be made in writing in advance of the meeting. Written comments should be directed to the Finance Department at least 2 hours prior to the meeting by email at kkrueger@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Finance Director Kaitlyn Krueger at kkrueger@ci.mequon.wi.us or by leaving a message at 262-236-2955 no later than 2 hours prior to the meeting.

- 1) Call to Order, Roll Call
- 2) Approve Meeting Minutes
Action requested: review and approve
 - a. December 8, 2020 Minutes
- 3) License Applications
Action requested: review and approve
 - a. January 2021 Licenses
- 4) Vouchers for Payment
Action requested: review and approve
 - a. December 2020 Voucher Approval List

5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3794:** Resolution Approving the Following in Connection with the City of Mequon's Insurance Program for Fiscal Year 2021: A) A Contract with Chubb Insurance, Warren, New Jersey, for Property Casualty and Storage Tank Liability Insurance in the Amount of \$48,606; B) A Contract with Employers Mutual Casualty Company, Des Moines, Iowa, for Auto, General, Law Enforcement, Workers' Compensation, Commercial Crime, Public Officials Legal and Umbrella Liability Coverage in the Amount of \$399,841; and C) A Contract with The Hartford Insurance Company, Hartford, Connecticut, for Accident Insurance in the Amount of \$1,299
- b. **RESOLUTION 3795:** A Resolution Approving the Award of a Contract for Completion of an Organizational Analysis of the Community Development Department to Management Partners, Cincinnati, Ohio, in the Amount of \$53,990
- c. **RESOLUTION 3796:** A Resolution Approving a Conservation Easement Agreement Between the City of Mequon and the Milwaukee Metropolitan Sewerage District for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa Road

6) Ordinance

- a. **ORDINANCE 2020-1584:** An Ordinance Approving Various Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2020

7) Discussion Items

Action requested: discuss and take action as needed

- a. Finance-Personnel Work Plan

8) Adjourn

Dated: January 12, 2021

/s/ John Wirth, 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



Virtual Meeting
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, December 8, 2020

6:30 PM

Virtual Meeting

Minutes

I) Call to Order, Roll Call

Present:

Alderman Glenn Bushee
Alderman Andrew Nerbun
Alderman Robert Strzelczyk
Mayor John Wirth

Also present: Will Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Kaitlyn Krueger, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Len McCaw, IT Advocate, David Bialk, Fire Chief, Kurt Zellmann, Deputy Chief, Patrick Pryor, Police Chief, Kim Tollefson, Community Development Director, Brian Sajdak, City Attorney, and an unidentified person labeled as "R" via the online meeting platform.

II) Approve Meeting Minutes

1. November 10, 2020 Minutes

No comments or discussion from the Committee.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

III) License Applications

1. December 2020 Licenses

No comments or discussion from the Committee.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Nerbun

Attachment: Draft F&P 12.8.20 (5828 : December 8, 2020 Minutes)

AYES: Bushee, Nerbun, Strzelczyk

IV) Vouchers for Payment

1. November 2020 Voucher Approval List

No comments or discussion from the Committee.

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

AYES: Bushee, Nerbun, Strzelczyk

V) Resolutions

1. **RESOLUTION 3783** A Resolution Authorizing Execution of a Professional Services Agreement for Information Technology Services During Calendar Year 2021 with IT Advocate, Elgin, Illinois in the Estimated Amount of \$85,000

Alderman Bushee gave praise to Len McCaw of IT Advocate for being a good asset to the City. No additional comments or discussion from the Committee.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Nerbun

AYES: Bushee, Nerbun, Strzelczyk

2. **RESOLUTION 3784** A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon and the Mequon Fire & EMS Association for the Period of January 1, 2021 - December 31, 2024

Assistant City Administrator Schoenemann stated the Agreement will be updated to reflect the correct names for the signers. No comments or discussion from the Committee.

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

AYES: Bushee, Nerbun, Strzelczyk

3. **RESOLUTION 3785** A Resolution Amending the 2021 Compensation Plan for Non-Represented Employees and Establishing the Position of Battalion Chief at Pay Grade 14 (\$75,225 - \$101,816)

Alderman Strzelczyk stated that with the City adding significant expenses in the Fire Department, he wants to be sure the long term goal of the department in terms of staffing. Alderman Strzelczyk added that these are leadership positions and their duties should reflect that, but also help out with other staffing issues at calls as well.

No other comments or discussion from the Committee.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Nerbun
SECONDED BY: Alderman Bushee

AYES: Bushee, Nerbun, Strzelczyk

4. **RESOLUTION 3786** A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon and the Mequon Police Association for the Period of January 1 - December 31, 2021

No comments or discussion from the Committee.

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

AYES: Bushee, Nerbun, Strzelczyk

5. **RESOLUTION 3787** A Resolution Authorizing a Second Amendment to the Development and Dedication Agreement Between the Thiensville-Mequon Rotary Foundation, Inc. and the City of Mequon for Additional City Sidewalk Improvements in an Amount Not-to-Exceed \$30,000

Alderman Bushee asked staff if there were any known road projects in the future that could end up tearing up the sidewalk in a few years. Community Development Director Tollefson said she does not know of any road work discussions that would impact this. Mayor Wirth mentioned this area is a little north of Cedarburg Road and it is not in the way of the State's future plans of Cedarburg Road.

No other comments or discussion from the Committee.

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

AYES: Bushee, Nerbun, Strzelczyk

6. **RESOLUTION 3788** A Resolution Authorizing the Extension of Emergency Medical Leave Benefits to City of Mequon Employees Formerly Covered by the Family First Coronavirus Response Act

No comments or discussion from the Committee.

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

AYES: Bushee, Nerbun, Strzelczyk

VI) Ordinances

1. **ORDINANCE 2020-1584** An Ordinance Approving Various Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2020

Finance Director Krueger explained that certain expenditure accounts were overspent by more than 5% and certain revenue line items declined significantly, mainly due to the COVID-19 pandemic. Ms. Krueger stated the purpose of this budget amendment is to be in accordance with the City's Financial Policies requiring staff to bring significant budget variations forward to Council to consider a formal budget amendment.

Mayor Wirth asked if this happens in the future that it comes to Council sooner in the year rather than later in the year.

No other comments or discussion from the Committee.

RESULT: Recommend [Unanimous]
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Nerbun, Strzelczyk

VII) Cover Memos

1. December 2020 Finance and Personnel Work Plan

No comments or discussion from the Committee.

VIII) Adjourn

A motion to adjourn was made by Alderman Bushee, seconded by Alderman Strzelczyk. All voted in favor "aye." The meeting was adjourned at 6:52 PM.

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director



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

www.ci.mequon.wi.us

Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: January 7, 2021
SUBJECT: January 2021 Licenses

Following are recommended approvals:

New Class “B” Beer and “Class B” Liquor License - January 13, 2021 - June 30, 2021
***Contingent upon passing all inspections and surrender of current license from The Pigskin Inn.**

Korner-Q’s, LLC
10631 W. Freistadt Rd.
Agent: Gina A. Wright

Registration of Additional Vending Machines - July 1, 2020 - June 30, 2021

Wisconsin P & P Amusement
12565 W. Lisbon Rd.
Brookfield, WI 53005
Owner: Michael Weigel
Additional Machines located at: Korner-Q’s, LLC and X-Golf Mequon

Following are recommended denials:

None.

Attachments:
Korner-Qs liquor application (PDF)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 01/13/2021 ending: 06-30-2021
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Mequon

County of Ozaukee Aldermanic Dist. No. _____
(If required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030502170-02</u>	
FEIN Number <u>85-3316374</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$ <u>waived</u>
☒ Class B beer	\$ <u>waived</u>
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$ <u>waived</u>
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>10.00</u>
TOTAL FEE	\$ <u>10.00</u> <u>35.00</u> <u>x</u>

25.00
profit

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Korner-Q's, LLC.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Wright</u>	<u>Terrence</u>	<u>E</u>	<u>714-840-314</u>
<u>Wright</u>	<u>Gina</u>	<u>A</u>	<u>714-840-314</u>
<u>Wright</u>	<u>Gina</u>	<u>A</u>	<u>714-840-314</u>
<u>Wright</u>	<u>Terrence</u>	<u>E</u>	<u>714-840-314</u>
<u>Wright</u>	<u>Gina</u>	<u>A</u>	<u>714-840-314</u>
<u>Wright</u>	<u>Gina</u>	<u>A</u>	<u>714-840-314</u>

1. Trade Name Korner-Q's, LLC Business Phone Number 414-788-0143
2. Address of Premises 10631 W. Freistadt Rd Post Office & Zip Code Mequon, WI. 53097

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
BAR, Kitchen, dining room, basement and parking lot. (see attached) Sheet for special outdoor events (2021)

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Robert Olman & Scott Forbes, Inc. DBA The Pigskin Inn.

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Mequon County of OZaukee

The undersigned duly authorized officer/member/manager of Korner-Q's, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as KORNER-Q'S
(Trade Name)

located at 10631 W. Freestadt Rd, Mequon, WI 53097

appoints Gina A. Wright
(Name of Appointed Agent)

10631 W. Freestadt Rd, Mequon, WI 53097
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes. ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No
How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? Since birth

Place of residence last year 10631 W. Freestadt Rd, Mequon, WI 53097

For: Korner-Q's, LLC
(Name of Corporation / Organization / Limited Liability Company)
By: Gina A. Wright
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Gina A. Wright, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Gina A. Wright 11/30/2020
(Signature of Agent) (Date)
10631 W. Freestadt Rd, Mequon, WI 53097
(Home Address of Agent)

Agent's age 45

Date of birth 5/3/95

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 12/07/2020 by Pat Title POLICE CHIEF
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Wright		Gina		A	
Home Address (street/route)		Post Office	City	State	Zip Code
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Home Phone Number		Age	Date of Birth	Place of Birth	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Agent/Vice President of Korner-Q's, LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? Since birth
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

[REDACTED]	Employer's Address	Employed From	To
	[REDACTED]	[REDACTED]	Present
[REDACTED]	Employer's Address	Employed From	To
	[REDACTED]	[REDACTED]	[REDACTED]

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)	(first name)	(middle name)
Wright	Terrence	E.
Home Address (street/route)		
[REDACTED]		
Home Phone Number		
[REDACTED]		

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an individual.

☐ A member of a partnership which is making application for an alcohol beverage license.

☒ President/owner of Korner-Q's, LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? since birth

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer	To
[REDACTED]	Present
[REDACTED]	4/1996

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Terrence Wright
(Signature of Named Individual)



11333 N. Cedarburg Rd
Mequon, WI 53092-1930
Phone: 262-236-2955
Fax: 262-242-9655

www.ci.mequon.wi.us

Department of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: KAITLYN KRUEGER, FINANCE DIRECTOR
DATE: January 4, 2021
SUBJECT: December 2020 Voucher Approval List

Attachments:

December 2020 Voucher Approval List (PDF)
December 2020 AP Vendor Listing by Dept (PDF)

City of Mequon
 11333 N. Cedarburg Rd.
 Mequon, WI 53092
 Phone 262-242-3100
 Fax 262-242-9655

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	229,493.92
SPECIAL REVENUE FUND	1,253.71
PARKS & OPEN SPACE	0.00
REVOLVING LOAN FUND	0.00
DEBT SERVICE FUND	0.00
DEBT SERVICE TIF 2 FUND	0.00
DEBT SERVICE TIF 3 FUND	0.00
CAPITAL PROJECT FUND	106,572.47
SEWER UT FUND	155,733.20
WATER UT FUND	92,011.10
TAX FIDUCIARY FUND	21,421.30
TOTAL	<u>606,485.70</u>

IN THE AMOUNT OF \$ 606,485.70 IS HEREBY CERTIFIED AS CORRECT
 AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

1/7/2021

WILLIAM JONES
 CITY ADMINISTRATOR

Attachment: December 2020 Voucher Approval List (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
	10610	L A W HEALTH BENEFIT TRUST	60092	HEALTH BEN 12/24/20 P/R	20.00	12/23/2020	41928	0110	110000	224170
	10702	MEQUON FIRE & EMS ASSOCIATION	59889	UNION DUES 12/11/20 P/R	740.00	12/11/2020	1001448	0110	110000	224160
	10707	MEQUON POLICE ASSOCIATION	59856	UNION DUES 12/11/20 P/R	2,100.00	12/11/2020	1001449	0110	110000	224160
	10810	NORTH SHORE BANK FSB	59857	DEF COMP 12/11/20 P/R	901.92	12/11/2020	1001450	0110	110000	224101
	10810	NORTH SHORE BANK FSB	59857	DEF COMP 12/11/20 P/R	60.00	12/11/2020	1001450	0610	610000	224101
	10810	NORTH SHORE BANK FSB	60093	DEF COMP 12/24/20 P/R	901.92	12/23/2020	1001470	0110	110000	224101
	10810	NORTH SHORE BANK FSB	60093	DEF COMP 12/24/20 P/R	60.00	12/23/2020	1001470	0610	610000	224101
	11331	WIS SUPPORT COLLECTIONS TRUST	59858	SUPPORT ID 5956557 7532298 7844747 7657807 12/11	1,240.09	12/11/2020	41830	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	59858	SUPPORT ID 5956557 7532298 7844747 7657807 12/11	111.46	12/11/2020	41830	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	59858	SUPPORT ID 5956557 7532298 7844747 7657807 12/11	111.46	12/11/2020	41830	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	60094	SUPPORT ID 5956557 7532298 7844747 7657807 12/24/2	1,240.09	12/23/2020	41985	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	60094	SUPPORT ID 5956557 7532298 7844747 7657807 12/24/2	111.46	12/23/2020	41985	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	60094	SUPPORT ID 5956557 7532298 7844747 7657807 12/24/2	111.46	12/23/2020	41985	0620	620000	224150
				Department Total	7,709.86					
COMMON COU	10555	LEONARD MCCA W	59908	RECORD PUBLIC MEETING 12/8/20	250.00	12/11/2020	1001445	0110	110101	683211
				Department Total	250.00					
CITY CLERK	10230	CONLEY PUBLISHING GROUP LTD	59750	PUBL 10/25/20-11/28/20	203.02	12/11/2020	41745	0110	110112	680502
	10834	OFFICE DEPOT *	59613	CALENDARS, TABS, ENVEL, ETC	61.19	12/11/2020	41782	0110	110112	680101
	10894	PITNEY BOWES 371887	59836	INSERTER LEASE10/5/20-1/4/21	367.17	12/23/2020	41951	0110	110112	680401
	11760	Diamond Business Graphics	59879	10K WINDOW ENVELOPES	364.50	12/11/2020	41748	0110	110112	680101
	12532	GRANICUS, LLC	59745	DEC SUBSCRIPTION SERVICE	1,228.50	12/23/2020	1001464	0110	110112	683201
				Department Total	2,224.38					
ELECTIONS	10854	OZAUKEE COUNTY CLERK	59924	8-11-20 NOTICES, INSERTS, MILI	41.36	12/11/2020	41783	0110	110113	680101

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
ELECTIONS	10854	OZAUKEE COUNTY CLERK	59925	11-3-20 NOTICES, INSERTS, ICE	257.70	12/11/2020	41783	0110	110113	683201
				Department Total	299.06					
INFO SERVI	10182	CDW GOVERNMENT INC	59965	IT EQUIPMENT	321.62	12/23/2020	1001459	0110	110117	680401
	10182	CDW GOVERNMENT INC	59966	IT EQUIPMENT	182.64	12/23/2020	1001459	0110	110117	680401
	10555	LEONARD MCCA W	59906	IT COORDINATION SERVICES 11/21-12/4/20	3,940.20	12/11/2020	1001445	0110	110117	683201
	10555	LEONARD MCCA W	59938	IT COORDINATION SERVICES 12/5-12/24/20	3,940.20	12/23/2020	1001466	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	59919	IT MANAGED SERVICES & OFFICE 3 12/1-12/31/20	4,648.25	12/23/2020	41971	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	59919	IT MANAGED SERVICES & OFFICE 3 12/1-12/31/20	1,664.00	12/23/2020	41971	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	59528	CITY HALL 2 FIBER LINES 12/1-12/31/2020	1,088.88	12/23/2020	1001469	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	59529	CITY HALL 2 FIBER LINES 12/1-12/31/2020	150.48	12/23/2020	1001469	0110	110117	683202
				Department Total	15,936.27					
FINANCE	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	59939	BOND BRUCKNER, JOSHUA LEO 20-30425	150.00	12/18/2020	41836	0110	110000	224205
	11927	TRANSCENDENT TECHNOLOGIES LLC	59934	SOFTWARE MAINT RCTING/PET LICE	1,245.00	12/23/2020	41974	0110	110118	686550
	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	59940	POSTAGE FOR TAX BILLS & INSERT	3,241.08	12/18/2020	41831	0110	110118	680505
				Department Total	4,636.08					
ASSESSOR	10463	GROTA APPRAISALS LLC	59909	ASSESSOR ANNUAL CONTRACT DECEMBER	17,050.00	12/23/2020	1001465	0110	110119	683201
				Department Total	17,050.00					
HR	10226	CONCENTRA MEDICAL CENTERS	59903	pre-employment testing SEPT	705.50	12/11/2020	41744	0110	110120	683201
	10292	DIVERSIFIED BENEFIT SERVICES INC	59572	Flexible Spending (FSA) Servic	361.90	12/11/2020	41751	0110	110120	683201
	12673	COLUMBIA ST. MARY'S INC.	59967	Pre-Employment Screening Season	205.50	12/23/2020	41900	0110	110120	683201
	12754	VON BRIESEN & ROPER, S.C.	59700	Legal Services through 10/31/2020	11,004.00	12/11/2020	41825	0110	110124	683312
				Department Total	12,276.90					
POLICE	10100	BATTERIES PLUS LLC	60066	BATTERIES	118.99	12/23/2020	41902	0110	110235	680301
	10182	CDW GOVERNMENT INC	59928	MISC PD/DISPATCH DEPARTMENT EQUIPMENT	35.00	12/11/2020	1001439	0110	110237	680401

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	10182	CDW GOVERNMENT INC	59929	MISC PD/DISPATCH DEPARTMENT EQUIPMENT	3,254.07	12/11/2020	1001439	0110	110235	683501
	10182	CDW GOVERNMENT INC	59930	MISC PD/DISPATCH DEPARTMENT EQUIPMENT	610.40	12/11/2020	1001439	0110	110235	680301
	10189	CEDARBURG, CITY OF	59875	FIREARMS TRAINING HANDGUN MAGS	70.00	12/11/2020	1001440	0110	110235	683501
	10289	DIGITAL ALLY, INC	59742	BODY CAMERA REPAIR/REPLACEMENT	25.00	12/11/2020	41750	0110	110235	686550
	10336	EMERGENCY MEDICAL PRODUCTS INC	59739	NARCAN + SYRINGES	1,801.20	12/11/2020	41757	0110	110235	680301
	10417	GENERAL COMMUNICATIONS INC	59921	NEW SQUAD INSTALL EQUIP SQD 5	6,733.35	12/11/2020	1001441	0410	410786	725011
	10417	GENERAL COMMUNICATIONS INC	59936	K 9 SQUAD INSTALL RADIO & EQUIPMENT	15,871.41	12/11/2020	1001441	0410	410791	730012
	10639	SCHOESSOW, CARY A.	59922	LETTERING ON 2 K-9 SQUADS	620.00	12/23/2020	41958	0410	410791	730012
	10695	NELL ENTERPRISES, LLC	60090	MISC HARDWARE SUPPLIES	8.71	12/23/2020	41934	0110	110235	680301
	10696	MEQUON AUTO BODY	59880	POLICE VEHICLE REPAIR-SQD #5	210.00	12/23/2020	41935	0110	110235	686550
	10866	WISCONSIN HUMANE SOCIETY	59744	STRAY ANIMAL SERVICE-OCTOBER	100.00	12/11/2020	41828	0110	110235	683201
	10885	PERSONNEL EVALUATIONS INC	60019	EMPLOYEE CANDIDATE EVALUATIONS	69.00	12/18/2020	41881	0110	110235	683702
	10931	PROSHRED SECURITY	59746	SHREDDING SERVICES	49.52	12/11/2020	41803	0110	110235	683201
	10931	PROSHRED SECURITY	60028	SHREDDING SERVICES 12/10/20	49.52	12/23/2020	41953	0110	110235	683201
	11056	SIRCHIE FINGER PRINT LAB INC	59883	FUME HOOD FOR EVIDENCE ROOM	1,985.94	12/11/2020	41808	0110	110235	686550
	11101	STREICHER'S INC	59714	POLICE OFFICER TRAINING SUPPLIES	2,514.00	12/11/2020	41817	0110	110235	683501
	11101	STREICHER'S INC	59740	WEAPONS & AMMUNITION	475.00	12/11/2020	41817	0110	110235	680301
	11101	STREICHER'S INC	59926	POLICE OFFICER BODY ARMOR	830.00	12/11/2020	41817	0410	410791	730013
	11101	STREICHER'S INC	59927	POLICE OFFICER BODY ARMOR	630.93	12/11/2020	41817	0410	410791	730013
	11101	STREICHER'S INC	60029	K-9 SLING, HELMET & SUPPLIES	461.99	12/23/2020	41962	0410	410791	730012
	11137	THOMSON REUTERS - WEST	59876	CLEAR INVESTIGATIVE ACCESS-NOVEMBER	144.62	12/23/2020	41972	0110	110235	683201
	11153	TRANS UNION LLC	59877	CREDIT HISTORY REPORTS-10/26/20-11/25/20	75.00	12/11/2020	41820	0110	110235	683201
	11211	VERIZON WIRELESS SERVICES LLC	59882	CELL PHONE SERVICES 10/27/20-11/26/20	1,047.30	12/11/2020	41824	0110	110235	680504

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	11211	VERIZON WIRELESS SERVICES LLC	59882	CELL PHONE SERVICES 10/27/20-11/26/20	0.60	12/11/2020	41824	0110	110239	680504
	11211	VERIZON WIRELESS SERVICES LLC	60017	PUBLIC RECORDS FEES	50.00	12/18/2020	41894	0110	110235	683702
	11236	WAUKESHA COUNTY TECHNICAL COLLEGE	59743	LAW ENFORCEMENT PERSONNEL TRAINING	18.39	12/11/2020	41826	0110	110235	683501
	11295	WIS DEPT OF JUSTICE 2718	59881	WI DOJ CRIMINAL HISTORIES-NOVEMBER	35.00	12/23/2020	41983	0110	110235	683201
	11470	GATEWAY TECHNICAL COLLEGE	60011	LAW ENFORCEMENT PERSONNEL TRAI	250.00	12/18/2020	41833	0110	110235	683501
	11470	GATEWAY TECHNICAL COLLEGE	60012	LAW ENFORCEMENT PERSONNEL TRAI	500.00	12/23/2020	41920	0110	110235	683501
	11699	OFFICE 8	60013	OFFICE SUPPLIES	826.03	12/23/2020	41943	0110	110235	680101
	11778	AXON ENTERPRISE INC	60015	TASER EQUIPMENT/ & SUPPLIES	790.00	12/18/2020	41832	0110	110235	683501
	12448	THE OFFICE TECHNOLOGY GROUP	60021	COPIER & PRINTER MAINTENANC	764.58	12/18/2020	41892	0110	110235	688101
	12466	LANGUAGE LINE SERVICES INC	59878	LANGUAGE INTERPRETATION SERVICE-NOVEMBER	18.15	12/11/2020	41765	0110	110235	683702
	12561	STANARD & ASSOCIATES, INC.	59885	LAW ENFORCEMENT CANDIDATE TESTS	160.00	12/11/2020	41814	0110	110235	683702
	12651	AMAZON CAPITAL SERVICES, INC	59741	DEPT MISC OFFICE AND/OR WORK S	75.00	12/11/2020	1001436	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	60047	DEPT MISC OFFICE AND/OR WORK S	183.20	12/18/2020	1001454	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	60048	DEPT MISC OFFICE AND/OR WORK S	155.40	12/18/2020	1001454	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	60049	CONFERENCE CHAIRS (12)	1,777.08	12/23/2020	1001456	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	60088	DEPT MISC OFFICE AND/OR WORK SUPPLIES	86.09	12/23/2020	1001456	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	60089	DEPT MISC OFFICE AND/OR WORK SUPPLIES	33.27	12/23/2020	1001456	0110	110235	680101
	12694	AT&T MOBILITY LLC	59937	CELL PHONE SERVICES / SQUAD SERV	354.15	12/11/2020	41737	0110	110235	680504
	12694	AT&T MOBILITY LLC	59937	CELL PHONE SERVICES / SQUAD SERV	6,246.95	12/11/2020	41737	0410	410791	730012
	12846	AMERICAN DEFENSE MANUFACTURING	60074	PD WEAPON & SUPPLIES	2,530.00	12/23/2020	41899	0410	410791	730010
				Department Total	52,644.84					
FIRE / EMS	10304	DUO SAFETY LADDER CORP	60137	LADDER REPAIR	401.00	12/23/2020	41913	0110	110236	686550
	10321	EGELHOFF LAWN MOWER SERVICE INC	60145	OIL	14.95	12/23/2020	41914	0110	110236	686550
	10336	EMERGENCY MEDICAL PRODUCTS INC	59843	MEDICAL SUPPLIES	128.60	12/11/2020	41757	0110	110236	680301

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	59849	MEDICAL SUPPLIES	188.95	12/11/2020	41757	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	59851	MEDICAL SUPPLIES	19.61	12/11/2020	41757	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	59852	MEDICAL SUPPLIES	2,555.94	12/11/2020	41757	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	60134	MEDICAL SUPPLIES	2,293.86	12/23/2020	41915	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	60139	MEDICAL SUPPLIES	551.04	12/23/2020	41915	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	60140	ANNUAL MAINTENANCE	1,005.00	12/23/2020	41919	0110	110236	683202
	10417	GENERAL COMMUNICATIONS INC	59842	RADIO REPAIRS	125.00	12/23/2020	1001462	0110	110236	686550
	10426	GIERACH'S SERVICE INC	60143	PULL OUT OF AMB	40.00	12/23/2020	41922	0110	110236	686550
	10691	MENARDS	59847	SUPPLIES	85.23	12/11/2020	41768	0110	110236	680301
	10691	MENARDS	59859	SUPPLIES	29.84	12/11/2020	41768	0110	110236	680301
	10691	MENARDS	60146	M&R	177.86	12/23/2020	41933	0110	110236	686550
	10691	MENARDS	60147	SUPPLIES	262.38	12/23/2020	41933	0110	110236	680301
	10691	MENARDS	60148	SUPPLIES	246.49	12/23/2020	41933	0110	110236	680301
	10691	MENARDS	60149	M&R	61.56	12/23/2020	41933	0110	110236	686550
	10695	NELL ENTERPRISES, LLC	60142	LYSOL	13.47	12/23/2020	41934	0110	110236	686550
	10968	RELIANT FIRE APPARATUS INC	59844	VALVE, SOLENOID	147.81	12/23/2020	41954	0110	110236	686550
	10968	RELIANT FIRE APPARATUS INC	60128	MODULE LESS CREDIT ON ACCT	724.46	12/23/2020	41954	0110	110236	686550
	11211	VERIZON WIRELESS SERVICES LLC	60129	CELL SERVICE	320.08	12/23/2020	41979	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	60151	CELL SERVICE	30.12	12/23/2020	41979	0110	110236	680504
	11559	PARATECH AMBULANCE SERVICE, INC.	59853	CPR CERTIFICATES	180.00	12/11/2020	41784	0110	110236	680301
	11700	EWALD AUTOMOTIVE GROUP	59935	FIRST RESPONDER JEEP GRAND CHEROKEE	30,001.50	12/11/2020	41758	0410	410786	725010
	11930	AURORA MEDICAL CENTER GRAFTON LLC	59854	PHARMACEUTICALS	456.14	12/11/2020	41738	0110	110236	680301
	12109	JENSEN EQUIPMENT CO., INC.	60144	MAINTENANCE MATERIALS	398.00	12/23/2020	41926	0110	110236	686550

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	12336	AIRGAS USA, LLC	60135	OXYGEN SERVICE	310.03	12/23/2020	41898	0110	110236	680301
	12336	AIRGAS USA, LLC	60138	OXYGEN SERVICE	305.72	12/23/2020	41898	0110	110236	680301
	12336	AIRGAS USA, LLC	60141	OXYGEN SERVICE	314.43	12/23/2020	41898	0110	110236	680301
	12635	TELEFLEX LLC	60136	EZ-IO POWER DRIVER	234.50	12/23/2020	41970	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	59862	4 DRIVES FOR COMP	75.96	12/11/2020	1001436	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	59863	SUPPLIES	406.03	12/11/2020	1001436	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60121	ADAPTER	14.99	12/23/2020	1001456	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60122	MISC AV EQUIP FOR TRAINING RM	49.77	12/23/2020	1001456	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60123	CABLE	29.99	12/23/2020	1001456	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60125	NEW KITCHEN SUPPLIES	285.61	12/23/2020	1001456	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60126	FILTERS FOR DRYVAC	43.98	12/23/2020	1001456	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	60127	FRIDGE ST1	1,610.28	12/23/2020	1001456	0110	110236	680301
	12768	BONUS INC	59848	CLEANING SUPPLIES	80.67	12/11/2020	41740	0110	110236	680301
				Department Total	44,220.85					
COMMUNICAT	12847	NIEMANN INVESTMENT FUND LLC	59712	DISPATCH CHAIR	557.04	12/11/2020	41780	0110	110237	680401
				Department Total	557.04					
INSPECTION	12523	LAKE COUNTRY INSPECTIONS LLC	60086	INSPECTIONS FOR 11/5/20	506.25	12/23/2020	41929	0110	110244	683201
				Department Total	506.25					
BLDG MAINT	10022	AHERN CO, J F	59777	PREVENTATIVE MAINTENANCE HVAC-NOV	2,861.00	12/11/2020	41733	0110	110326	683201
	10045	AMERICAN INDUSTRIAL ALSCO	59898	MOP CONTRACT-NOV	118.75	12/11/2020	41734	0110	110326	683201
	10064	ARO LOCK AND DOOR CO INC	59896	KEYS/LOCKS	8.00	12/11/2020	41735	0110	110326	680302
	10064	ARO LOCK AND DOOR CO INC	59897	KEYS/LOCKS	20.00	12/11/2020	41735	0110	110326	680303
	10073	AT&T CORP	59895	TELEPHONE SERVICES - CITY HALL	169.13	12/11/2020	41736	0110	110326	680504
	10074	AT & T CORP	60014	ALARM CIRCUITS-NOV	84.30	12/23/2020	41901	0110	110326	683201

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
BLDG MAINT	10115	BELL TAPE INC	59585	JANITORIAL SUPPLIES - CITY BLD	31.00	12/11/2020	1001438	0110	110326	680201
	10115	BELL TAPE INC	59586	JANITORIAL SUPPLIES - CITY BLD	1,593.08	12/11/2020	1001438	0110	110326	680201
	10115	BELL TAPE INC	59943	TRASH CAN COVERS	256.74	12/23/2020	1001458	0110	110326	680302
	10115	BELL TAPE INC	60102	JANITORIAL SUPPLIES - CITY BLD-SEPT	1,474.19	12/23/2020	1001458	0110	110326	680201
	10691	MENARDS	59774	C/H SUPPLIES	13.75	12/11/2020	41768	0110	110326	680302
	10691	MENARDS	59830	SUPPLIES	1.95	12/11/2020	41768	0110	110326	680302
	10691	MENARDS	59830	SUPPLIES	5.67	12/11/2020	41768	0110	110326	680303
	10691	MENARDS	59830	SUPPLIES	46.33	12/11/2020	41768	0110	110326	680304
	10691	MENARDS	59831	STOCK SUPPLIES	5.16	12/11/2020	41768	0110	110326	680302
	10691	MENARDS	59831	STOCK SUPPLIES	14.98	12/11/2020	41768	0110	110326	680303
	10691	MENARDS	59831	STOCK SUPPLIES	122.46	12/11/2020	41768	0110	110326	680304
	10691	MENARDS	59949	SUPPLIES	63.94	12/23/2020	41933	0110	110326	680303
	10691	MENARDS	59985	SWIFFER REFILLS	33.86	12/23/2020	41933	0110	110326	680303
	10691	MENARDS	60018	COMPRESSOR	99.00	12/23/2020	41933	0110	110326	680304
	10695	NELL ENTERPRISES, LLC	59805	SILICONE SEALANT	12.58	12/11/2020	41769	0110	110326	680304
	10798	NEHER ELECTRIC SUPPLY INC	60037	BULBS & BALLASTS	372.65	12/23/2020	41939	0110	110326	680302
	10798	NEHER ELECTRIC SUPPLY INC	60037	BULBS & BALLASTS	289.93	12/23/2020	41939	0110	110326	680303
	10798	NEHER ELECTRIC SUPPLY INC	60037	BULBS & BALLASTS	372.66	12/23/2020	41939	0110	110326	680304
	10886	PEST ARREST EXTERMINATING	59899	PEST CONTROL CONTRACT-NOV	115.00	12/23/2020	41949	0110	110326	683201
	11006	SAFETY MART	59901	FIRST AID SUPPLIES	33.07	12/23/2020	41956	0110	110326	680302
	11177	UNITED DISPOSAL SERVICES LLC	59576	DUMPSTER FEES-NOV	470.00	12/11/2020	41823	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	59576	DUMPSTER FEES-NOV	470.00	12/11/2020	41823	0610	610669	683201
	12124	PACKERLAND RENT-A-MAT, INC.	60020	MAT CONTRACT- DEC	244.91	12/23/2020	41945	0110	110326	683201

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
BLDG MAINT	12245	ECONOMY WINDOW CLEANERS OF WEST BEND,	59803	WINDOW WASHING C/H	240.00	12/11/2020	41755	0110	110326	683201
	12245	ECONOMY WINDOW CLEANERS OF WEST BEND,	59804	WINDOW WASHING C/H	850.00	12/11/2020	41755	0110	110326	683201
	12355	DAVID MOSGALLER	59942	SEWER CLEANING C/H	695.00	12/23/2020	41912	0110	110326	686501
	12489	U.S. VENTURE INC	59886	GREASE SYSTEM REPAIR- MECH SHOP	150.00	12/11/2020	41822	0110	110326	686503
	12573	SANDALSTONE VENTURES INC	59900	CLEANING - RESOLUTION 3680-DEC	1,161.00	12/23/2020	41976	0110	110326	683201
				Department Total	12,500.09					
FLEET SRVS	10092	BADGER TRUCK CENTER INC	59766	COOLANT SENSOR FOR 317	84.98	12/23/2020	1001457	0110	110355	680301
	10102	BAUM HYDRAULICS CORPORATION	59892	GRINDING WHEELS	96.60	12/23/2020	41904	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	59765	SNOW BLOWER PARTS	54.29	12/23/2020	41914	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	59791	CARBURATOR FOR 254	127.90	12/11/2020	41756	0110	110355	680301
	10360	JFTCO, INC	59781	OIL ELEMENT FOR 337	85.44	12/11/2020	41759	0110	110355	680301
	10360	JFTCO, INC	59944	DIAGNOSTIC & NRS VALVE REPLACE	2,132.50	12/23/2020	41917	0110	110355	686550
	10360	JFTCO, INC	60016	HYD HOSE 337	263.75	12/23/2020	41917	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	60023	HEADLIGHTS & FILTERS	94.76	12/23/2020	41918	0110	110355	680301
	10418	GENERAL FIRE EQUIPMENT CO	59887	TIMER BOARD FOR 956	193.75	12/23/2020	41921	0110	110355	680301
	10475	HALRON LUBRICANTS INC	59818	BULK OIL	3,962.26	12/11/2020	1001443	0110	110355	680402
	10501	HERBST OIL INC	59778	FUEL-QTY 8,498 UNLEADED	12,281.48	12/11/2020	1001444	0110	110355	680402
	10516	HUMPHREY SERVICE PARTS INC	60062	AIR FILTER	83.97	12/23/2020	41925	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	60064	OIL FILTERS	109.76	12/23/2020	41925	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	59812	WIRE CONNECTORS	102.14	12/11/2020	41762	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	59813	WIRE CONNECTORS	38.40	12/11/2020	41762	0110	110355	680301
	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	59822	FUEL TANK & STRAPS FOR 318	1,649.39	12/11/2020	41763	0110	110355	680301
	10716	METAL FINISHING SUPPLY CO INC	60082	SAND BLAST CABINET SUPPLIES	198.00	12/23/2020	41936	0110	110355	680301
	10753	MILWAUKEE SPRING & ALIGNMENT INC	59814	SPRING ASSM FOR 312	931.17	12/11/2020	41772	0110	110355	680301

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	10753	MILWAUKEE SPRING & ALIGNMENT INC	59815	SPRING PINS FOR 307	95.10	12/11/2020	41772	0110	110355	680301
	10908	POMPS TIRE SERVICE INC	59894	TIRES FOR 402	259.54	12/23/2020	1001471	0110	110355	680301
	11004	SAFETY-KLEEN SYSTEMS INC	59780	SERVICE PARTS WASHER	180.00	12/11/2020	1001452	0110	110355	680402
	11004	SAFETY-KLEEN SYSTEMS INC	59832	CONTAINMENT TANK CONTAMINATED OIL DISPOSAL	3,260.00	12/11/2020	1001452	0110	110355	680402
	11280	GOODYEAR COMMERCIAL TIRE	60059	TIRES FOR PD SQUAD	545.00	12/23/2020	41923	0110	110355	680301
	11581	STAPLES BUSINESS ADVANTAGE	59736	OFFICE SUPPLIES - FLEET	6.28	12/11/2020	41815	0110	110355	680101
	11581	STAPLES BUSINESS ADVANTAGE	59736	OFFICE SUPPLIES - FLEET	5.22	12/11/2020	41815	0110	110359	680101
	11581	STAPLES BUSINESS ADVANTAGE	59736	OFFICE SUPPLIES - FLEET	19.79	12/11/2020	41815	0620	620679	921001
	11973	DIAMOND MOWERS, INC.	59888	BLADES FOR BRUSH MOWER	192.33	12/11/2020	41749	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	60060	COOLER TUBES FOR 402	210.20	12/23/2020	41924	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	60124	SHIFTER PARTS FOR 203	309.15	12/23/2020	41924	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59792	OIL FILTER	3.14	12/23/2020	41896	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59820	LIGHT BULBS FOR 956	17.49	12/23/2020	41896	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59821	FRONT END PARTS FOR 402	467.09	12/23/2020	41896	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59890	BRAKE CORES	-136.00	12/23/2020	41896	0110	110355	680301
	12390	ADVANCE AUTO PARTS	59893	EXHAUST CEMENT	4.89	12/23/2020	41896	0110	110355	680301
	12390	ADVANCE AUTO PARTS	60061	OIL FILTER	7.35	12/23/2020	41895	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	59782	SPINNER HUB FOR 317	29.90	12/11/2020	41741	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	59816	SHOVEL HOLDERS	60.76	12/11/2020	41741	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	59817	BRAKE PARTS FOR 313	899.21	12/11/2020	41741	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	60024	TRAILER JACK FOR 350	195.00	12/23/2020	41908	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	60069	BATTERIES FOR 302	189.00	12/23/2020	41908	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	60070	AMBER STROBE LIGHT	239.00	12/23/2020	41908	0110	110355	680301

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	12542	FPR INVESTMENTS, LLC	59767	HYDRAULIC FITTINGS	19.85	12/23/2020	41955	0110	110355	680301
	12542	FPR INVESTMENTS, LLC	59793	AIR LINE FITTINGS	37.39	12/11/2020	41804	0110	110355	680301
	12624	MATHESON TRI-GAS INC	59764	TORCH TANK RENTALS	48.00	12/23/2020	41931	0110	110355	680301
	12856	PERFECT CIRCLE TIRE LLC	60081	TIRES FOR 437	576.80	12/23/2020	41946	0110	110355	680301
				Department Total	30,232.02					
ENGINEERIN	10824	NORTHSTAR PRINTING & GRAPHICS	59860	KENZIE BUSINESS CARDS	36.86	12/11/2020	41781	0110	110358	680101
	10995	RUEKERT & MIELKE INC	59837	ENCLAVE IV INSPECTION	6,612.62	12/11/2020	1001451	0110	110358	683102
	11022	SCHWAAB INC	60152	DATE STAMP	104.25	12/23/2020	41959	0110	110358	680101
	11152	TRAFFIC ANALYSIS & DESIGN INC	60046	MEQUON ROAD: TRAFFIC SIGNAL AN	5,862.00	12/23/2020	41973	0410	410803	710301
	11307	WIS DEPT OF TRANSPORT 7366	60154	HIGHLAND ROAD INTERCHANGE DESIGN	35.58	12/23/2020	41984	0410	410780	720011
	12233	AILCO EQUIPMENT FINANCING GROUP INC.	59838	PLOTWAVE 345 COPIES-SCANS	296.79	12/23/2020	41897	0110	110358	688101
	12851	FRESH WATER ENGINEERING LLC	59769	RES 3751 - DRAINAGE CIP STUDY	19,000.00	12/11/2020	41760	0410	410798	730015
				Department Total	31,948.10					
HIGHWAY	10101	BATTERY PRODUCTS INC	59950	BATTERIES	151.91	12/23/2020	41903	0110	110359	680321
	10129	BLIFFERT LUMBER & FUEL CO	60026	SIGN POSTS & TREATED LUMBER	1,018.40	12/23/2020	41906	0110	110359	680322
	10202	CHOICE CUTS TREE SERVICE LLC	59801	REMOVE ELM TREE STORM DAMAGE	1,200.00	12/11/2020	41743	0110	110359	683201
	10202	CHOICE CUTS TREE SERVICE LLC	59802	BROKEN ELM TREE REMOVAL	500.00	12/11/2020	41743	0110	110359	683201
	10428	GILLITZER ELEC CO LTD, FRANK	59806	REPL TOWNCENTER STREET LIGHT FROM ACCIDENT	8,760.70	12/11/2020	1001442	0110	110359	686550
	10428	GILLITZER ELEC CO LTD, FRANK	59809	NEW STREET LIGHT POLE & LED FI	2,585.96	12/11/2020	1001442	0410	410798	730016
	10428	GILLITZER ELEC CO LTD, FRANK	59891	SIGNAL REPAIR FOR PED CROSSING @ MEQUON &	906.28	12/11/2020	1001442	0110	110359	686550
	10624	LANGE ENTERPRISES OF WISCONSIN INC	59840	SIGNS- CHECK YOUR SPEED	247.70	12/11/2020	41764	0110	110359	680322
	10625	LANNON STONE PRODUCTS, INC.	59600	GRAVEL QTY 17.55 3/4" BASE COURSE	159.35	12/11/2020	1001447	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	59833	GRAVEL FOR CULVERTS & SHOULDERING	1,202.51	12/23/2020	1001467	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	59834	GRAVEL FOR CULVERTS	269.12	12/11/2020	1001447	0110	110359	680321

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
HIGHWAY	10625	LANNON STONE PRODUCTS, INC.	59835	RIP RAP	1,356.96	12/11/2020	1001447	0110	110359	680321
	10645	LIESENER SOILS INC	59828	TOP SOIL	145.00	12/11/2020	41766	0110	110359	680321
	10645	LIESENER SOILS INC	59829	TOP SOIL	87.00	12/11/2020	41766	0110	110359	680321
	10691	MENARDS	59824	SNOW PLOWING MARKERS	442.80	12/11/2020	41768	0110	110359	680320
	10695	NELL ENTERPRISES, LLC	59779	STREET MAINTENANCE SUPPLIES	367.46	12/23/2020	41934	0110	110359	680321
	10695	NELL ENTERPRISES, LLC	59947	SUPPLY HOSE	20.11	12/23/2020	41934	0110	110359	680321
	10834	OFFICE DEPOT *	60073	OFFICE SUPPLIES HWY, PARKS, ENG	114.83	12/23/2020	41944	0110	110359	680101
	10834	OFFICE DEPOT *	60073	OFFICE SUPPLIES HWY, PARKS, ENG	14.31	12/23/2020	41944	0110	110474	680101
	10834	OFFICE DEPOT *	60073	OFFICE SUPPLIES HWY, PARKS, ENG	21.03	12/23/2020	41944	0110	110358	680101
	11006	SAFETY MART	59945	SUPPLIES FOR FIRST AID KITS	55.80	12/23/2020	41956	0110	110359	680321
	11151	TRAFFIC & PARKING CONTROL CO, INC	59810	NO PARKING- HYDRANT @WESTON DR	411.35	12/11/2020	41819	0110	110359	680322
	11163	CLIFFORD J DETEMPLE	59946	CALIBRATION FOR LAZER	75.00	12/23/2020	41975	0110	110359	683202
	11195	USIC LOCATING SERVICES INC	59783	LOCATES-NOVEMBER	226.07	12/23/2020	1001474	0110	110359	683201
	11230	WASTE MANAGEMENT OF WISCONSIN, INC	59768	TIRE DISPOSAL	1,395.00	12/23/2020	41981	0110	110359	680321
	11581	STAPLES BUSINESS ADVANTAGE	59825	MAGNETIC BOARD	41.59	12/11/2020	41815	0110	110359	680101
	11581	STAPLES BUSINESS ADVANTAGE	59826	MAGNETIC BOARD	83.18	12/11/2020	41815	0110	110359	680101
	12103	BROOKS TRACTOR, INC.	59789	VALVE KITS FOR V PLOW	2,273.21	12/11/2020	41742	0410	410787	725012
	12693	BEST ED LLC	59787	CLASS II SAFETY VESTS	255.27	12/11/2020	41739	0110	110359	680321
	12693	BEST ED LLC	59787	CLASS II SAFETY VESTS	127.64	12/11/2020	41739	0110	110363	680351
	12693	BEST ED LLC	59787	CLASS II SAFETY VESTS	85.09	12/11/2020	41739	0110	110474	680324
	12788	BMC CONSTRUCTION, INC	59784	8 EACH CATCH BASIN/CURB & GUTT	3,600.00	12/23/2020	41907	0110	110359	683201
	12788	BMC CONSTRUCTION, INC	59788	8 EACH CATCH BASIN/CURB & GUTT	11,100.00	12/23/2020	41907	0110	110359	683201
	12788	BMC CONSTRUCTION, INC	59811	1685 SF CONCRETE SIDEWALK REPL	15,020.00	12/23/2020	41907	0110	110359	683202
				Department Total	54,320.63					

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
Forestry	10202	CHOICE CUTS TREE SERVICE LLC	59798	BALANCE FROM WESTCHESTER & ROLLING FIELD CONTRACT	5,050.00	12/11/2020	41743	0410	410798	730017
	10321	EGELHOFF LAWN MOWER SERVICE INC	59761	OIL FOR SAN CREW -START OF WINTER REMOVAL	262.20	12/23/2020	41914	0110	110363	680401
	10321	EGELHOFF LAWN MOWER SERVICE INC	59762	NUTS FOR HUSKY SANS	26.40	12/11/2020	41756	0110	110363	680401
	10321	EGELHOFF LAWN MOWER SERVICE INC	60077	SAW CHAINS & COIL SPRING	90.10	12/23/2020	41914	0110	110363	680351
	10321	EGELHOFF LAWN MOWER SERVICE INC	60078	CHAINSAW CHAINS	68.85	12/23/2020	41914	0110	110363	680351
	10686	MCCONN INC	59954	DISINFECTANT WIPES FOR PERSONAL SAFETY COVID	165.00	12/23/2020	41932	0110	110363	680351
	10695	NELL ENTERPRISES, LLC	59952	HAND TOOLS FOR FORESTRY DIVISION	529.65	12/18/2020	41835	0110	110363	680351
	10695	NELL ENTERPRISES, LLC	59953	MARKING STAKES FOR STUMPS	44.77	12/23/2020	41934	0110	110363	680351
	11211	VERIZON WIRELESS SERVICES LLC	60055	IPAD DATA - FORESTRY, WATER, ENG, SEWER, HWY	75.10	12/23/2020	41978	0110	110359	680504
	11211	VERIZON WIRELESS SERVICES LLC	60055	IPAD DATA - FORESTRY, WATER, ENG, SEWER, HWY	50.04	12/23/2020	41978	0110	110358	680504
	11211	VERIZON WIRELESS SERVICES LLC	60055	IPAD DATA - FORESTRY, WATER, ENG, SEWER, HWY	15.02	12/23/2020	41978	0620	620679	921001
	11211	VERIZON WIRELESS SERVICES LLC	60055	IPAD DATA - FORESTRY, WATER, ENG, SEWER, HWY	60.08	12/23/2020	41978	0610	610669	680504
	11211	VERIZON WIRELESS SERVICES LLC	60055	IPAD DATA - FORESTRY, WATER, ENG, SEWER, HWY	15.02	12/23/2020	41978	0110	110363	680504
	11245	WAYSIDE NURSERIES INC	59799	QTY 1 FALL TREE PLANTING	155.00	12/11/2020	41827	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	59800	QTY 1 FALL TREE PLANTING	194.00	12/11/2020	41827	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	60038	FALL TREE PLANTING	287.00	12/23/2020	41982	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	60040	FALL TREE PLANTING	194.00	12/23/2020	41982	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	60041	FALL TREE PLANTING	525.00	12/23/2020	41982	0410	410798	730017
	12114	BAY ENGINEERING INC.	59841	CUTTER TEETH FOR STUMPER HEAD	283.66	12/23/2020	41905	0110	110363	680351
				Department Total	8,090.89					
RECYCLING	10909	PORT-A-JOHN, INC.	59827	BRUSH SITE PORT A JOHN-DEC	84.00	12/23/2020	41952	0110	110368	688120
	12505	ENER-CON INC	60025	BRUSH GRINDING	10,125.00	12/23/2020	41916	0110	110368	683201
				Department Total	10,209.00					

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POOL	10691	MENARDS	59948	POOL WORK SUPPLIES	64.36	12/23/2020	41933	0110	110472	680301
				Department Total	64.36					
PARKS	10202	CHOICE CUTS TREE SERVICE LLC	59795	ASH REMOVAL-POWERLINES	1,800.00	12/11/2020	41743	0410	410798	730017
	10202	CHOICE CUTS TREE SERVICE LLC	59796	ASH REMOVAL FROM CORNER (POWERLINES)	1,200.00	12/11/2020	41743	0410	410798	730017
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	59760	PARKS HERBICIDE	24.67	12/11/2020	41809	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	59760	PARKS HERBICIDE	24.74	12/11/2020	41809	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	59760	PARKS HERBICIDE	24.93	12/11/2020	41809	0110	110474	680342
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	59760	PARKS HERBICIDE	24.66	12/11/2020	41809	0110	110474	680343
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	0.07	12/23/2020	41933	0110	110474	680340
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	9.34	12/23/2020	41933	0110	110474	680341
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	11.53	12/23/2020	41933	0110	110474	680342
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	12.70	12/23/2020	41933	0110	110474	680343
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	5.64	12/23/2020	41933	0110	110474	680344
	10691	MENARDS	60106	2X4 FOR BENCH REPLACEMENT & FASTENERS	6.35	12/23/2020	41933	0110	110474	680345
	10695	NELL ENTERPRISES, LLC	59763	STAKES FOR GATEWAY	44.77	12/23/2020	41934	0110	110474	680401
	10695	NELL ENTERPRISES, LLC	60042	CHALK FOR BATH @ ROTARY	6.29	12/23/2020	41934	0110	110474	680401
	10759	MINOR'S GARDEN CENTER INC	59823	CHRISTMAS DECOR	742.42	12/11/2020	41773	0110	110474	680341
	10834	OFFICE DEPOT *	60057	CLIPS	3.20	12/23/2020	41944	0110	110474	680101
	12498	ZW USA INC	59582	DOG WASTE BAGS	96.91	12/11/2020	41752	0110	110474	680301
				Department Total	4,038.22					
PLANNING	10230	CONLEY PUBLISHING GROUP LTD	59759	PC NEWSPAPER NOTIFICATIONS	94.35	12/23/2020	41910	0110	110578	680502
	10555	LEONARD MCCA W	59794	VIDEOTAPING AND RECORDING OF P	250.00	12/11/2020	1001445	0110	110578	683211
	10555	LEONARD MCCA W	59797	VIDEOTAPING AND RECORDING OF P	250.00	12/11/2020	1001445	0110	110578	683211

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
PLANNING	10555	LEONARD MCCAWE	60100	VIDEOTAPING AND RECORDING OF P/C MEETING	250.00	12/23/2020	1001466	0110	110578	683211
	11012	SCG & ASSOCIATES, LLC	59757	PC LANDSCAPE CONSULTANT	450.00	12/23/2020	41957	0110	110578	683102
	11366	BRUCE C KRESS	59758	ENFORCEMENT OFFICER	333.00	12/11/2020	1001446	0110	110244	683201
	11366	BRUCE C KRESS	59758	ENFORCEMENT OFFICER	1,667.00	12/11/2020	1001446	0110	110578	683201
				Department Total	3,294.35					
SEWER	10202	CHOICE CUTS TREE SERVICE LLC	59874	TREES CUT AT "K" AND "O"	1,500.00	12/11/2020	41743	0610	610669	683202
	10209	CLARK DIETZ INC	60084	SMH INSPECTION & GIS UPDATES (#3501)	140.00	12/23/2020	41909	0610	610669	695105
	10209	CLARK DIETZ INC	60160	SANITARY MH INSPECTIONS	4,346.05	12/23/2020	41909	0610	610669	695105
	10428	GILLITZER ELEC CO LTD, FRANK	59951	#3 DRIVE STATION "A"	1,456.25	12/23/2020	1001463	0610	610669	695105
	10585	KAPUR & ASSOCIATES INC	60158	INSPECTION SANITARY CM & STAKING LS B	1,445.70	12/23/2020	41927	0610	610669	740001
	10695	NELL ENTERPRISES, LLC	59785	BULB & LUBRICANT	11.13	12/23/2020	41934	0610	610669	680301
	10695	NELL ENTERPRISES, LLC	59955	FITTINGS FOR "A"	3.75	12/23/2020	41934	0610	610669	680301
	10784	MUSKEGO, CITY OF	59702	MMSD 2050 FACIL PLAN (#3640)	770.31	12/11/2020	41778	0610	610669	683101
	10784	MUSKEGO, CITY OF	59704	MMSD 2050 FACIL PLAN (#3640)	471.76	12/11/2020	41778	0610	610669	683101
	10784	MUSKEGO, CITY OF	59705	MMSD 2050 FACIL PLAN (#3640)	421.50	12/11/2020	41778	0610	610669	683101
	10784	MUSKEGO, CITY OF	59706	MMSD 2050 FACIL PLAN (#3640)	63.70	12/11/2020	41778	0610	610669	683101
	10784	MUSKEGO, CITY OF	59707	MMSD 2050 FACIL PLAN (#3640)	517.50	12/11/2020	41778	0610	610669	683101
	10784	MUSKEGO, CITY OF	59839	MMSD FACILITIES PLAN (#3640)	274.42	12/11/2020	41778	0610	610669	683101
	10995	RUEKERT & MIELKE INC	60156	PPI/I (#3566)	19,685.25	12/23/2020	1001472	0610	610669	740006
	11049	SHORT ELLIOTT HENDRICKSON INC	59866	WEST TRUNK SAN. PLANNING STUDY (#3744)	4,160.71	12/23/2020	41961	0610	610669	740002
	11062	RASMITH, INC	59708	ETS FLOW METERING (#3780-21)	4,562.20	12/11/2020	41810	0610	610669	740001
	11096	STO AWAY POWER CRANES INC	59819	RES 3761 PURCHASE OF 2 MOUNTING	939.31	12/11/2020	41816	0610	610669	740005
	11209	VEOLIA WATER	59991	DUMP SANITARY DEBRIS	698.41	12/23/2020	41977	0610	610669	683202
	12110	THE SIGMA GROUP, INC	60085	SAN MANHOLE INSPECTIONS	10,706.80	12/23/2020	1001473	0610	610669	740001

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
SEWER	12453	LAKESIDE ENGINEERING LLC	60083	SANITARY EQ @ STH 57 & DONGES	4,905.00	12/23/2020	41930	0610	610669	740001
	12785	PIPETEK INFRASTRUCTURE SERVICES	59523	SEW. LAT. WORK, #3566-X-20	782.00	12/11/2020	41786	0610	610669	740006
	12785	PIPETEK INFRASTRUCTURE SERVICES	59864	STH 167 SANITARY EXAM (#3760)	54,965.00	12/23/2020	41950	0610	610669	740001
	12785	PIPETEK INFRASTRUCTURE SERVICES	59865	STH 57 LATERAL EXAMS	23,600.00	12/23/2020	41950	0610	610669	740001
	12794	NORTHLAND EQUIPMENT CO INC	60053	SEWER TRUCK BODY	16,270.00	12/23/2020	41942	0610	610669	740005
	12852	SEWER EQUIPMENT OF ILLINOIS LLC	59941	JET SPOT LIGHT	133.81	12/18/2020	41882	0610	610669	680301
				Department Total	152,830.56					
WATER	10091	BADGER METER INC	59770	3" REGISTER FOR SPUR 16	74.38	12/11/2020	1001437	0620	620000	115346
	10287	DIGGERS HOTLINE INC	59872	LOCATING-NOVEMBER	17.40	12/23/2020	1001461	0110	110359	683201
	10287	DIGGERS HOTLINE INC	59872	LOCATING-NOVEMBER	367.14	12/23/2020	1001461	0620	620679	923001
	10489	CORE & MAIN	59873	VALVE BOXES (MAIN) & VALVE RISERS	430.00	12/11/2020	41746	0620	620679	673002
	10489	CORE & MAIN	60050	BOX PARTS	147.34	12/23/2020	41911	0620	620679	673002
	10695	NELL ENTERPRISES, LLC	59867	BATTERIES FOR LOCATOR	7.73	12/23/2020	41934	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	59868	BATTERIES FOR FLASHLIGHT/NUT & BOLT	8.39	12/23/2020	41934	0620	620679	675002
	10755	CITY OF MILWAUKEE	59773	PURCHASED WATER-NOVEMBER	45,481.55	12/23/2020	41937	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	59884	PURCHASED WATER-NOVEMBER	14,511.09	12/23/2020	41940	0620	620679	602001
	10820	NORTHERN LAKE SERVICE INC	59870	DISINFECTANT BYPRODUCT AND LEA	280.00	12/23/2020	41941	0620	620679	662003
	11016	SCHMITZ READY-MIX INC	59771	SLURRY FOR 11108 CEDARBURG RD	742.50	12/11/2020	41806	0620	620679	675002
	11195	USIC LOCATING SERVICES INC	59772	LOCATING-NOVEMBER	2,302.06	12/23/2020	1001474	0620	620679	662003
	11581	STAPLES BUSINESS ADVANTAGE	59869	MAGNETIC BOARD	41.59	12/11/2020	41815	0620	620679	921001
				Department Total	64,411.17					
DIRECT INV	10189	CEDARBURG, CITY OF	60096	PUBLIC SAFETY SERVICE CARLSON 2020	3,250.98	12/23/2020	1001460	0110	110101	683702
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	800.00	12/18/2020	1001455	0620	620000	115346
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	300.00	12/18/2020	1001455	0620	620679	675003

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	147.00	12/18/2020	1001455	0620	620679	673001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	294.00	12/18/2020	1001455	0620	620679	677001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	398.64	12/18/2020	1001455	0620	620679	661001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	7,441.36	12/18/2020	1001455	0620	620679	662001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	66.44	12/18/2020	1001455	0620	620679	663001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	132.88	12/18/2020	1001455	0620	620679	664001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	199.32	12/18/2020	1001455	0620	620679	665001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	1,594.58	12/18/2020	1001455	0620	620679	673001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	5,581.02	12/18/2020	1001455	0620	620679	675001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	465.08	12/18/2020	1001455	0620	620679	676001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	1,195.93	12/18/2020	1001455	0620	620679	677001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	2,524.75	12/18/2020	1001455	0620	620679	920001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	200.00	12/18/2020	1001455	0620	620679	620001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	2,200.00	12/18/2020	1001455	0620	620679	660001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	2,000.00	12/18/2020	1001455	0620	620679	670001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	500.00	12/18/2020	1001455	0620	620679	901001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	400.00	12/18/2020	1001455	0620	620679	903001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	600.00	12/18/2020	1001455	0620	620679	906001
	10206	CITY WATER LLC	59969	WATER UTILITY MANAGEMENT OPERATIONS 11/1-11/31/20	300.00	12/18/2020	1001455	0620	620679	930001
	10226	CONCENTRA MEDICAL CENTERS	59904	PHYS PRE EMPLOYMENT 11/27/20	157.00	12/11/2020	41744	0110	110236	680301
	10307	DEPARTMENT OF WORKFORCE	59915	BENEFIT CHARGES 11/15-11/21/20	98.32	12/11/2020	41753	0110	110326	673104
	10313	VETCOR OF EAST TOWNE LLC	59747	DJUKE VET VISIT	34.85	12/11/2020	41754	0410	410791	730012
	10639	SCHOESSOW, CARY A.	59912	LETTERING FOR SQUAD REPAIR	180.00	12/11/2020	41807	0410	410786	725013

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10696	MEQUON AUTO BODY	59911	2020 POLICE VEHICLE REPAIRS	1,857.88	12/11/2020	41770	0410	410786	725013
	10702	MEQUON FIRE & EMS ASSOCIATION	59749	REIMB WATER PURCHASE	17.94	12/11/2020	1001448	0110	110236	680301
	10709	MEQUON THIENSVILLE CHAMBER OF COMMERCE	60067	POLICE AUXILIARY STIPEND FUNDS	750.00	12/23/2020	1001468	0110	110239	670102
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	3,327.98	12/11/2020	1001453	0110	110000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	141.75	12/11/2020	1001453	0110	110000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	14.00	12/11/2020	1001453	0610	610000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	1.75	12/11/2020	1001453	0620	620000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	16.85	12/11/2020	1001453	0620	620000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	59914	LIFE INSC 1/1-1/31/21 POLICY 2832L	324.26	12/11/2020	1001453	0610	610000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	59932	ACCIDENT INSC POLICY 76038	56.04	12/11/2020	1001453	0110	110000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	59932	ACCIDENT INSC POLICY 76038	22.96	12/11/2020	1001453	0610	610000	224122
	11048	SHOREWOOD, VILLAGE OF	60097	SEWER TV REPAIR	139.45	12/23/2020	41960	0610	610669	695104
	11101	STREICHER'S INC	60034	AR15 STORM SLING AMBI SLING ADAPTER	-23.99	12/23/2020	41962	0410	410791	730012
	11151	TRAFFIC & PARKING CONTROL CO, INC	59968	SIGN SUPPLIES	196.10	12/18/2020	41893	0410	410803	710320
	11151	TRAFFIC & PARKING CONTROL CO, INC	60009	SPUR 16 4 BASES	418.20	12/18/2020	41893	0410	410803	710300
	11151	TRAFFIC & PARKING CONTROL CO, INC	60010	SPUR 16 SIGN BACKER PROJ EXPENSES	652.05	12/18/2020	41893	0410	410803	710300
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	163.89	12/11/2020	41821	0110	110236	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	103.04	12/11/2020	41821	0110	110326	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	104.87	12/11/2020	41821	0110	110359	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	6.60	12/11/2020	41821	0110	110355	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	253.47	12/11/2020	41821	0610	610669	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	181.62	12/11/2020	41821	0110	110244	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	46.31	12/11/2020	41821	0110	110358	680504

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	38.50	12/11/2020	41821	0110	110474	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	35.97	12/11/2020	41821	0110	110111	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	76.90	12/11/2020	41821	0110	110120	680504
	11165	UNITED STATES CELLULAR CORPORATION	59738	CELL BILLING NOVEMBER	81.18	12/11/2020	41821	0110	110578	680504
	11246	WCMA EXECUTIVE DIR	60191	MEMBERSHIP DUES WILL JONES	214.87	12/31/2020	41997	0110	110111	680501
	11309	WIS DEPT OF TRANSPORT 7911	59923	PD CAR PURCHASED PLATE & REGISTRATION	169.50	12/11/2020	41829	0410	410787	725012
	11581	STAPLES BUSINESS ADVANTAGE	59807	DAMAGED MAG. BOARD	-41.59	12/11/2020	41815	0110	110359	680101
	11581	STAPLES BUSINESS ADVANTAGE	59808	UNDELIVERED MAG. BOARD	-41.59	12/11/2020	41815	0110	110359	680101
	12405	TELECOM ONE, INC	59913	NOV PHONE LINES	222.55	12/11/2020	41818	0110	110235	680504
	12405	TELECOM ONE, INC	59913	NOV PHONE LINES	55.64	12/11/2020	41818	0110	110236	680504
	12405	TELECOM ONE, INC	59913	NOV PHONE LINES	278.19	12/11/2020	41818	0110	110117	680504
	12444	IMPACT ACQUISITIONS, LLC	59933	OVERAGE CHARGES 9/1-11/30/20	12.74	12/11/2020	41761	0110	110118	688101
	12651	AMAZON CAPITAL SERVICES, INC	60075	OFFICE SUPPLIES	94.72	12/23/2020	1001456	0110	110120	680101
	12676	SARAH ELIZABETH RIEMER	59733	ELECTION AUDIT HELP 11/24/20	40.00	12/11/2020	41805	0110	110113	683201
	12677	DEANNA BOGIE CONATY	59731	ELECTION AUDIT HELP 11/24/20	40.00	12/11/2020	41747	0110	110113	683201
	12678	LUCINDA CHRISTENSEN SHALLOCK	59734	ELECTION AUDIT HELP 11/24/20	40.00	12/11/2020	41767	0110	110113	683201
	12711	NEAL ANDREW LINKON	59732	ELECTION AUDIT HELP 11/24/20	40.00	12/11/2020	41779	0110	110113	683201
	12820	LINDA OEHLKE	59964	ELECTION SERVICES 11/3/20	145.00	12/18/2020	41834	0110	110113	683201
	12831	MICHAEL KENNEY	59748	ELECTION 11/3/20	175.00	12/11/2020	41771	0110	110113	683201
	12857	VISUAL IMAGE PHOTOGRAPHY	60105	FESTIVAL WINTER EVENT	800.00	12/23/2020	41980	0210	210840	691901
	90001	TEMP STAFF REIMB	59902	K-9 TRAINING 9/8-11/19/20 MEAL REIMB	252.01	12/11/2020	41813	0110	110235	683501
	90001	TEMP STAFF REIMB	59916	REIMB EXAM FEE OFFICER CLASS	80.00	12/11/2020	41811	0110	110236	683501
	90001	TEMP STAFF REIMB	59917	REIMB UNIFORM FOR PARAMEDIC CLINICALS AT MATC	100.20	12/11/2020	41812	0110	110236	675101

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90001	TEMP STAFF REIMB	60188	REIMB CODE COUNCIL MEMBERSHIP	185.00	12/31/2020	41986	0110	110244	680501
	90002	PARK REFUNDS	59751	8/20-8/22/21 REFUND DEPOSIT THE RENTAL FEE	200.00	12/11/2020	41785	0110	110000	229101
	90002	PARK REFUNDS	59751	8/20-8/22/21 REFUND DEPOSIT THE RENTAL FEE	800.00	12/11/2020	41785	0110	110000	448201
	90002	PARK REFUNDS	59751	8/20-8/22/21 REFUND DEPOSIT THE RENTAL FEE	44.00	12/11/2020	41785	0110	110000	224209
	90002	PARK REFUNDS	59956	DEPOSIT ROTARY/RIVER BARN/RENNICKE FIELD 2020	500.00	12/18/2020	41844	0110	110000	229101
	90002	PARK REFUNDS	59957	DEPOSIT ROTARY/RIVER BARN FIELD 2020 TOURN FEE	400.00	12/18/2020	41843	0110	110000	229101
	90002	PARK REFUNDS	59957	DEPOSIT ROTARY/RIVER BARN FIELD 2020 TOURN FEE	1,460.00	12/18/2020	41843	0110	110000	448201
	90002	PARK REFUNDS	59958	REFUND DEPOSIT ROTARY FIELDUSE 2020	200.00	12/18/2020	41840	0110	110000	229101
	90002	PARK REFUNDS	59959	REFUND DEPOSIT LEMKE FIELD USE 2020	500.00	12/18/2020	41841	0110	110000	229101
	90002	PARK REFUNDS	59960	REFUND DEPOSIT ROTARY RENNICKE & RIVER BRN USE 2020	200.00	12/18/2020	41842	0110	110000	229101
	90002	PARK REFUNDS	59961	REFUND DEPOSIT LEMKE FIELD & RENNICKE USE 2020	200.00	12/18/2020	41839	0110	110000	229101
	90002	PARK REFUNDS	59962	REFUND DEPOSIT ROTARY FIELD USE 2020	200.00	12/18/2020	41838	0110	110000	229101
	90002	PARK REFUNDS	59963	REFUND DEPOSIT FIELD USE 2020	200.00	12/18/2020	41837	0110	110000	229101
	90003	POLICE RESERVE	59715	AUXILIARY PAY 2020	60.00	12/11/2020	41795	0110	110239	670102
	90003	POLICE RESERVE	59716	AUXILIARY PAY 2020	60.00	12/11/2020	41794	0110	110239	670102
	90003	POLICE RESERVE	59717	AUXILIARY PAY 2020	60.00	12/11/2020	41800	0110	110239	670102
	90003	POLICE RESERVE	59718	AUXILIARY PAY 2020	60.00	12/11/2020	41787	0110	110239	670102
	90003	POLICE RESERVE	59719	AUXILIARY PAY 2020	60.00	12/11/2020	41799	0110	110239	670102
	90003	POLICE RESERVE	59720	AUXILIARY PAY 2020	60.00	12/11/2020	41788	0110	110239	670102
	90003	POLICE RESERVE	59721	AUXILIARY PAY 2020	60.00	12/11/2020	41790	0110	110239	670102
	90003	POLICE RESERVE	59722	AUXILIARY PAY 2020	60.00	12/11/2020	41801	0110	110239	670102
	90003	POLICE RESERVE	59723	AUXILIARY PAY 2020	60.00	12/11/2020	41792	0110	110239	670102
	90003	POLICE RESERVE	59724	AUXILIARY PAY 2020	60.00	12/11/2020	41789	0110	110239	670102

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90003	POLICE RESERVE	59725	AUXILIARY PAY 2020	60.00	12/11/2020	41791	0110	110239	670102
	90003	POLICE RESERVE	59726	AUXILIARY PAY 2020	60.00	12/11/2020	41796	0110	110239	670102
	90003	POLICE RESERVE	59727	AUXILIARY PAY 2020	60.00	12/11/2020	41793	0110	110239	670102
	90003	POLICE RESERVE	59728	AUXILIARY PAY 2020	40.00	12/11/2020	41798	0110	110239	670102
	90003	POLICE RESERVE	59729	AUXILIARY PAY 2020	60.00	12/11/2020	41802	0110	110239	670102
	90003	POLICE RESERVE	59730	AUXILIARY PAY 2020	60.00	12/11/2020	41797	0110	110239	670102
	90005	TAX CHECK REFUNDS	60030	TAX REFUND ID #151580108000	92.67	12/18/2020	41888	0810	810000	103105
	90005	TAX CHECK REFUNDS	60031	TAX REFUND ID #150560308000	20.64	12/18/2020	41886	0810	810000	103105
	90005	TAX CHECK REFUNDS	60032	TAX REFUND ID #150321000300	1,342.31	12/18/2020	41885	0810	810000	103105
	90005	TAX CHECK REFUNDS	60033	TAX REFUND ID #141420007000	256.61	12/18/2020	41883	0810	810000	103105
	90005	TAX CHECK REFUNDS	60035	TAX REFUND ID #140500801006	10.00	12/18/2020	41887	0810	810000	103105
	90005	TAX CHECK REFUNDS	60036	TAX REFUND ID #151360066000	200.00	12/18/2020	41889	0810	810000	103105
	90005	TAX CHECK REFUNDS	60039	TAX REFUND ID #151700020001	194.92	12/18/2020	41891	0810	810000	103105
	90005	TAX CHECK REFUNDS	60044	TAX REFUND ID #150050900300	718.17	12/18/2020	41890	0810	810000	103105
	90005	TAX CHECK REFUNDS	60045	TAX REFUND ID #150690004102	80.00	12/18/2020	41884	0810	810000	103105
	90005	TAX CHECK REFUNDS	60163	TAX REFUND 140870809000	48.37	12/23/2020	41966	0810	810000	103105
	90005	TAX CHECK REFUNDS	60164	TAX REFUND 141310003000	792.65	12/23/2020	41969	0810	810000	103105
	90005	TAX CHECK REFUNDS	60165	TAX REFUND 150540403000	4,860.21	12/23/2020	41968	0810	810000	103105
	90005	TAX CHECK REFUNDS	60166	TAX REFUND 141540002000	194.92	12/23/2020	41965	0810	810000	103105
	90005	TAX CHECK REFUNDS	60167	TAX REFUND 150810103000	5.00	12/23/2020	41964	0810	810000	103105
	90005	TAX CHECK REFUNDS	60168	TAX REFUND 140580509000	16.14	12/23/2020	41967	0810	810000	103105
	90005	TAX CHECK REFUNDS	60169	TAX REFUND 140240701100	746.44	12/23/2020	41963	0810	810000	103105
	90005	TAX CHECK REFUNDS	60192	TAX REFUND 140050700200 & 140050700100	153.36	12/31/2020	41988	0810	810000	103105

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90005	TAX CHECK REFUNDS	60193	TAX REFUND 150590029002	27.00	12/31/2020	41993	0810	810000	103105
	90005	TAX CHECK REFUNDS	60194	TAX REFUND 140241401000	5,932.65	12/31/2020	41991	0810	810000	103105
	90005	TAX CHECK REFUNDS	60195	TAX REFUND 140700112000	4,878.78	12/31/2020	41989	0810	810000	103105
	90005	TAX CHECK REFUNDS	60196	TAX REFUND 140500421001	79.97	12/31/2020	41992	0810	810000	103105
	90005	TAX CHECK REFUNDS	60197	TAX REFUND 14060105000	268.82	12/31/2020	41987	0810	810000	103105
	90005	TAX CHECK REFUNDS	60198	TAX REFUND 140950719000	120.84	12/31/2020	41994	0810	810000	103105
	90005	TAX CHECK REFUNDS	60199	TAX REFUND 142040104000	134.10	12/31/2020	41996	0810	810000	103105
	90005	TAX CHECK REFUNDS	60200	TAX REFUND 142030028000	187.26	12/31/2020	41995	0810	810000	103105
	90005	TAX CHECK REFUNDS	60201	TAX REFUND 150850033000	59.47	12/31/2020	41990	0810	810000	103105
	90006	PERMIT REFUNDS	59970	INSPECTION DEPOSIT 12531 LA BELLE CT	61.00	12/18/2020	41845	0110	110000	229102
	90006	PERMIT REFUNDS	59971	INSPECTION DEPOSIT 11032 HIGHVIEW / 10127 VINTAGE	122.00	12/18/2020	41846	0110	110000	229102
	90006	PERMIT REFUNDS	59972	INSPECTION DEPOSIT 5236 PARKVIEW DR	189.00	12/18/2020	41847	0110	110000	229102
	90006	PERMIT REFUNDS	59973	INSPECTION DEPOSIT 7547 SUNNYVALE CT	61.00	12/18/2020	41848	0110	110000	229102
	90006	PERMIT REFUNDS	59974	INSPECTION DEPOSIT 2119 RALEIGH CT	61.00	12/18/2020	41849	0110	110000	229102
	90006	PERMIT REFUNDS	59975	INSPECTION DEPOSIT 6375 MEQUON	661.00	12/18/2020	41850	0110	110000	229102
	90006	PERMIT REFUNDS	59976	INSPECTION DEPOSIT 13714 N GREEN BAY RD	122.00	12/18/2020	41851	0110	110000	229102
	90006	PERMIT REFUNDS	59977	INSPECTION DEPOSIT 10919 N WYNGATE TRACE	61.00	12/18/2020	41852	0110	110000	229102
	90006	PERMIT REFUNDS	59978	INSPECTION DEPOSIT 12616 N LAKE FOREST CIR	61.00	12/18/2020	41853	0110	110000	229102
	90006	PERMIT REFUNDS	59979	INSPECTION DEPOSIT 1519 W RIVER FOREST DR	61.00	12/18/2020	41854	0110	110000	229102
	90006	PERMIT REFUNDS	59980	INSPECTION DEPOSIT 12558 WOODLAND	61.00	12/18/2020	41855	0110	110000	229102
	90006	PERMIT REFUNDS	59981	INSPECTION DEPOSIT 933 W CEDAR RIDGE CT	61.00	12/18/2020	41856	0110	110000	229102
	90006	PERMIT REFUNDS	59982	INSPECTION DEPOSIT 10127 VINTAGE CT	61.00	12/18/2020	41857	0110	110000	229102
	90006	PERMIT REFUNDS	59983	INSPECTION DEPOSIT 115 ZEDLER LN	61.00	12/18/2020	41858	0110	110000	229102

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	59984	INSPECTION DEPOSIT 8606 FREISTADT / 7213 MEQUON SQ	122.00	12/18/2020	41859	0110	110000	229102
	90006	PERMIT REFUNDS	59986	INSPECTION DEPOSIT 4927 ELMDALE / 8025 FREISTADT	122.00	12/18/2020	41860	0110	110000	229102
	90006	PERMIT REFUNDS	59987	INSPECTION DEPOSIT 4 PMTS	244.00	12/18/2020	41861	0110	110000	229102
	90006	PERMIT REFUNDS	59988	INSPECTION DEPOSIT 11021 BALSAM TREE CT	61.00	12/18/2020	41862	0110	110000	229102
	90006	PERMIT REFUNDS	59989	INSPECTION DEPOSIT 7521 & 11037 MEQUON SQ DR	122.00	12/18/2020	41863	0110	110000	229102
	90006	PERMIT REFUNDS	59990	INSPECTION DEPOSIT 4927 W ELMDALE DR	61.00	12/18/2020	41864	0110	110000	229102
	90006	PERMIT REFUNDS	59992	INSPECTION DEPOSIT 11653 PINEHURST	61.00	12/18/2020	41865	0110	110000	229102
	90006	PERMIT REFUNDS	59993	INSPECTION DEPOSIT 5422 SUNNYSIDE DR	61.00	12/18/2020	41866	0110	110000	229102
	90006	PERMIT REFUNDS	59994	INSPECTION DEPOSIT 3336 W BURGUNDY CT	61.00	12/18/2020	41867	0110	110000	229102
	90006	PERMIT REFUNDS	59995	INSPECTION DEPOSIT 12531 N LA BELLE CT	61.00	12/18/2020	41868	0110	110000	229102
	90006	PERMIT REFUNDS	59996	INSPECTION DEPOSIT 530 E MAPLE LN	61.00	12/18/2020	41869	0110	110000	229102
	90006	PERMIT REFUNDS	59997	INSPECTION DEPOSIT 7800 KNIGHTSBRIDGE	61.00	12/18/2020	41870	0110	110000	229102
	90006	PERMIT REFUNDS	59998	INSPECTION DEPOSIT 1525 HOMESTEAD / 2900 RANGE LIN	122.00	12/18/2020	41871	0110	110000	229102
	90006	PERMIT REFUNDS	59999	INSPECTION DEPOSIT 1710 RIVER OAKS	61.00	12/18/2020	41872	0110	110000	229102
	90006	PERMIT REFUNDS	60000	INSPECTION DEPOSIT 2041 WOODSIDE	61.00	12/18/2020	41873	0110	110000	229102
	90006	PERMIT REFUNDS	60001	INSPECTION DEPOSIT 9611 HUNT CLUB	61.00	12/18/2020	41874	0110	110000	229102
	90006	PERMIT REFUNDS	60002	INSPECTION DEPOSIT 6140 W CHAPEL HILL RD	61.00	12/18/2020	41875	0110	110000	229102
	90006	PERMIT REFUNDS	60003	INSPECTION DEPOSIT 12952 NW SHORELAND	61.00	12/18/2020	41876	0110	110000	229102
	90006	PERMIT REFUNDS	60004	INSPECTION DEPOSIT 10014 N FRANKLIN CT	61.00	12/18/2020	41877	0110	110000	229102
	90006	PERMIT REFUNDS	60005	INSPECTION DEPOSIT 8751 W HIGHLANDER DR	113.00	12/18/2020	41878	0110	110000	229102
	90006	PERMIT REFUNDS	60006	INSPECTION DEPOSIT 1977 HIDDEN RESERVE	61.00	12/18/2020	41879	0110	110000	229102
	90006	PERMIT REFUNDS	60007	INSPECTION DEPOSIT 8240 W MOURNING DOVE CT	154.00	12/18/2020	41880	0110	110000	229102
	90006	PERMIT REFUNDS	60108	REFUND JOB CANCELLED 7216 W MEQUON SQ DR	61.00	12/23/2020	41947	0110	110000	442105

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for December 2020

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	60108	REFUND JOB CANCELLED 7216 W MEQUON SQ DR	14.00	12/23/2020	41947	0110	110000	442103
	90006	PERMIT REFUNDS	60110	OVERPAID PMT # P40494 10340 WILDWOOD CT	540.00	12/23/2020	41948	0110	110000	442104
	90007	MISC REFUNDS	59752	REIMB SEWER LATERAL INSPECTION & CLEANING	495.00	12/11/2020	41774	0610	610669	740006
	90007	MISC REFUNDS	59753	REIMB SEWER LATERAL INSPECTION & CLEANING	780.50	12/11/2020	41775	0610	610669	740006
	90007	MISC REFUNDS	59754	REIMB MATERIALS FOR DOOR CASING	303.71	12/11/2020	41776	0210	210840	691922
	90007	MISC REFUNDS	59905	DUPLICATE PYMT REFUND	77.31	12/11/2020	41777	0110	110000	446201
	90007	MISC REFUNDS	60170	MFC CONTRIBUTION TO MTHS	150.00	12/23/2020	41938	0210	210840	691922
				Department Total	76,234.78					
				Grand Total	\$606,485.70					

Attachment: December 2020 AP Vendor Listing by Dept (5816 : December 2020 Voucher Approval List)



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2955
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Kaitlyn Krueger, Finance Director
DATE: January 4, 2021
SUBJECT: RESOLUTION 3794 A Resolution Approving the Following in Connection with the City of Mequon's Insurance Program for Fiscal Year 2021: A) A Contract with Chubb Insurance, Warren, New Jersey, for Property Casualty and Storage Tank Liability Insurance in the Amount of \$48,606; B) A Contract with Employers Mutual Casualty Company, Des Moines, Iowa, for Auto, General, Law Enforcement, Workers' Compensation, Commercial Crime, Public Officials Legal and Umbrella Liability Coverage in the Amount of \$399,841; and C) A Contract with The Hartford Insurance Company, Hartford, Connecticut, for Accident Insurance in the Amount of \$1,299

Background

The City has been working with M3 Insurance for over nine years for the provision of various lines of insurance across the City organization. At the end of last year, staff met with Kevin Miller of M3 to review the current policies in place and the premium changes that would be effective for the 2021 year. No significant policy changes were recommended at that time.

Analysis

The City's current lines of insurance are shown in the table below. As indicated, premium prices for both 2020 and 2021 are shown, and the carriers recommended for 2021 remain unchanged from 2020.

Coverage	Carrier	2020-2021 Premium	2021-2022 Premium
Property & Inland Marine	Chubb Insurance	\$31,037	\$48,256
General Liability	EMC Insurance	\$35,677	\$39,361
Public Officials Legal Liability	EMC Insurance	\$8,806	\$10,957
Commercial Crime	EMC Insurance	\$1,551	\$1,517
Commercial Automobile	EMC Insurance	\$103,155	\$87,308
Workers' Compensation	EMC Insurance	\$201,971	\$204,072
Umbrella	EMC Insurance	\$38,415	\$37,928
Law Enforcement Liability	EMC Insurance	\$15,014	\$18,698
Storage Tank Liability	Chubb Insurance	\$350	\$350
Accident	The Hartford Insurance	\$1,299.35	\$1,299.35*
Total Annual Premium		\$437,275.35	\$449,746.35

*Subject to adjustment based on final application to Hartford Insurance

A.M. Best Company assesses financial strength and provides independent third-party ratings for insurance organizations. Currently, Chubb and Hartford Insurance are receiving superior carrier ratings of A++ and A+, respectively. EMC is currently rated at an A or excellent.

In conjunction with this year's transition to a new management team in the Finance Department, staff conducted a comprehensive analysis of the City's insurance contracts to identify possible areas of concern and/or cost savings prior to the 2021 renewal. This evaluation included an audit of the vehicle schedule and property statement of values. The review of the vehicle schedule reduced the number of vehicles from 122 to 107 based on eliminations made after the fleet study. The new property values listed within the 2021 policy are based on the 2017 Mequon facility condition assessment, which has resulted in a revised statement of values figure that is \$12 million higher than previously insured. During 2021, Chubb and City staff will be conducting an in-depth reassessment of all property valuations to make sure the realignment completed during the 2020 renewal process has resulted in appropriate current replacement values. Moving forward, staff will continue to review all options for insurance coverage to be sure the City is receiving fiscally conscious and adequate coverage.

Fiscal Impact

The combined premium quote of \$449,746.35 represents a 2.85% increase from the expired 2020 premium of \$437,275.35. As indicated in the preceding table, a significant adjustment in the City's property insurance premium is directly attributable to an additional \$12 million of property value being covered. As also noted, the commercial automobile coverage saw a significant decrease in premium due to a reduction of vehicles covered. The other lines of coverage saw minor premium adjustments due to changes within the broader commercial insurance market.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on January 12, 2021.

Attachments:

2021 Insurance Premium Summary (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3794

A Resolution Approving the Following in Connection with the City of Mequon's Insurance Program for Fiscal Year 2021: A) A Contract with Chubb Insurance, Warren, New Jersey, for Property Casualty and Storage Tank Liability Insurance in the Amount of \$48,606; B) A Contract with Employers Mutual Casualty Company, Des Moines, Iowa, for Auto, General, Law Enforcement, Workers' Compensation, Commercial Crime, Public Officials Legal and Umbrella Liability Coverage in the Amount of \$399,841; and C) A Contract with The Hartford Insurance Company, Hartford, Connecticut, for Accident Insurance in the Amount of \$1,299

A. City staff has reviewed the insurance renewal proposal from M3 Insurance and recommends authorization to renew the listed policies for 2021.

B. Based on its review, the Finance-Personnel Committee has recommended that the City's property casualty and storage liability insurance contract be renewed with Chubb Insurance through the City's agent, M3 Insurance, effective January 1, 2021.

C. Based on its review, the Finance-Personnel Committee has recommended that the City's general, public officials legal, commercial crime, commercial automobile, workers' compensation, umbrella, and law enforcement liability coverage contracts be awarded to Employers Mutual Corporation through the City's agent, M3 Insurance, effective January 1, 2021.

D. Based on its review, the Finance-Personnel Committee has recommended that the City's accident insurance contract, be renewed through The Hartford Insurance Company through the City's agent, M3 Insurance, effective January 1, 2021.

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

1. The contracts for insurance for the 2021 calendar year as proposed by M3 insurance and recommended by the Finance-Personnel Committee are approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: John Wirth, Mayor

Date Approved: January 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 12, 2021.

Caroline Fochs, City Clerk

Premium Summary

COVERAGE	2020-2021	2021-2022
	EXPIRING PREMIUMS	RENEWAL PREMIUMS
Commercial Property	\$ 31,037.00	\$ 48,256.00
General Liability	\$ 35,677.00	\$ 39,361.00
Commercial Crime	\$ 1,551.00	\$ 1,517.00
Public Officials Legal Liability	\$ 8,806.00	\$ 10,957.00
Law Enforcement	\$ 15,014.00	\$ 18,698.00
Commercial Automobile	\$ 103,155.00	\$ 87,308.00
Workers' Compensation	\$ 201,971.00	\$ 204,072.00
Umbrella	\$ 38,415.00	\$ 37,928.00
Storage Tank Liability (12/8/2020-12/8/2021)	\$ 350.00	\$ 350.00
Accident Liability (2/1/2021-2/1/2022)	\$ 1,299.35	\$ 1,299.35*
Total Annual Premium:	\$ 437,275.35	\$ 449,746.35

*Subject to change upon completion of application

Exposure Changes:

COVERAGE IMPACTED	CHANGE IN EXPOSURE
Workers' Compensation	Payroll increased 1%

Notes:

Workers' Compensation quoted with payrolls provided. New Wisconsin mandated rates applied effective 10/01/20. Experience Modification decreased from 0.89 to 0.85.

Additional limits of liability are available for the umbrella.

EMC proposal contemplates all lines are purchased, and reserves the right to amend or change if one or more lines are not selected. Workers' Compensation is not available as a monoline policy.

Environmental Impairment Liability indications available upon request.



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: January 12, 2021
SUBJECT: RESOLUTION 3795 A Resolution Authorizing Execution of a Professional Services Agreement for Completion of an Operational Analysis of the Community Development Department with Management Partners, Cincinnati, Ohio, in an Amount Not-to-Exceed \$53,990

Background

During development of the City's annual budget in late 2019, \$50,000 was included to perform an independent operational analysis of City's Community Development Department, which is comprised of both Planning and Inspections Divisions. This follows similar studies that were completed with the City's Police and Fire Departments in 2017, as well as reviews of the City's major asset classes (e.g. facilities, fleet) that were conducted by independent third-party firms in 2018. Due the onset of the COVID-19 pandemic last March, initiation of this proposed analysis was delayed over the course of 2020. More recently, however, efforts have resumed to the point where an evaluation of all proposals has now been completed, and a single firm is being recommended to complete the review.

Presently, the Community Development Department is amongst the highest revenue generating departments within the City and expanding the City's tax base through a balanced approach to economic development consistently ranks amongst the Common Council's highest priorities each year. Ideally, the completion of an operational analysis of Mequon's development, permitting and inspection functions will help the City determine if: (1) its processes, procedures and technology are optimally and efficiently designed and implemented; and (2) it is using all available best practices to communicate expectations and requirements to developers, owners, contractors and other interested third parties. Moreover, information generated from this study will provide specific recommendations regarding operational, technological, customer-focused and facility enhancements for the City to implement and/or consider during future budgeting cycles.

Analysis

In accordance with the City's purchasing policy, staff issued a Request-for-Proposals (RFP) last spring for the completion of the proposed analysis. The RFP was posted on the City's website, advertised in the *Milwaukee Journal Sentinel* and distributed to more than a dozen consulting firms. Pursuant to the RFP, which was reviewed by the Finance-Personnel Committee on March 10, 2020, the proposed assessment is to include:

- A review of the Department's current practices related to development and engineering reviews, permitting and inspections, marketing and business recruitment/retention and internal communication/approval processes.

- A review of the Department's operational structure, staffing levels and organizational effectiveness, with recommendations for determining appropriate staffing and performance standards based on current and future service demands (including the use of similar/relevant community benchmarks for evaluating staffing levels).
- An analysis of the Department's current technology platform to identify gaps or inefficiencies that are not in line with available technology. As part of this review, particular attention will be paid to identifying options for overhauling the Inspection Division's legacy permitting system and to incorporating other technologies to improve overall customer satisfaction while enhancing productivity and transparency.
- An assessment of all types and forms of internal and external communications related to matters handled by the department, and outreach to stakeholders to obtain feedback on perceptions related to departmental performance, customer service and opportunities for improvement.
- An evaluation of the Department's physical layout and location within City Hall to ensure that in-person customer interactions are optimized, and that appropriately accounts for the current and future workspace and file storage needs of the Department.
- Identification of options for other efficiency improvements, including the potential utilization of shared services, outsourcing or opportunities for mergers/regionalization.

Given approximately ten (10) weeks last spring to reply, ten (10) firms responded as follows:

Firm	Location	Cost	Expenses	Total
65 th North Group	Chandler, Arizona	\$30,720	-	\$30,270
RW Management Group	Neenah, Wisconsin	\$34,950	-	\$34,950
Berry Dunn	Portland, Maine	\$44,940	-	\$44,940
Matrix Group	San Mateo, California	\$42,560	\$3,690	\$46,250
Reengine Consulting	Leander, Texas	\$48,050	-	\$48,050
MGT Consulting	Northfield, Illinois	\$50,670	\$1,800	\$52,470
Novak Consulting	Cincinnati, Ohio	\$52,800	-	\$52,800
Management Partners	Cincinnati, Ohio	\$49,990	\$4,000	\$53,990
Avero Advisers	Maryville, Tennessee	\$54,920	-	\$54,920
Baker Tilly	Plano, Texas	\$56,610	\$9,750	\$66,360

An evaluation committee consisting of the Mayor, City Administrator, Community Development Director and Assistant Community Development Director assessed the proposals based upon evaluation criteria outlined in the RFP, including related experience, project team qualifications, proposed methodology, overall quality and cost. Following the evaluation committee's initial review, the ten firms were ranked according to the City's identified criteria, and six firms (Avero, Baker Tilly, Berry Dunn, Matrix, Management Partners & MGT) were selected for initial interviews in early November. Thereafter, the committee was joined by Alderman Parrish for a second round of interviews that were conducted with three firms identified as finalists. Following the conclusion of this second round of interviews in late November, the committee determined that Management Partners is the firm that is best qualified to perform this analysis on behalf of the City.

The proposal presented by Management Partners fully addresses the RFP, demonstrates a complete understanding of the required scope of services, presents a well-qualified project team that has worked on several similar projects, and provides a strong group of local government client references. Reference checks found Management Partners has successfully completed numerous community development projects for other municipalities and jurisdictions throughout the country, both on-time and within budget. The assigned project manager has more than 30 years of experience assisting local governments with performance measurement and strategic planning, and currently serves as corporate vice-president of the firm.

Fiscal Impact

As noted, the City received ten proposals ranging from \$30,270 - \$66,360. While Management Partners did not provide the lowest cost amongst the ten proposers, the evaluation committee nevertheless concluded that Management Partners is the firm that is best suited to perform this review. Though the proposed cost is slightly higher (8%) than the \$50,000 originally budgeted, sufficient funds are on hand at the conclusion of the 2020 fiscal year to account for this overage. Pending the Common Council's concurrence with the review committee's recommendation, it is anticipated that the organizational analysis will commence immediately, and be completed by mid-year, prior to starting the FY2022 budget development process. Copies of all proposals received in connection with this project are on file in the City Administrator's Office.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on January 12, 2021.

Attachments:

MANAGEMENT PARTNERS AGREEMENT - 1.12.21_ (DOC)

COMMUNITY DEVELOPMENT ASSESSMENT RFP - 3.12.20 (DOCX)

RFP ADDENDUM #1 - 4.7.20 (DOCX)

MANAGEMENT PARTNERS PROPOSAL(PDF)

MANAGEMENT PARTNERS COVER LETTER - 12.22.20 (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3795

A Resolution Authorizing Execution of a Professional Services Agreement for Completion of an Operational Analysis of the Community Development Department with Management Partners, Cincinnati, Ohio, in an Amount Not-to-Exceed \$53,990

- A. The City previously identified the need to complete an organizational analysis of the City's Community Development Department.
- B. Staff issued a Request for Proposals for the completion of said organizational analysis.
- C. The proposals were received and reviewed by the City and the top firms were interviewed by City representatives.
- D. Following that process, it is recommended that the Award of Contract for the organizational analysis should be made to Management Partners of Cincinnati, Ohio, in the amount of \$53,900, which represents the proposal that is in the best interests of the City.
- E. The Finance-Personnel Committee approved this recommendation at its meeting on January 12, 2021.

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

- 1. The Professional Services Agreement for an Organizational Analysis of the Community Development Department is awarded to Management Partners of Cincinnati, Ohio, in an amount not to exceed \$53,990, 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: John Wirth, Mayor

Date Approved: January 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 12, 2021.

Caroline Fochs, City Clerk

CITY OF MEQUON PROFESSIONAL SERVICES AGREEMENT

This **AGREEMENT** is dated as of the _____ day of January, 2021 ("**Agreement**"), and is by and between the **CITY OF MEQUON**, a Wisconsin municipal corporation ("**City**") and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The City desires to engage the Consultant identified below to perform and to provide all necessary professional consulting services to perform the work in connection with the project identified below:

Consultant Name ("*Consultant*"): Management Partners

Address: 1730 Madison Road, Cincinnati, Ohio 45206

Telephone: (513) 861-5400

E-Mail: apaul@managementpartners.com

Agreement Amount: \$53,990

B. Project Description. The Consultant has been engaged to complete a comprehensive analysis of the City's community development function and to provide recommendations to address findings resulting from this review. The project is further described in the Request for Proposals issued by the City on March 12 & April 7 (Addendum), 2020, which are attached as **Exhibit A** to this Agreement ("**RFP**").

C. Representations of Consultant. The Consultant has submitted to the City work proposals dated May 20 & December 22, 2020, copies of which are attached as **Exhibit B** to this Agreement ("**Proposal**"). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the RFP and in the Proposal ("**Services**") in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. Commencement; Time of Performance. The Consultant shall commence the Services immediately upon receipt of written notice from the City that this Agreement has been fully executed by the Parties ("***Commencement Date***"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City, but in no event later than August 31, 2021 ("***Time of Performance***"). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Consultant or of the City.

D. Reporting. The Consultant shall regularly report to the City Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services under this Agreement (including, without limitation, the amount of all reimbursable expenses) shall not exceed \$53,990 ("***Agreement Amount***").

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The City shall pay to the Consultant the amount billed within 30 days after receiving such an invoice.

C. Records. The Consultant shall maintain records showing actual time devoted and costs incurred and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (“***Additional Services***”), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

E. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

F. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City’s prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in

advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term "*Confidential Information*" shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement ("*Time of Disclosure*"); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable

measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of \$1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of \$1,000,000 per occurrence for bodily injury and \$1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverage and limits set forth in this Section 6.C shall be deemed to be minimum coverage and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor

done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. **Compliance with Laws.** The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or

requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors', performance of, or failure to perform, the Services or any part thereof.

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within 10 business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination; and/or

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Common Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by, the Consultant to vendors shall be subject to the approval of the Common Council. For

purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Common Council.

I. Mutual Cooperation. The City agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the City may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the City in the performance and completion of the Services and with any other consultants engaged by the City.

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Administrator.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this

Section 8.D, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the City shall be addressed to, and delivered at, the following address:

City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Attention: William Jones, City Administrator

With a copy to:

Wesolowski, Reidenbach & Sajdak
11402 W. Church Street
Franklin, Wisconsin 53132
Attention: Brian Sajdak, City Attorney

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Management Partners
1730 Madison Road
Cincinnati, Ohio 45206
Attn: Amy Paul, Corporate Vice-President

E. Third Party Beneficiary. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Wisconsin. Venue for any action or other proceeding that may be brought arising out of, in conjunction with, or by reason of this Agreement, shall be the Wisconsin Circuit Court for and in Ozaukee County.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement.

As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibit A, the City's Request for Proposals (RFP), and Exhibit B, the Consultant's Proposal, are attached to, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control. In the event of a conflict between the RFP and the proposal, the RFP shall control.

R. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. Counterpart Execution. This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 2020.

ATTEST:

CITY OF MEQUON

By: _____
Caroline A. Fochs, City Clerk

By: _____
John Wirth, Mayor

Approved as to Form:

Brian C. Sajdak, City Attorney

ATTEST:

CONSULTANT

By:_____

By: _____

Title:_____

Its: _____

Attachment: MANAGEMENT PARTNERS AGREEMENT - 1.12.21 (RESOLUTION 3795 : Management Partners Contract)

EXHIBIT A

City of Mequon Request-for-Proposal (RFP) Dated _____, 2020

Attachment: MANAGEMENT PARTNERS AGREEMENT - 1.12.21 (RESOLUTION 3795 : Management Partners Contract)

EXHIBIT B

Proposal Dated _____, 2020

Attachment: MANAGEMENT PARTNERS AGREEMENT - 1.12.21 (RESOLUTION 3795 : Management Partners Contract)

REQUEST FOR PROPOSAL (RFP)

COMMUNITY DEVELOPMENT OPERATIONAL ANALYSIS

CITY OF MEQUON, WISCONSIN

March 12, 2020

Attachment: COMMUNITY DEVELOPMENT ASSESSMENT RFP - 3.12.20 (RESOLUTION 3795 : Management Partners Contract)

I. GENERAL INFORMATION

The City of Mequon, Wisconsin is soliciting proposals from qualified firms to conduct an analysis of its Community Development function and provide specific recommendations regarding operational, technological, customer-focused and facilities enhancements for the City to consider and potentially implement.

Since its incorporation in 1957, Mequon has had a mayor-council form of government. The City comprises approximately 48 square miles and serves approximately 24,000 residents and more than 800 businesses. Considered one of Wisconsin's most affluent communities, Mequon has the distinction of historically maintaining one of the lowest municipal property tax rates and one of the highest assessed values per person ratios in the state.

Located along the western shores of Lake Michigan, approximately 14 miles north of downtown Milwaukee, Mequon is home to two post-secondary education institutions: Concordia University of Wisconsin and Milwaukee Area Technical College (Mequon Campus). The City is bordered by a total of eight other communities: the Cities of Cedarburg and Milwaukee, the Towns of Cedarburg and Grafton, and the Villages of Bayside, Brown Deer, Germantown and River Hills. Additionally, the Village of Thiensville is contained in the middle of Mequon.

Presently, the City has approximately 115 full-time employees, 63 part-time/seasonal employees and 65 paid-on-call Firefighters/Emergency Medical Technicians.

The Community Development Department consists of one Director, one Assistant Director, one Inspections Supervisor, one Planner, three Building Inspectors, one Permit Coordinator and one Administrative Assistant. The Department is also supported by a part-time Administrative Assistant (.75 FTE), a contracted Code Enforcement Inspector (.50 FTE) and contractual inspection services on a project or as-needed basis. Additionally, the Community Development Department works closely with and is supported by the Engineering Division.

Proposal documents are available from the City of Mequon, Attn: William H. Jones, Jr., City Administrator, 11333 N. Cedarburg Road, Mequon, Wisconsin 53092; Phone: 262-236-2940; E-Mail: wjones@ci.mequon.wi.us. Proposal documents and any addenda may also be accessed online through www.ci.mequon.wi.us. Select the 'Request for Proposals' tab, then select the RFP titled: 'Community Development Analysis'. Sealed proposals should be delivered to the City Administrator's Office at the address listed above and will be accepted until the proposal deadline of 4:00 p.m. on Monday, April 20, 2020. Late proposals will be rejected.

II. SCOPE OF SERVICES

As indicated above, Mequon is soliciting proposals from firms to conduct an analysis of its community development processes. Generally, the City would like to determine if (1) the City's processes, procedures and technology are optimally and efficiently designed and implemented; and (2) the City is using best practices to communicate expectations and requirements to developers, owners, contractors and other interested third parties. To achieve those goals, the City seeks detailed and specific recommendations regarding the following matters. If the consultant advises that there are other items that should be examined to achieve the foregoing general goals, or that a review of

some of the following would likely result in little or no useful information or would not be cost-effective, the City is willing to consider adjustments to this scope of services.

A. Operations

1. Development Process and Business Practices Review
 - a) Review and analyze the City's development review and approval processes.
 - b) Review and analyze the City's building permit and inspections processes.
 - c) Review and analyze the City's Engineering Division approval processes related to development.
 - d) Review and analyze the City's marketing and business recruitment and retention efforts.
 - e) Review whether these various functions are optimally managed, coordinated and integrated.
 - f) Identify options and processes for improving internal and external communications to streamline the development, permitting and inspections processes.
 - g) Identify options for efficiency improvements.
 - h) Examine options for sharing of services, outsourcing and mergers/regionalization.
2. Departmental Structure and Staffing Levels
 - a) Review the Community Development Department's operational structure (two Divisions: Planning and Inspections).
 - b) Review current staffing levels and the effectiveness of authorized job classifications within the Department; identify current and likely future service demands (including the use of similar/relevant community benchmarks for evaluating staffing levels); identify alignment between staffing levels and job duties; quantify workloads as well as identify whether personnel are allocated correctly to meet demands; and determine whether the current complement of permanently staffed positions and contracted positions is appropriate to meet long-term needs.
 - c) Consider other human resources-related matters, including without limitation professional certification requirements, professional development/training needs and succession planning.

B. Technology

1. Analyze current software systems to identify gaps or inefficiencies that are not in line with available technology. Focus particular attention on identifying options related to an overhaul of the department's obsolete and unsupported legacy permitting and inspections program.
2. Identify specific online services and software, including without limitation permit filing, plan submission, geo-mapping for inspections, and online payments, that can be incorporated into any new permitting and inspections software, as well as other features or enhancements (e.g. customer relationship management software/tools) that can be implemented to enhance productivity, efficiency and transparency.
3. Analyze opportunities to incorporate existing or emerging field technologies (e.g. laptops, tablets, headsets, etc.) into the permitting and inspections processes to reduce wait times and eliminate delays.

4. Examine ways to reduce reliance on paper and hard copy documents and recommend methods for reducing and managing the large backlog of paper files currently stored as part of the development process.
5. Recommend information sharing programs or software to allow all stakeholders involved in a project, including perhaps the public, to have all or substantially all of the same information regarding deadlines and tasks to be completed.

C. Customer Service and Stakeholder Communications

1. Review and analyze all types and forms of internal and external communications (phone, e-mail, website, signage, text, social media, etc.) related to residential, commercial and institutional matters handled by the department, including without limitation building, planning, zoning, economic development and code enforcement.
2. Identify public and private market perceptions that are obstacles to achieving both a “customer-friendly” reputation and the City’s desired development standards and objectives.
3. Outreach to stakeholders (a combination of surveys, focus groups and one-on-one interviews) to obtain feedback on customer communications and perceptions of processes. Identify areas for improvement.
4. Outreach to staff and officials (Common Council, Planning Commission and other relevant committees, boards and commissions) to identify areas for improvement.
5. Review and analyze the breadth and depth of information on the City website that is available or maintained (e.g. ordinance changes, etc.) on behalf of residents, the community, departmental customers and the public-at-large.

D. Facilities

1. Review the Department’s current physical layout and location within Mequon City Hall, including an analysis of office/workspace needs and file storage requirements.
2. Analyze the advantages and disadvantages of relocating the Department within City Hall to better leverage existing synergies with the Assessor’s Office and Engineering Division.
3. Analyze whether the Department’s layout and facilities in City Hall enhance in-person customer interactions.

E. Emerging Trends

In the wake of performing the required tasks outlined in subparts A-D, identify other issues and/or emerging community development trends (local, regional or national).

This study will include data gathering to help in analysis and review, to make recommendations on program needs and changes, and help plan and prepare for future service delivery to the Department’s diverse customer base and the general public. It will set measurable goals and priorities, identify performance issues and apply strategies to follow a path of continuous improvement. Information and other data collected throughout the course of this analysis will be reviewed during 60- and 120-day updates between the City and consultant to ensure that identified objectives are addressed, and made available as appendices and/or supplements to the final report delivered to the City.

The completed report will provide an outline of desired services and service levels through review and discussion with elected officials, staff, community stakeholders and other agencies as needed.

This may include new services not currently provided, expansion, change or reductions in service delivery and joint or eliminated services.

To the extent suggestions are made that might involve a substantial investment by the City or substantial ongoing operating costs, such recommendations should be thoroughly supported, analyzed and explained. Recommended technology improvements should be specific and include possible vendor recommendations.

Upon completion, the analysis should provide short-term (tactical) and longer-term (strategic) recommendations and other information to assist the Common Council, City Administrator and Community Development Director in strategic planning.

III. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposing firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

Proposals (one electronic copy requested) should be delivered by mail or e-mail to the City Administrator's Office at the address listed on page 2. Proposals will be accepted until 4:00 p.m. on Monday, April 20, 2020. Any questions should be submitted in writing to William H. Jones, Jr., City Administrator. Questions can be submitted by mail or e-mail, as indicated on pages 2 and 6. All questions must be received by no later than 4:00 p.m. on Monday, March 30, 2020.

Based on the estimated value of the requested services, the City is soliciting quotes. Nevertheless, the evaluation of experience and qualifications is also critically important. As such, the City will accept proposals containing both technical and price proposal information in a single document submission. Proposals should include:

1. A summary cover letter.
2. Documentation of the relative experience and qualifications of the proposing firm that apply to the project's scope, including any specialized experience related to the project.
3. Designation of a firm principal who will oversee the project, as well as the primary staff person(s) who will conduct the study.
4. Resumes and detailed information on the experience and qualifications of the proposed staff who will conduct the study.
5. A client list of other municipal government organizations (preferably suburban communities like Mequon that have substantial undeveloped land, prefer low density development and have a population base of more than 10,000 and less than 50,000) for which the proposing firm has conducted similar reviews during the past 10 years. Provide a brief description of the services performed, including contact information. The proposing firm authorizes the City to check references from the contacts identified.
6. Summary lists of various service enhancements and cost-saving strategies that have been recommended by the proposing firm during previous consulting engagements. The lists should include the subject jurisdiction and the estimated/actual: a) cost of proposed service enhancements; and the b) amount of cost savings, that respectively, were either recommended or achieved.

7. A timeline for completing the proposed analysis, including estimate of hours, breakdown of hours by activity, number and type of meetings, description of study participants and estimated completion date. Proposing firms should confirm they are able to begin providing services to the City no later than May 15, 2020.
8. A price proposal. The City prefers itemized pricing for completing the analysis as opposed to a single lump sum. Please also include an estimate of reimbursable expenses and an hourly rate if additional or supplementary services are available.
9. Scope of work.
10. Data gathering methodology.
11. Any other information that might assist the City in evaluating the proposing firm's proposal and qualifications.
12. A completed Proposal Submission Form and Certificate of Non-Collusion (**Attachment A**).

Four bound copies of the FINAL REPORT will be prepared and supplied to the City, and one electronic copy on a CD or thumb drive should also be provided. Completion of this analysis will also be inclusive of separate presentations to the City's Planning Commission and Common Council (likely at public meeting(s) in the evening). Expenses associated with preparing and supplying the report(s) and any presentation(s) should be inclusive in proposal pricing.

Except for exempt materials, all proposals and information submitted by proposing firms will be available for viewing after the evaluation process is complete and a contract is awarded to the selected proposing firm(s). Any such request for information will be treated as public records requests.

IV. PROJECT TIMEFRAME

The City will pursue the following schedule in selecting a consultant and executing this project:

Milestone	Completion
Request-for-Proposal Available	March 12
Deadline for Submittal of Questions Concerning RFP	March 30
Distribution of Responses to RFP Questions	April 6
Deadline for Submittal of RFP Proposals (one electronic copy requested)	April 20
Proposing Firm Interviews and/or Proposal Evaluations Completed	May 4
Award of Contract to Recommended Consultant(s)	May 12
Consulting Agreement(s) Executed; Project Commences	May 15
60-Day Progress Update w/ Project Team (Meeting or Teleconference)	July 15
120-Day Progress Update w/ Project Team (Meeting or Teleconference)	September 15
Consultant Completes Analysis and Presents Initial Report	November 13
Comments Returned to Consultant	November 25
Final Draft Delivered to City	December 2
Presentation to Mayor and Common Council	December 8

V. EVALUATION & SELECTION

The City will evaluate proposals based on experience performing development-related and/or operational analyses for municipal governments or other similar authorities, the experience and qualifications of the proposed staff that will administer the City's analysis, the quality and

thoroughness of the proposals and references/recommendations from past clients. The City will also take price into consideration in determining which proposal is most advantageous.

The City will review all proposals and may select one or more finalists for interviews. The City may also require the submission of supplemental materials. The successful contractor(s) will be required to enter into an agreement for professional services with the City of Mequon, a copy of which is enclosed as **Attachment B**. Proposals may be withdrawn at any time, and withdrawal of a proposal will not prejudice the right of a proposing firm to file a new proposal.

The City of Mequon reserves the right to accept or reject any or all proposals, to waive minor informalities, to cancel, delay or suspend all or any part of this RFP and to award a contract deemed to be in the best interests of the City. Further, the City reserves the right to issue subsequent requests for proposals, postpone opening for its own convenience, remedy technical errors or waive non-material irregularities in the RFP process and negotiate with any, all or none of the proposing firms.

VI. ADDITIONAL INFORMATION

As indicated, interested firms should direct questions regarding this Request to the City's official contact for this project, as follows:

William H. Jones, Jr.
 City Administrator
 City of Mequon
 11333 N. Cedarburg Road
 Mequon, Wisconsin 53092
 (262) 236-2940 / wjones@ci.mequon.wi.us

ATTACHMENT A:

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONAL ANALYSIS

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

 Signature of Person Submitting Contract/Bid

 Date

 Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)):_____, _____, _____.

ADDENDUM NO. 1
CITY OF MEQUON
REQUEST FOR PROPOSALS TO CONDUCT A
COMMUNITY DEVELOPMENT OPERATIONAL ANALYSIS

April 7, 2020

TO ALL PROPOSERS:

Attention of all Proposers is called to the following revisions and general clarifications and interpretations to the Proposal Documents for the completion of a Community Development Operational Analysis for the City of Mequon, Wisconsin.

The information given in this Addendum shall be considered by each prospective Proposer in the preparation of its Proposal.

Receipt of this Addendum shall be acknowledged on Attachment A: Proposal Submission Form that is included with the Request for Proposals issued by the City. Additionally, it is requested a copy of this Addendum be included in the Proposer's Proposal.

GENERAL CLARIFICATIONS & INTERPRETATIONS

The following is a list of general clarifications and interpretations of the proposal documents based on inquiries received via electronic mail:

Question 1: Please provide the budget for this analysis. We won't price according to the budget. However, we are able to understand more about potential client expectations by knowing the budget.

Response: The City has budgeted sufficient funds for this analysis, in the approximate range of \$40,000 - \$55,000. Price, as mentioned in the RFP, will be a significant factor in rating any submittals received by the City.

Question 2: The scope asks the firm to "identify specific online services and software" and "recommend information sharing programs or software". Typically we recommend requirements of software, but do not endorse or recommend any specific software. Is recommending a specific software package a requirement of the project?

Response: Recommendations concerning specific software packages are not a requirement for this project. Nevertheless, the City is interested in learning more specific details about the types and functionalities of industry-leading software programs that are utilized in similar applications or like jurisdictions. Currently, the City uses Tyler MUNIS as its Enterprise Resource Planning (ERP) platform.

Attachment: RFP ADDENDUM #1 - 4.7.20 (RESOLUTION 3795 : Management Partners Contract)

Addendum No. 1
Page 2 of 3

Accordingly, recommendations regarding future software requirements (or packages) that the City may wish to consider should be compatible (either readily, or through development of an interface) with MUNIS.

Question 3: In addition to the Community Development and Engineering Departments, are there other departments involved in the plan review and permitting processes that we should consider? These might include Fire, Utilities, Parks.

Response: Beyond the Community Development Department and the Engineering Division, other departments/divisions involved in the City's plan review and permitting process include Fire and Utilities (Sewer & Water). Typically, utility reviews are coordinated through the Engineering Division, which maintains operational oversight of these areas. Accordingly, the Fire & Utility functions relative to plan review/permitting should be included and evaluated as part of the analysis.

Question 4: The RFP speaks of an "obsolete and unsupported legacy permitting and inspections program." Is that a home-grown system or a commercial package? If the latter, what product are you currently using?

Response: Black Bear (PT Win32) is the current permitting and inspections program operated by the City. In all likelihood, this program has been used by Community Development for at least the last twenty years. There is also a home-grown Access based database system used to track development projects in the City.

Question 5: Concerning the technology aspects of the assessment, are you expecting detailed system requirements for a future system(s), or a more generalized future-state technology concept/vision?

Response: Concerning the technology aspects of the assessment, the selected consultant will provide both a future-state technology vision for the Department and the City to consider, as well as detailed recommendations on how the organization may pursue the implementation of such. These recommendations could include detailed system requirements and/or specific examples of software programs utilized in similar applications or like jurisdictions. This analysis should include what barriers currently exist to incorporate these recommendations.

Question 6: Is Code Enforcement - property maintenance, health, etc. - included within the project scope?

Response: As indicated in the City's Request-for-Proposals, the Community Development Department is staffed by a contracted Code Enforcement Inspector equivalent to a half-time employee, or .50 FTE. While this position was previously responsible

Addendum No. 1
Page 3 of 3

for conducting health and food inspections, these responsibilities are no longer handled locally by the City. Given that a key component of the overall analysis is to evaluate staffing and service delivery levels within the Department, proposers should include the code enforcement function as part of this review.

Question 7: Internal outreach - in addition to the Common Council and Planning Commission, what other committees, boards and commissions do you contemplate including?

Response: In addition to the Common Council and Planning Commission, the selected firm should also consider consulting with members of the City's Architectural Board, Economic Development Board and Board of (Zoning) Appeals. Additionally, broader stakeholder groups to be consulted will likely include the Mequon-Thiensville Chamber of Commerce Board of Directors as well as the Ozaukee (County) Economic Development Board of Directors.

Question 8: The scope of this assessment is very comprehensive and detailed and you have invited respondents to add or reduce scope items as needed to achieve the City's goals. Is there a budget target we should be trying to hit?

Response: Please see the previous response to Question #1.

Additional Information

9. Due to the ongoing COVID-19 crisis, the City will not be able to thoroughly evaluate proposals and award a contract to a selected firm on May 12, 2020, as originally contemplated. Accordingly, the deadline for proposal submissions has been extended by 30 days, from 4:00 p.m. on Monday, April 20, to 4:00 p.m. on Wednesday, May 20. Given this extension, it is anticipated that a contract award to the firm determined to be the best qualified to perform this analysis will be considered by the Common Council at its regularly scheduled meeting on Tuesday, June 9.
10. Despite the postponed submittal deadline referenced above, the City is interested in completing this analysis prior to the conclusion of calendar year 2020. Accordingly, it is requested that potential respondents include a proposed project timeline that reflects such and that includes major milestones contained in the City's original RFP.

DATED this 7th day of April, 2020.

CITY OF MEQUON

By: /s/ William H. Jones, Jr.
City Administrator
City of Mequon, Wisconsin



Proposal for
 Community Development
 Operational Analysis
 City of Mequon

May 20, 2020



Submitted by Management Partners
 1730 Madison Road
 Cincinnati, Ohio 45206

Management
 Partners



Attachment: MANAGEMENT PARTNERS PROPOSAL (RESOLUTION 3795 : Management Partners Contract)

Management Partners



May 20, 2020

Mr. William H. Jones, Jr.
City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Dear Mr. Jones:

The City of Mequon is located on the western shore of Lake Michigan. Its 48 square miles include rural and undeveloped land as well as urban areas, parks, and institutions of higher education. The developed part of the City flanks the Milwaukee River and includes the Village of Thiensville. The City and Village share the chamber of commerce, library, and school district.

The development review function has inherent tensions because developers are anxious to have their applications and plans approved quickly, while staff must protect the public interest and adhere to established policies and procedures. Identifying improvements to the Community Development Department's review process is an important undertaking to help increase efficiency and customer service while maintaining the City's standards and preparing for the future. The goals of the department reflect the needs of all parties involved as stated below.

- Manage and advise multiple stakeholders throughout the process for development proposals and policy analysis.
- Serve as staff liaison to our respective boards and commissions.
- Develop policies, zoning, text amendments and tools for the Port Washington Road corridor to plan for redevelopment and future, new development opportunities.
- Continue progress of Town Center development including public and private investment and evaluate additional measures to ensure success of district.
- Continue to improve economic tools, community outreach and service to stakeholders to achieve a high level of citizen satisfaction.

Management Partners has helped numerous local governments address the challenge of improving the timeliness of the development review process without compromising their professional responsibilities. To identify the opportunities for improvement, we examine the current practices, compare those with industry best practices and techniques that are working well in other community and identify opportunities to improving the development review process.

Attachment: MANAGEMENT PARTNERS PROPOSAL (RESOLUTION 3795 : Management Partners Contract)

Community Development Operational Analysis

We are local government experts who have worked with leaders for more than 25 years to help them improve the way their governments function. We are focused on results and have a bias for action. Each project is customized to the unique circumstances of the agency and incorporates the informed perspective of line employees who deliver service to residents on a daily basis.

Our team is excited about the potential of this project and we look forward to discussing our approach and qualifications with you in more detail. We can begin the project when we receive a signed contract. Under the circumstances of the pandemic, we have been successfully conducting meetings and interviews through video conferencing, which allows greater efficiency for City staff as well as for us. Please let me know if there is any other information we can provide.

Sincerely,



Jerry Newfarmer
President and CEO



TABLE OF CONTENTS

WHO WE ARE	1
EXPERIENCE AND TECHNICAL COMPETENCE.....	2
Our Experience Conducting Community Development Reviews.....	2
OUR TEAM.....	3
REFERENCES	6
SERVICE ENHANCEMENTS AND COST-SAVINGS	8
TIMELINE AND FEE	9
SCOPE OF WORK	10
Ensuring a High-Quality Outcome.....	10
Achieving Results	10
Plan of Work.....	11
CONCLUSION.....	15
ATTACHMENT A – RESUMES.....	16
ATTACHMENT B – REQUIRED FORM.....	21
ATTACHMENT C – SAMPLE DOCUMENTS	22

WHO WE ARE

Management Partners helps local governments across the U.S. to work more effectively and run more efficiently.

Founded: 1994

Offices: Cincinnati, Ohio; San Jose and Costa Mesa, California

Associates: 100+, including 16 community development and planning subject matter experts

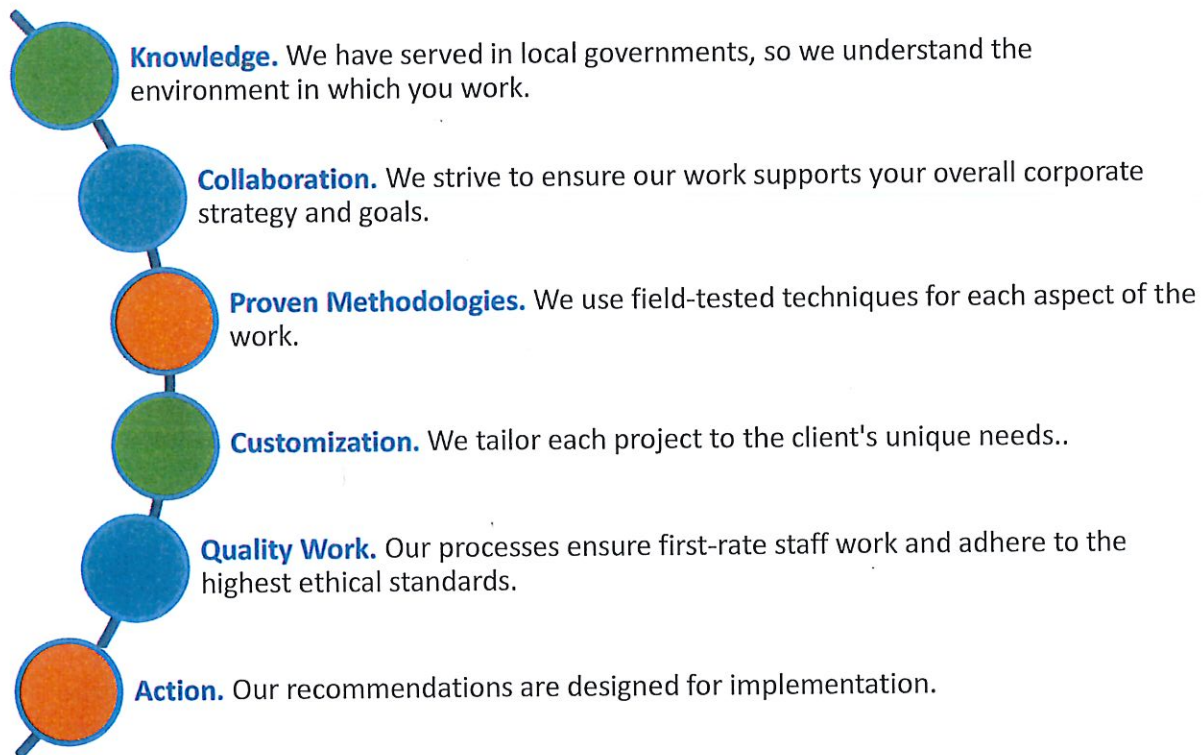
Clients to date: 900+ local governments in 42 states

Projects completed: More than 1,700

Services offered:

- Organization Assessments
- Organization Development
- Performance Management
- Process Improvement
- Strategic and Business Planning
- Service Sharing and Service Consolidation
- Management Services
- Executive Recruitment
- Financial Planning, Budgeting and Analysis

Our many repeat clients tell us they choose us because of the principles on which our work is built:



EXPERIENCE AND TECHNICAL COMPETENCE

We help cities across the U.S. assess their processes and organization. Our projects are delivered on time and on budget with quality results.

Management Partners specializes in providing quality consulting to local government clients. Our website, managementpartners.com, has information about our past clients, which includes hundreds of jurisdictions. We believe our track record completing similar projects on time and on budget, with quality deliverables specifically designed to be implemented, makes Management Partners well qualified to successfully complete this work for Mequon.

Our Experience Conducting Community Development Reviews

While our range of services covers everything that local governments need to understand and manage the organization, below is a list of our community development review projects. They include reviewing current operations, the technology used and needed, and communication with customers. Some included assessing facilities and the possibility of one-stop configurations.

- Alhambra, California
- Aurora, Colorado
- Bothell, Washington
- Cape Coral, Florida
- Ceres, California
- Charlotte-Mecklenburg County, North Carolina
- Costa Mesa, California
- Delray Beach, Florida
- Dublin, California
- Encinitas, California
- Fullerton, California
- Gilroy, California
- Largo, Florida
- Lexington, Kentucky
- Long Beach, California
- Louisville, Kentucky
- Manhattan Beach, California
- Missouri City, Texas
- Morgan Hill, California
- Norman, Oklahoma
- North Port, Florida
- Oklahoma City, Oklahoma
- Pasadena, California
- Rancho Cordova, California
- Rockville, Maryland
- Sacramento, California
- Saint Paul, Minnesota
- San Jose, California
- Santa Cruz, California
- Santa Rosa, California
- St. Augustine, Florida
- Stockton, California
- Vallejo, California

The proposed Management Partners' project team has extensive experience in development review, economic development, technology and communication projects.

In addition to Community Development Reviews, the firm has extensive experience helping improve both the efficiency and effectiveness of all local government services. We have assisted jurisdictions with organizational staffing and improvement projects in virtually every type of local government service, including reviews of entire governments as well as selected studies of individual departments and functional activities.

OUR TEAM

Our core team of associates assigned to this project possess relevant experience, including many years of public service and consulting expertise.

Amy Paul will serve as project manager. Her role is to provide strategic direction and be responsible for the day-to-day management of the project. She will be supported by Jacquelyn McCray, Mike Casey, Steve Chase and Sam Lieberman.

The qualifications of each team member are briefly summarized below. We have included complete resumes for each person in Attachment A of this response.

Amy Cohen Paul, Corporate Vice President

- Has more than 30 years of experience in local government management, performance measurement and strategic planning.
- Improved the development review function in Missouri City, Texas; Gilroy, Manhattan Beach, Pasadena, Santa Cruz, Santa Rosa, San Leandro, and Stockton, California; Aurora, Colorado; Norman, Oklahoma; Howard County, the Maryland-National Capital Park and Planning Commission and the City of Rockville, Maryland; Lexington and Louisville, Kentucky; Largo, North Port, and St. Augustine, Florida; and Oklahoma City, and Norman, Oklahoma.
- Assists public agencies in developing strategic and business plans, conducting organization reviews, implementing organizational improvements, identifying alternative service delivery methods, and designing and implementing performance management systems.
- Was one of the original management team of the International City/County Management Association's Center for Performance Measurement and helped produce ICMA's training materials on outcome measurement. Editor of the book *Managing for Tomorrow: Global Change and Local Futures* and is the author of many articles in professional publications, including *The Municipal Year Book*.
- Has assisted a wide variety of cities, counties, special districts and individual government departments and agencies with visioning, strategic planning, goal setting, public engagement activities and other large- and small-scale facilitations.



Jacquelyn McCray, Ph.D., Senior Manager

- Has extensive experience assisting municipalities with improving planning and development review functions.
- Has worked with planning and community development departments to evaluate business processes and identify improvements in a number of jurisdictions including: Tucson, Arizona; Nevada County, California; Scarsdale and New Castle, New York; the Unified Government of Wyandotte County and Kansas City, and Wichita, in the state of Kansas; Covington, Louisville, and Lexington-Fayette County Urban County government in Kentucky; Rockville, Montgomery County and the Maryland-National Capital Park and Planning Commission in the state of Maryland; Howard County, Maryland; Cape Coral, North Port, and



Community Development Operational Analysis

Largo, Florida; Oklahoma City, Oklahoma, Saint Paul, Minnesota; Aurora, Colorado; and Cincinnati, Ohio.

- Expertise in process improvement and reengineering of local government development review processes and procedures; **excellent interview and facilitation skills; ability to engage employee and stakeholders in focus group meetings.**
- Worked as budget analyst, project manager and **land-use manager with the City of Cincinnati**; served as **vice chairperson and member of the Cincinnati City Planning Commission** for nine years.
- Member of the American Planning Association and American Institute of Certified Planners (AICP).

Mike Casey, Partner

- **More than 35 years of experience** in local government management.
- Has assisted public and private organizations in developing strategic business plans, **marketing their products and business development opportunities**, recruiting senior managers, creating and managing operating and capital budgets, improving project management capacity, analyzing organizational performance and **evaluating service consolidation options.**
- Has served as a **city or county manager** in Oregon, Colorado and Virginia, and has held other management positions in Missouri, North Carolina and Iowa.
- Served as a regional vice president for the International City/County Management Association



Steve Chase, Special Advisor

- Four decades of wide-ranging public service to cities, counties, regional boards and community organizations, most recently as **director of community development** in the City of Stockton.
- Has an extensive background in the integrated design, procurement and implementation of **business technology solutions** and workflow management.
- Provided expertise for the **Missouri City, Texas Development Review** project and for a similar project in Norman, Oklahoma.
- Experience as Santa Barbara County's Energy Czar, regulating offshore oil and gas permitting and spill prevention/safety compliance, and also serving as the County's **deputy director of planning and development** for the South Coast Region.
- Served as a secretary to **planning commissions, historical building review boards, design review boards**, and various city council committees on economic development, downtown revitalization, regional mall development.



City of Mequon

Sam Lieberman, Principal Management Analyst

- Responsible for **conducting complex financial and operational analyses** to support many different types of clients including organization reviews, process improvement studies, service sharing projects, and financial planning and budgeting studies.
- **Assisted with development review projects** in Delray Beach and St. Augustine, Florida; Missouri City, Texas; and Gilroy and Santa Cruz, California.
- Facilitated strategic planning and process improvement workshops, developed and analyzed strategic planning community input surveys and employee satisfaction and internal services surveys, conducted research and analyses, assisted in the development of performance measurement systems, and directed benchmarking research.
- Co-authored an article on how government can take advantage of data analytics programs that appeared in PM Magazine. He also collects, analyzes, and reports data for the annual Southwest Ohio Fire Benchmarking Project.



REFERENCES

We are happy to provide contact information for any former client and have selected several to highlight.

City of Gilroy, California ⇒ Development Review Improvement

Management Partners was retained by the City of Gilroy to examine the organizational structure, staffing, and workload of staff in the Community Development Department and to identify improvements to the development review process to make it more business-friendly and efficient. The project involved interviewing staff and a sampling of customers, mapping key processes, analyzing data, and conducting an employee survey. Based on our analysis, we suggested a new organization to better utilize resources, including assigning a high-level staff member responsibility for customer service in the Permit Center, and additional recommendations to improve operations.

Contact: Mr. Gabe Gonzalez, City Manager
(Former Gilroy City Manager)
City of Shafter
336 Pacific Avenue, Shafter, CA 93263
(661) 746-5000 (661) 330-7894 (cell)
ggonzalez@shafter.com

City of Manhattan Beach, California ⇒ Development Review

Management Partners was retained to evaluate the City's development review process prior to a planned migration to a new land management system. The project involved interviews with staff and stakeholders with experience using the development review process, preparing process maps, and applying best practices. We also collaborated with City staff to create a development process matrix that identifies the key steps and desired turnaround times for the most common project types. After completing the project report, we developed an Implementation Action Plan and provided coaching to the staff on its execution.

Contact: Mr. Mark Danaj, City Manager
(former Manhattan Beach City Manager)
City of Fremont
3300 Capitol Avenue, Building A, Fremont, CA 94538
(510) 284-4000
mdanaj@fremont.gov

City of Missouri City, Texas ⇒ Development Process Review

Management Partners conducted an assessment of Missouri City's development review process that included gathering and analyzing data, conducting confidential interviews with staff and customers/stakeholders, observing meetings and front counter interactions, comparing peer agencies with Missouri City's operations, and applying best practices, as applicable. The recommendations for improvement identified several operational, process and business system issues requiring attention, which would enable staff to provide better customer service to internal and external stakeholders and improve workflow.

Contact: Mr. Bill Atkinson, Assistant City Manager
1522 Texas Parkway, Missouri City, TX 77489
(281) 403-8696
batkinson@missouricitytx.gov

City of Mequon

City of St. Augustine, Florida ⇒ Development Review Process Improvement

Management Partners was retained by the City of St. Augustine to examine the development review process to identify ways to improve customer service and create more effective and efficient workflow. The project involved interviewing staff and key stakeholders, mapping key processes, analyzing data, and performing a peer benchmarking analysis. Based on our analysis, we suggested changes to the organization to better utilize resources, including assigning a high-level staff member responsibility for customer service in the Permit Center. Other recommendations address the use of technology, improving the plans review meeting process, setting review standards, streamlining application intake and routing and review comments, and digitizing paper files.

Contact: Mr. John Regan, City Manager
75 King Street, St. Augustine, FL 32084
(904) 825-1006
jregan@citystaug.com

Attachment: MANAGEMENT PARTNERS PROPOSAL (RESOLUTION 3795 : Management Partners Contract)

SERVICE ENHANCEMENTS AND COST-SAVINGS

We have provided a final report and Implementation Action Plan in Attachment C from our work for St. Augustine. The project in St. Augustine was similar to that desired by the City of Mequon.

The RFP requests a list of service enhancements and cost-saving strategies that have been recommended to others. While each of our projects includes an assessment of current processes, timeliness/turnaround times, customer service, communication, collaboration among departments, and other relevant factors, we seldom quantify cost savings. Often, our recommendations result in more effective operations, which improve cost effectiveness, turnaround times and quality of customer service. In these cases, the city may see some savings, but often, the greatest savings accrue to the developers and other customers using the city's services.

We feel it is necessary to also point out that in some cases, to make improvements, the jurisdiction must spend money. This is especially true when new technology is necessary to achieve cost savings in the future. We do not estimate the cost of new hardware or software, as the jurisdiction needs to undertake a needs assessment process and analysis to determine the exact system that will be right for their situation.

TIMELINE AND FEE

The ultimate test of a quality project is that the client is pleased with the results, and we are committed to achieving that goal.

Management Partners anticipates devoting 256 hours of our staff time to complete the plan of work described in our proposal. Management Partners can begin the project within a week of receiving the signed contract. The schedule is based on beginning the week of June 15, 2020. We will be pleased to work with the City to develop a schedule that fits your needs.

The number and types of meetings, and description of the study participants are provided in the Plan of Work section within each activity.

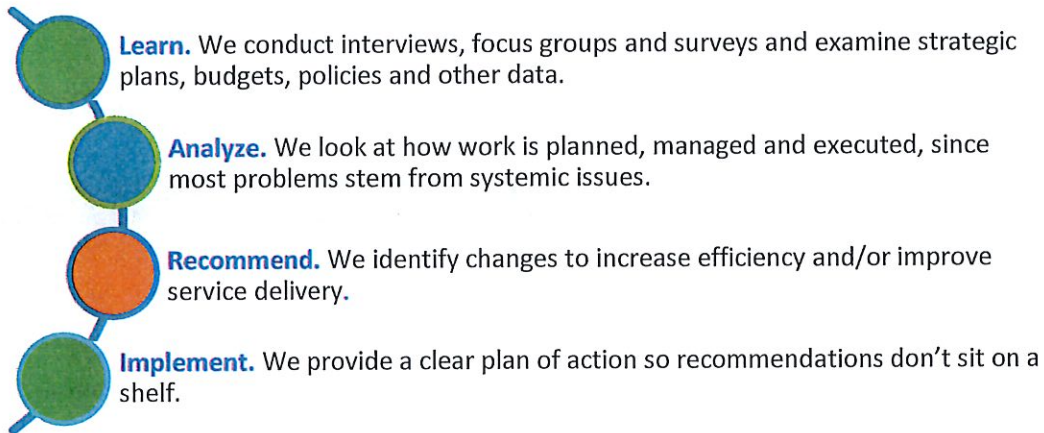
Activity	Hours	Labor Fee	Schedule
1 – Start Project	10	\$2,040	June 15 – June 26
2 – Analyze Development and Business Practices Review	56	\$11,420	June 15 – August 7
3 – Analyze Department Structure and Staffing	24	\$4,500	July 13 – September 4
4 – Analyze Customer Service and Stakeholder Communications	55	\$10,430	July 13 – September 11
5 – Analyze Technology	22	\$4,510	August 3 – September 18
6 – Analyze Facilities	11	\$2,140	August 24 – October 16
7 – Report Results	66	\$12,790	October 12 – December 18
8 – Support Implementation	12	\$2,160	November 30 – December 18
SUB TOTAL		\$49,990	
EXPENSES		\$4,000	
TOTAL	256	\$53,990	

Team Member	Hourly Rate
Corporate Vice President	\$240
Partner	\$220
Special Advisor	\$210
Senior Manager	\$190
Principal Management Analyst	\$170

SCOPE OF WORK

We make a commitment to quality and timely performance with each client we serve.

Our approach emphasizes engagement with staff and leaders, based on the City's distinctive circumstances and what is working well, to craft an appropriate and customized plan for improvement. There are four distinct elements to our process:



Ensuring a High-Quality Outcome

Management Partners goes to unusual lengths to ensure our work is of reliably high quality. Our reports and other deliverables are subjected to careful internal control processes so our deliverables meet your needs and are of excellent quality.

Before we develop a draft report, we meet with your Project Team to discuss our observations and preliminary recommendations to solicit your feedback and identify any implementation issues. Each deliverable undergoes a peer review process within the firm to see that it meets Management Partners' standard of excellence, with thoughtful analysis leading to clearly stated and actionable recommendations. In addition to our own high standards, we also survey each client when a project is complete to learn how we can improve.

Achieving Results

Management Partners has worked for the majority of our clients on multiple occasions. They consistently tell us that they use our services on a variety of projects because our work provides implementation actions that accomplish their objectives. Management Partners is led by local government experts who know how to get things done, appreciate the difficulties and the constraints on local leaders, and understand the essential elements that effectively drive implementation. These elements include:

- Creating a sense of urgency;
- Engaged leaders;
- Well-developed implementation planning;
- Frequent communication with stakeholders;
- Planned milestones and completion dates; and
- Institutionalized management processes.

Implementation is effective only if there is an expectation and commitment to it. We use well-grounded management techniques to effectively shape organizational culture so that project goals can be realized.

Plan of Work

We would be pleased to refine the following framework to address your specific interests.

The City's Comprehensive Plan includes goals about land use including redevelopment, neighborhoods, natural areas, historical sites, business districts and economic development. The 2019 Community Survey supports the continued direction from the Comprehensive Plan. Current and future activity demands a development review process that is operating at maximum efficiency and effectiveness. Based on our experience with development reviews and our understanding of the needs of Mequon, we have prepared a plan of work to achieve the goal of analyzing operational, technological, customer-focused and facilities enhancements for the Community Development Department.

Activity 1 – Start Project

Management Partners will begin this project with a careful learning phase, starting with a planning meeting with Mequon's project team, which may include the City Administrator and leaders of the community development review process. The purpose of the meeting is to ensure the plan of work and schedule are precisely tailored to your needs.

The project start-up activity forms the foundation of the relationship between Management Partners' team and the City's team. We know that the work associated with this analysis is in addition to the normal work of the organization. Our goal is to integrate our activities in a manner that is thoughtful and minimizes disruption to the City operations. However, the cooperation of staff in providing requested data and giving meaningful feedback is crucial to a successful project.

During this activity we will also request and review relevant background information such as organization charts, job descriptions, workload information, historical budget and staffing data, performance indicators, and policies and procedures.

Timeline: Weeks 1 and 2

Meetings: One planning meeting attended by Amy Paul, Jacquelyn McCray and Mike Casey, and Mequon City Administrator, Department Director, and others as designated

Activity 2 – Analyze Development and Business Practices Review

Management Partners will conduct a review and analysis of the development review process from Community Development, Engineering and any other departments involved in development review. We will begin by conducting confidential interviews with up to 10 individuals or small groups of managers to obtain a thorough overview of the community development review processes and understand how the work is currently accomplished. Specifically, we will gather information about the following functions:

- Standard operating procedures,
- Approval process of City departments participating in the development review processes,
- Workload measures,
- Performance indicators,
- Building permit and inspections processes,
- Marketing and business recruitment and retention in conjunction with development review,
- Technology used, and
- Other relevant data.

During interviews we will seek input about what works well and what can be improved. Our interviews will help us understand the staffing and work systems, the strengths and weaknesses of the department

Community Development Operational Analysis

and existing technology. We will gain perspectives about the culture around the review process and hear ideas for improving communication and service integration and eliminating redundancy and unnecessary process steps.

We will analyze data collected and information gathered from interviews to gain a thorough understanding of the processes and procedures, and of what works well and what needs improvement. The ultimate goals are to improve the customer service experience, ensure a business-friendly experience, and ultimately encourage and support the type of economic development desired by the City.

Management Partners does not recommend conducting a shared services study until after the development review process analysis is completed. This analysis will help inform what areas might be considered for shared services, outsourcing, and/or merger. We believe that until the assessment is concluded, any such activities would be ill-timed.

Timeline: Weeks 1 through 8

Meetings: Individual and small group interviews conducted by Amy Paul, Jacquelyn McCray and Mike Casey with Community Development leaders, and Engineering and any other approval personnel

Activity 3 – Analyze Department Structure and Staffing

Using the information learned in the first two activities, Management Partners will study the operational structure of the Community Development Department including the Planning and Inspections Divisions. We will evaluate the reporting structure and staffing, including contracted services and those accomplished inhouse. We will also apply best practices and industry standards from around the country to determine if any have practical application for the department with the goal of recommending staffing and a structure that will serve the Community Development Department well into the future.

As requested in the RFP, we will review human resources-related matters. We will examine the budget for training and professional development, as well as the availability of such opportunities. We will also analyze succession planning, including documentation of processes and procedures and knowledge transfer mechanisms in place.

Management Partners will provide a 60-day update detailing the work done, progress, and any additional research needed.

Timeline: Weeks 5 through 12

Meetings: 60-day update by Jacquelyn McCray with the City's Project Team

Activity 4 – Analyze Customer Service and Stakeholder Communications

To determine the effectiveness of any service operation, it is important to understand the experiences of those who use the service. To do so, we will conduct up to 12 confidential individual interviews with a representative sample of developers, architects, engineers, and contractors who are knowledgeable users of the City processes, selected in consultation with the Project Team, to ascertain their perspectives about perceived strengths, weaknesses and opportunities for improvement. We will inquire about their experiences with cycle times, process complexity and transparency, and any other issues and insights relevant to the analysis. Since there are differences in perspective among users and various types of interactions within the City, care will be taken to reflect this diversity in the group of process users asked to participate in interviews.

Management Partners' team members are skilled at conducting confidential interviews and in sifting the resulting input to inform the overall process of learning. We do not recommend focus groups for this type of activity because each individual has their own positive and less positive experiences and there is no need for individuals to share what has not been fruitful for them in a group setting. We know that we learn more during interviews and preserve confidentiality and anonymity.

During this activity we will also evaluate internal and external communications with users, including reviewing Customer Service Feedback Forms.

We will also design and deploy a survey that the City will send to elected officials to encourage input about what can be improved and suggestions for added efficiency.

Timeline: Weeks 5 through 13

Meetings: Individual interviews will be conducted by Mike Casey

Activity 5 – Analyze Technology

The use of technology is an important part of the development review process. It is used for workflow management, including intake, review and tracking of planning, zoning and land development applications. Using mobile technology in the field, providing application status online, linking software to geographic information systems (GIS), accepting plans online, and providing reports to clients online are state-of-the-art technologies that are becoming mainstream. They improve processes and customer service as well as yield efficiencies for the staff.

Management Partners will analyze the current use of hardware and software by the Community Development Department for permitting and inspections and web-based solutions. The goals are to provide recommendations about how technology can and should be used to enhance operations.

Our past projects give us a wealth of information about best practices and industry standards. Our analysis of the City's current technology will include software, web-based programs, field technology and solutions that can provide improved efficiency internally as well as improved customer service for stakeholders.

In addition, Management Partners will analyze the Community Development Department's document retention policies and procedures in relation to ordinances, time, ability to digitize and space.

Timeline: Weeks 8 through 14

Meetings: Information gathering and technology evaluation by Steve Chase

Activity 6 – Analyze Facilities

The workspace used by staff for development review is an important factor in both staff efficiency and customer service. If the customer/City interaction is in a crowded, loud location, or if the customer must move from one location to another, the review process can be frustrating and time consuming, or even break down.

Management Partners will have developed an understanding about what functions are conducted in what spaces, where staff members complete reviews, how many interactions customers must go through during the review process, where payments are accepted, and other functions within the review process. We will use that knowledge to analyze the location, layout, physical flow, and workspace of the Planning and Inspections Divisions. We will review the numbers of employees and visitors using the space to determine if it is used most effectively.

Community Development Operational Analysis

While reviewing the advantages of the current location versus moving to be near the Assessor's Office and Engineering Division, we will investigate the possibility of improving the customer experience through a one-stop location. In addition, the analysis will include the methods, location(s) and file storage needs.

Management Partners will provide a 120-day update detailing the work done and progress.

Timeline: Weeks 11 through 18

Meetings: 120-day update by Jacquelyn McCray with the City's Project Team

Activity 7 – Report Results

Next, we will analyze the information we obtained during the activities described above. The purpose is to prepare a thoughtful, thorough agenda that documents opportunities for improvement in the community development review processes. Activity 8, described below, goes a step further to provide recommendations for specific implementation steps.

We will make recommendations about services provided, staffing levels, target timelines for permit processing, and other concrete ideas for improving the City's community development review process that include communication, technology, and layout. The goal of our recommendations will be to increase efficiency, streamline processes, improve customer service and prepare the Department for the future.

We will organize our observations and preliminary recommendations and meet with you and the Project Team to discuss them. The discussion and feedback will provide valuable information that will be useful as we prepare the project report. After receiving feedback, we will prepare a project report reflecting our analysis with recommendations to optimize the development review process as well as staffing.

We take several discrete steps to ensure quality control. The first is to prepare a draft report for you and the Project Team to review to ensure that facts are accurate, and ideas are presented clearly. Management Partners retains responsibility for our professional recommendations, but we expect that vetting the draft report with management improves its utility. In addition to vetting the report for accuracy the draft review provides an opportunity to discuss the recommendations and to identify implementation issues. Management Partners is committed to recommending actions that result in meaningful operational improvements and can be implemented in the real world. Once comments have been received, the final project report will be prepared, peer reviewed, and then transmitted to you.

Reports prepared by Management Partners are rich in detail, with recommendations supported by quality analysis. We take pains to ensure that our analysis and subsequent recommendations are organized in an easy to understand format and presented in a positive manner.

Timeline: Weeks 18 through 27

Meetings: Two meetings to review the observations and preliminary recommendations and draft report conducted by Amy Paul, Jacquelyn McCray and Mike Casey with the City Administrator and City's Project Team. Two presentations of the final report to City's Planning Commission and Common Council by Jacquelyn McCray and Mike Casey

City of Mequon

Activity 8 – Support Implementation

Upon completion of the report and recommendations, Management Partners will prepare a draft Implementation Action Plan. The Action Plan will serve as an executable roadmap that details the specific steps needed to accomplish each of the recommendations included in the report based on actual priorities of the City. It also includes a suggested priority for each recommendation (short-, medium- and long-term), and assigned responsibility.

Timeline: Weeks 25 through 27

Meetings: One meeting with Jacquelyn McCray and the City's Project Team

CONCLUSION

Management Partners has the experience, the professional talent, and the commitment to quality necessary to successfully complete this project for the City of Mequon. We will analyze the functions and facilities of the Community Development Department and provide implementable recommendations for improved effectiveness and customer service. We welcome the opportunity to provide additional information that may be helpful, and we look forward to the chance to discuss the ideas contained in this proposal.

Cover photo: Courtesy of the City of Mequon, Wisconsin Facebook page

ATTACHMENT A – RESUMES

AMY COHEN PAUL

Amy Cohen Paul, Corporate Vice President, has over 30 years of experience assisting local governments with projects to improve efficiency, effectiveness and overall performance.

Relevant Projects

Amy has managed a variety of Management Partners' process improvement, organization review, strategic planning, and performance measurement and benchmarking projects. She has worked with small and large jurisdictions, as well as special districts. A sampling of clients she has helped improve their **development review functions** includes Missouri City, Texas; Gilroy, Pasadena, Santa Rosa, Stockton and San Leandro, California; Aurora, Colorado; Largo, and North Port Florida; Howard County, Maryland-National Capital Park and Planning Commission and the City of Rockville, Maryland; Lexington-Fayette Urban County Government and Louisville, Kentucky; and Oklahoma City and Norman, Oklahoma.

Experience

She has also assisted a wide variety of jurisdictions with organization reviews, strategic planning and performance management systems. A sampling of clients includes the cities of San Jose, Huntington Beach, and Pittsburg, California; Orange County Cemetery District and Solano Irrigation District, California; Des Moines, Iowa; Lawrence, Olathe, Overland Park, and the Unified Government of Wyandotte County/Kansas City, Kansas; Arlington County and Arlington Public Schools, Virginia; the District of Columbia; Rye, New York; Lexington, Massachusetts; Troy, Michigan; and Montgomery, Ohio. Her focus is on identifying meaningful, results-oriented measures and researching industry best practices.

Expertise

Her expertise includes research and training in performance measurement and benchmarking, process improvement, total quality management, strategic and business planning, organizational development, and identifying service sharing opportunities among jurisdictions. She is also a skilled facilitator and trainer.

Education

Amy earned a bachelor's degree in public communication and a master's degree in public administration from The American University.

Other

Amy was part of the original management team of the International City/County Management Association's (ICMA) Comparative Performance Measurement Consortium. It originally was a group of about 40 large cities and counties in the U.S. and Canada and grew to more than 120 jurisdictions.

Amy has designed and presented performance measurement and benchmarking training sessions for more than 75 individual jurisdictions, as well as for the ICMA University. She helped design a training program to help government staff develop outcome-based indicators. She was also active in designing and leading community workshops on performance measurement with the National Civic League.

She is the editor of the book, *Managing for Tomorrow: Global Change and Local Futures*, and is the author of many articles in professional publications, including ICMA's *The Municipal Year Book*.

JACQUELYN MCCRAY

Jacquelyn McCray, Senior Manager, has been a key staff member on myriad projects creating strategic plans, facilitating community engagement, and **analyzing development review processes**, performance measurement and organizational review. She is particularly adept at strategic planning, process improvement, benchmarking, performance management, training and development, and focus group facilitation. She is a skilled civic engagement and group process facilitator and has served various civic and professional groups in this capacity.

Jacquelyn has nearly three decades of experience in local government management. Nine of those years were with the City of Cincinnati, where she was a budget analyst, project manager and land-use planner. She is a member of the American Planning Association and the American Institute of Certified Planners.

Relevant Projects

With Management Partners, Jacquelyn has developed refined expertise in conducting development review process analyses and improvement projects for the following clients: Saint Paul, Minnesota; Largo, Florida; the Louisville, Kentucky consolidated government; Cape Coral, Florida; Wichita, Lenexa and Olathe, Kansas; Nevada County, California; the Maryland-National Capital Park and Planning Commission; the Unified Government of Wyandotte County and Kansas City, Kansas; Lexington, Kentucky; Howard County, Maryland; North Port, Michigan; and Oklahoma City and Norman, Oklahoma.

Jacquelyn has assisted organizations in future search, mission and vision setting, the identification of critical environmental indicators, and in crafting goals and objectives in the completion of strategic planning projects. Specifically she has assisted the following cities and organizations to develop strategic plans: City of Rochester, Minnesota; City of Boulder City, Nevada; Village of Port Chester, New York; Town of Bladensburg, Maryland; City of Newport, Rhode Island; City of West Palm Beach, Parkland, Margate, Port Orange and Lakeland, Florida, Cass County and Ingham County, Michigan; City of Morgantown, West Virginia; the Mansfield Downtown Partnership, Mansfield, Connecticut; Montgomery, Ohio; the Louisville, Kentucky Health Department; the Town of Mansfield, Connecticut; Hamilton County, Ohio Department of Job and Family Services; Lake County, Illinois; and The Advance, a Division of the General Board of Global Ministries of the United Methodist Church.

Experience

20+ years in local government consulting, and nine years in local government service

Expertise

Strategic and business planning, facilitation, process improvement, organizational development, development review.

Education

Jacquelyn completed her doctoral studies at Antioch University in Leadership and Change. She also holds a bachelor's degree in urban planning and a master's degree in public administration from the University of Cincinnati.

Other

Jacquelyn served as a member and vice chairperson of the Cincinnati City Planning Commission for nine years.

Community Development Operational Analysis

J. MICHAEL CASEY

Mike Casey joined Management Partners in 2006 as a partner. He has more than 35 years of management experience in local government and the private sector and is a recognized regional and national leader in industry professional organizations.

Relevant Experience

As a consultant, Mike has assisted public and private sector organizations in developing strategic business plans, **marketing their products and business development opportunities**, recruiting senior managers, improving project management capacity and analyzing organizational performance.

Mike served as city or county manager in Grants Pass and Gresham, Oregon; Mesa County, Colorado; and Middleburg, Virginia. He also worked in local government management positions in Independence, Missouri; Winston-Salem, North Carolina; and Des Moines, Iowa.

Expertise

Mike is passionate about helping organizations and communities articulate and achieve their goals. He has practical experience in the difficult process of building communities and managing for short-term, as well as long-term, results.

He has direct experience in obtaining cost-effective results for service delivery at both the community and regional level. In the Portland, Oregon, metropolitan area, he was instrumental in delivering fire protection services across community boundaries to a significant portion of the metropolitan area. In Louisville, he evaluated the effectiveness of the merged Emergency Medical Services operation to identify improvements.

Education

Mike graduated from Coe College with a double major in history and political science and he earned a master's degree in public administration from Pennsylvania State University, where he was the Cappazola Fellow. He also holds a Certificate in Local Government Management from Harvard University.

Other

He has served as president of the Oregon City Management Association, as regional vice president for the International City/County Management Association, and as fellow of the American Leadership Forum.

STEVE CHASE

Steve Chase, Special Advisor, has worked for four decades to provide public service to cities, counties, regional boards and community organizations. Most notably, he brings a particular interest and extensive background in public policy formation and program set-up/start-up in the areas of **community development**, coastal energy regulation, business relationships, town n' gown relationships, and children and family services. He specializes in **operational turnarounds, the advancement of one-stop public counter service, and bringing the city/county to the customer in the field.**

Relevant Projects

Steve was a team member for the Missouri City, Texas and Napa, California Development Review projects, as well as the primary coach for the Missouri City Development Director Executive Coaching and Ojai Development Process Management Services. Steve worked with Norman, Oklahoma on the evaluation of their Permitting and Development Processes.

Experience

Steve is an advocate of bringing City Hall to the public's doorstep via business system solutions and workflow management. He assists local agencies in the integrated design, procurement and implementation of paperless development review, permit tracking, geographic information mapping, electronic archiving and fee management. As a consultant, Steve worked with Alhambra, Encinitas, Huntington Beach, Moorpark, Ojai, Pasadena, Sacramento, San Jose, and Vallejo, California; Baton Rouge, Louisiana; and Bernalillo County, New Mexico. Prior to joining Management Partners, he was part of the Downtown Ventura revitalization efforts, spending the last dozen years of his public sector work serving as Santa Barbara County's deputy director of planning and development - South Coast Region, the City of Goleta's Director of Planning and Environmental Services, as well as the City of Stockton's Director of Community Development. Aside from serving as secretary to numerous planning commissions, historical building review boards, design review boards and also as a director of building and life safety, he specialized in repurposing public counter operations and field inspections as models of excellent customer care.

Expertise

He has excellent public speaking and facilitation skills in matters of organizational development and conflict resolution.

Education

Steve is a graduate of the University of California-Santa Barbara (Environmental Studies) and an honors graduate of California State University-Northridge (Masters of Public Administration).

Other

Steve has an extensive community service portfolio as well, including appointments by the County of Ventura Board of Supervisors to the Child Care Planning Task Force and the Children and Families - First Five Program Advisory Committee. He also served on the Catholic Archdiocese of Los Angeles School Board.

Community Development Operational Analysis

SAM LIEBERMAN

Sam Lieberman, Principal Management Analyst, conducts complex financial and operational analyses to support a variety of assignments including organization and process improvement studies, and service sharing, financial planning, and budgeting projects. He has helped facilitate strategic planning and process improvement workshops, conducted research and analysis on staffing studies, assisted in the developing performance measurement systems, directed benchmarking research, and conducted employee satisfaction and internal services surveys. Sam recently volunteered with the City of Cincinnati Charter Review Task Force to assist in developing recommendations to put to the voters for potential changes to Cincinnati's Charter.

Sam gained valuable experience in the day-to-day functioning of local government during an internship with the City of Cincinnati while completing his undergraduate work. He researched the feasibility of implementing a streetcar system in Cincinnati and prepared staff reports on the subject. He also assisted with the process of rolling out and implementing CincyCare, a public/private health care partnership. As he was concluding his political science degree, Sam authored a scholarly article that assessed the accuracy of pre-primary polling in the 2008 Democratic Presidential Primary. That paper was presented during a conference of the Midwest Association for Public Opinion Research in September 2008.

Relevant Projects

Sam was part of the teams for the Delray Beach and St. Augustine Florida **Development Review**; and is currently working with Norman, Oklahoma's **Development Review**. Sam has facilitated strategic planning efforts in Montgomery and Green Township, Ohio, Morgantown, West Virginia, and Bladensburg, Maryland, and he has developed and analyzed strategic planning community surveys, most recently for the cities of Margate, Florida and Santa Ana, California. He assisted Lake County by facilitating and providing research for their governance review committee. Sam has helped with the development of performance measures in Fairfield, Westerville, and Huron County Ohio and managed the annual Ohio Fire Benchmarking Project and Midwest Benchmarking Partnership. He has participated in numerous fire and police organizational assessments, most recently for Florence, Kentucky and Chatham County, Georgia. He has analyzed budgets and staffing for several jurisdictions and assisted with a fleet management study.

Experience

Nearly a decade in local government consulting.

Expertise

Financial and operational analysis, strategic and business planning, process improvement, employee surveys, benchmarking research, performance measurement

Education

Sam graduated from the University of Cincinnati in 2008 with honors degrees in sociology and political science.

Other

Sam also co-authored an article on how government can take advantage of data analytics programs that appeared in *PM Magazine*.

City of Mequon

ATTACHMENT B – REQUIRED FORM

Attachment: MANAGEMENT PARTNERS PROPOSAL (RESOLUTION 3795 : Management Partners Contract)

ATTACHMENT A:

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONAL ANALYSIS

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.



May 19, 2020

Signature of Person Submitting Contract/Bid

Date

Management Partners

Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)): 4/7/20, _____, _____.



December 22, 2020

Mr. William H. Jones, Jr.
 City Administrator
 City of Mequon
 11333 No. Cedarburg Road
 Mequon, WI 53092

Dear Mr. Jones,

Management Partners is pleased to provide this addendum to our proposal dated May 20, 2020 to assist the City with a community development operational analysis. Our project team members (Jacquelyn McCray, Steve Chase, Sam Lieberman) and I are looking forward to working with you on this important project.

After discussions with you, Mayor Wirth, and Kim Tollefson, we have some changes to suggest to further enhance stakeholder engagement. The major change to our proposal involves stakeholder outreach in Activity 4. We originally indicated we would conduct 12 individual/small group interviews with a representative sample of developers, architects, engineers, and contractors who are knowledgeable users of the City's processes. Pending the City's concurrence with a more high-level, cursory assessment of the current facilities (which was Activity 6 in our proposal), we are proposing to shift additional resources from that activity to accommodate up to 20 interviews (either in-person or virtual). Accordingly, we have revised our workplan to interview the Mayor and Common Council members in an earlier activity, so these interviews are not part of the 20. Notably, this also assumes that Council member interviews will be conducted in pairs.

Activity 4 also includes a survey that originally was to be sent to elected officials. Since we will now be interviewing Council members, we think that using it to solicit ideas from members of relevant boards, committees, and other external stakeholders (e.g., residents, local business owners, developers, contractors, etc.) would be ideal way to augment feedback received from the individual and small group interviews.

The changes detailed above will not require any adjustment to the original price proposal, which is detailed on the following page. As an option, we can also conduct group meetings at the City's direction, albeit at an additional cost using the hourly rates identified in our original proposal.

Timeline and Cost

Assuming the contract for this project is approved on January 12, 2021, we anticipate following the schedule outlined below, which contemplates a project kickoff meeting the week of either January 18 or January 25.

Activity	Cost	Schedule (Week of)
1 – Start Project	\$2,040	January 18 or January 25
2 – Analyze Development and Business Practices Review	\$12,280	January 25 – March 8
3 – Analyze Department Structure and Staffing	\$5,700	February 1 – March 15
4 – Analyze Customer Service and Stakeholder Communications	\$12,360	February 15 – April 12
5 – Analyze Technology	\$4,510	March 1 – April 12
6 – Analyze Facilities	\$950	March 8 – March 29
7 – Report Results	\$13,990	April 19 – July 5
8 – Support Implementation	\$2,160	July 5 – July 13
TOTAL	\$53,990	

As discussed during the interview selection process, we hope to be able to visit Mequon during this engagement, but we are likely to begin this project using video conferencing to conduct the initial interviews with staff, Council members and other external stakeholders. If the pandemic permits safe travel, we plan to present our recommendations in person and hopefully complete another trip to Mequon prior to project completion.

We appreciate the opportunity to adjust the activities in our original proposal to better meet your needs. If there is any other information we can provide, please do not hesitate to contact me directly at 513-309-3709. We look forward to working with you and your team.

Sincerely,



Amy Paul
Corporate Vice President





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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: January 12, 2021
SUBJECT: RESOLUTION 3796 A Resolution Approving a Conservation Easement Agreement Between the City of Mequon and the Milwaukee Metropolitan Sewerage District for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa Road

Background

In 2018, the Mequon Nature Preserve (“MNP”) approached the City regarding a potential transfer of ownership of three parcels of land generally located along Trinity Creek north of County Line Road and east of Wauwatosa Road from the Milwaukee Metropolitan Sewerage District (MMSD) to MNP. Following an unsuccessful attempt to purchase the third of these parcels, MMSD is now in a position to transfer two of these parcels totaling approximately sixty-six acres. In order to eliminate an extra step, MNP has proposed that MMSD transfer the parcels directly to the City, and the Council adopted Resolution No. 3759 at its meeting in August 2020, which accepted that transfer subject to City review of environmental reports for the properties.

After reviewing the environmental reports, the City and MMSD began to prepare to close on the property transfer. MMSD indicated that as part of closing they require the attached conservation easement to be executed and recorded as part of the closing. Upon review of Resolution No. 3759, I determined that it did not authorize the execution of the conservation easement. This was an oversight that resulted from the multi-party communications that were occurring because MMSD always requires conservation easements on parcels it transfers.

In order to complete the transfer, the Council needs to authorize the execution of the conservation easement. As a reminder, this transfer provides two primary benefits to the City. First, it has long been a joint goal of the City and MNP to continue to acquire properties surrounding the Nature Preserve to further the environmental conservation goals that resulted in the creation of the Nature Preserve. With the addition of these two parcels, the Nature Preserve will be 510 acres in size. Second, the City taking title to the properties will ensure that the lands are always part of the City’s Nature Preserve, a public park enjoyed by thousands of residents on an annual basis. Under City ownership, the City will be able to guard against the unanticipated demise of MNP Inc., ensuring that the properties will always remain available for the public’s use.

Fiscal Impact

There is little to no fiscal impact to the City as a result of this action. There would be nominal cost to the City to effectuate the transfer of ownership. MNP operates as a separate 501(c)(3) non-profit organization, which utilizes its funds to further its programming and maintenance of

Nature Preserve Properties. MMSD-owned property is tax-exempt, so there would be no change to the tax base based upon a change to City ownership.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on January 12, 2021.

Attachments:

Mequon Greenseams Conservation Easement (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3796

A Resolution Approving a Conservation Easement Agreement Between the City of Mequon and the Milwaukee Metropolitan Sewerage District for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa Road

- A. The City owns active and passive use parklands for the use and enjoyment of its citizens, and other users.
- B. The Milwaukee Metropolitan Sewerage District (“MMSD”) had acquired and agreed to transfer to the City sixty-six acres of land generally located along Trinity Creek north of County Line Road and east of Wauwatosa Road (the “Property”).
- C. The Common Council previously agreed to accept the transfer of the Property in Resolution No. 3759, adopted on August 12, 2020.
- D. To complete the transfer, MMSD requires the City to execute a Conservation Easement upon the land being transferred to ensure that the Property will remain in a natural state, and that Conservation Easement Agreement has been negotiated between the City and MMSD.

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

- 1. The Conservation Easement Agreement for the Property substantially in the form attached is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.
- 2. The Mayor and City Clerk are hereby authorized and directed to execute the Conservation Easement Agreement.
- 3. The City Attorney is authorized and directed to cause the executed Conservation Easement Agreement to be recorded upon the transfer of title to the Property from MMSD to the City.

Approved by: John Wirth, Mayor

Date Approved: January 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 12, 2021.

Caroline Fochs, City Clerk

Document Number

CONSERVATION EASEMENT

This space is reserved for recording data

Return to:

**Milwaukee Metropolitan Sewerage District
Real Estate Department
260 West Seeboth Street
Milwaukee, Wisconsin, 53204-1446**

Parcel Identification Number/Tax Key Number

Tax Key Number 14-034-11-001.00

Attachment: Mequon Greenseams Conservation Easement (RESOLUTION 3796 : MMSD Conservation Easement)

CONSERVATION EASEMENT

THIS GRANT OF CONSERVATION EASEMENT (the “Grant,” “Conservation Easement” or “Easement”) is made as of this ____ day of _____, 2021, by and between the City of Mequon (the “Grantor”) a municipal body corporate, and Milwaukee Metropolitan Sewerage District (the “Grantee”), a municipal body corporate.

WITNESSED, WHEREAS, Grantor is the owner in fee simple and the Grantor and Grantee have identified significant conservation values of certain real property in the City of Mequon, Wisconsin, said property as described in Exhibit A (the “Property”) and as depicted on the surveys of the Property, copies of which are attached as Exhibit B (the “Survey”); and

WHEREAS, Grantor and Grantee have identified certain conservation values associated with the Property as more fully described on Exhibit C and in the Baseline Documentation Reports referred to below (the “Conservation Values”), and Grantor and Grantee recognize that the Conservation Values of the Property and the Property’s scenic and open space values have great importance to Grantor, Grantee and the people of the State of Wisconsin; and

WHEREAS, the goals of this Conservation Easement are to preserve the Conservation Values of the Property and to ensure that the Property contributes to the prevention of future flooding risks and the protection of water quality and ecological resources of the region as outlined in the Greenseams Program, adopted by the Commissioners of the Milwaukee Metropolitan Sewerage District; and

WHEREAS, the Grantor and Grantee desire, intend and have the common purpose of retaining the Property for conservation purposes, including its preservation as a relatively natural habitat of plants and animals and as open space for the scenic enjoyment of the general public and pursuant to governmental conservation policies, as described in Section 170(h) of the Internal Revenue Code of 1986, by placing perpetual restrictions on the use of the Property and granting affirmative rights to the Grantee to monitor and enforce such restrictions in order to preserve, enhance and restore the lands, all as described herein; and

WHEREAS, the specific Conservation Values of the Property are documented in an inventory of relevant features of the Property set forth in the Baseline Documentation Report for this Property, which is on file at the offices of the Grantee (the “Baseline Documentation Report”) which report is incorporated by this reference as if fully set forth herein, which consists of reports, maps, photographs and other documentation of the Property at the time of this Conservation Easement, and is intended to serve as an objective (but not exclusive) information baseline for monitoring compliance with the terms of this Conservation Easement; and

WHEREAS, the common law of the State of Wisconsin and the Uniform Conservation

Easement Act, Section 700.40 of the Wisconsin Statutes, provides for the creation and conveyance of conservation easements which impose restrictions or affirmative obligations on lands for conservation purposes; and

WHEREAS, the Grantee is eligible to be a qualified holder of a conservation easement pursuant to Section 700.40 of the Wisconsin Statutes and is a qualified organization under Section 170(h) of the Internal Revenue Code of 1986; and

WHEREAS, the Grantee agrees by accepting this Conservation Easement to honor the intentions of the Grantor stated herein and to preserve and protect in perpetuity the Conservation Values of the Property for the benefit of the public.

NOW THEREFORE, in consideration of the payment of the sum of One and 00/100 Dollars (\$1.00), the mutual covenants, terms, conditions, and restrictions contained herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, and pursuant to the laws of the State of Wisconsin, including the Uniform Conservation Easement Act, Section 700.40 of the Wisconsin Statutes, the Grantor hereby voluntarily grants and conveys to Grantee, its successors and assigns this Conservation Easement in perpetuity over the Property. This Conservation Easement is subject to the WDNR Stewardship Grant and Management Contract for Non-Profit Land Acquisition for Project No. HA2-150 (the “Grant Contract”) between TCF and WDNR, which was recorded in the Office of the Register of Deeds for Ozaukee County, Wisconsin on June 16, 2010 as Document No. 0924955, said grant contract was later assigned (the “Assignment”) to MMSD and recorded in the Office of the Register of Deeds for Ozaukee County, Wisconsin on as Document No. 0929033. The Grant Contract refers to the grant funding received for the fee simple acquisition of the Property by TCF. The Assignment refers to the WDNR approved transfer of ownership from TCF to the MMSD. Copies of the Grant Contract and Assignment are attached as Exhibit D. Both parties agree to waive the required approval by the WDNR of the fee simple transfer between MMSD and WDNR and also waive the assignment of the Stewardship Grant Agreement, since the WDNR is the administrator of the Stewardship Grant Contract.

1. **Purpose.** It is the purpose of this Conservation Easement to assure that the natural, scenic and open space values of the Property will be retained and to prevent any use of the Property that will significantly impair or interfere with its Conservation Values, and to the extent hereafter provided prevent the use or development of the Property that would conflict with the maintenance of the Property in its open space condition. The Property is included in a plan to prevent future flooding risks and to protect water quality and ecological resources of the region and therefore shall be used only for conservation and recreation as provided herein (the “Conservation Purposes”). Grantor intends that this Conservation Easement will confine the use of the Property to activities not inconsistent with these conservation purposes.

2. **Prohibited Uses.** In furtherance of the foregoing, the Grantor makes the following covenants, on behalf of itself, its successors and assigns, which covenants shall run with and bind the Property in perpetuity, and shall be enforceable with respect to the Property by Grantee against the Grantor, its successors and assigns. Without prior express written consent from Grantee, any activity on or use of the Property inconsistent with the Conservation Purposes of this Conservation Easement is prohibited. Without limiting the generality of the foregoing, the following activities and uses are expressly prohibited:

A. The subdivision of the Property into smaller parcels, whether through legal or *de facto* subdivision, including divisions through the creation of condominiums, site leases or other means. It is the intent of this Paragraph to require that the entire Property remain as a single, indivisible tract managed for the Conservation Purposes of this Conservation Easement and to prohibit the conveyance of existing quarter sections and other whole legal descriptions constituting a part thereof, as well as the creation of any new lots or parcels containing any portion of the Property or to be used as common areas for adjoining lots.

B. Use of the Property for commercial or industrial use, including use by easement or other right of access or passage across or upon the Property in conjunction with commercial activity, including commercial recreational use and commercial agriculture. This Paragraph shall not be construed to prohibit use of the Property for educational or research purposes, provided such educational research uses do not involve the construction of any improvements on the Property nor permit the disturbance or alteration of the physical conditions of the Property.

C. The placement or construction of any structures or other improvements of any kind (including, without limitation, roads and parking lots) other than the following:

- (1) Mowed areas, parking lots and other improvements intended solely for public recreational use of the Property, but limited to no more than One (1) acre of the Property.
- (2) Trails, which may be laid out and maintained in support of, permitted uses of the Property.
- (3) Interpretive signs, observation platforms and boardwalks, which may be constructed with the approval of the Grantee.
- (4) Maintenance, repair or replacement of existing permitted structures.

D. Any disturbance of trees or other vegetation (including the creation or

maintenance of sports fields or lawns) except as provided for in subparagraph C or as follows:

- (1) Trees and other vegetation may be planted, managed or removed in order to construct and maintain permitted trails, fences and gates.
- (2) Diseased trees may be managed or removed to reduce or eliminate the threat of spreading the disease to other vegetation.
- (3) Restoration of natural vegetation and natural hydrology including de-channelization of ditches and contouring the land to simulate natural conditions using an approved plan by the Grantee.
- (4) Maintenance of legal access to the Property.
- (5) Nature observation, nature trails and hunting.

Notwithstanding the forgoing, Grantor may maintain the Property as unmanaged land in natural condition.

E. Any exploration or exploitation of mineral resources by subsurface or surface means.

F. Any use or activity that causes or is likely to cause soil degradation, erosion, or significant pollution of any surface or subsurface waters. The best available management practices shall be employed to minimize soil erosion during and after construction of permitted roads and structures. Specifically, the Property may not be used to mitigate upstream development.

G. The dumping or other disposal of refuse, debris or noncompostable waste on the Property.

H. The placement of advertising signs or billboards on the Property, except those signs whose placement, number, and design do not significantly diminish the scenic character of the Property and signs displayed to state the name and address of the Property, to advertise the Property for sale or rent, or to post the Property to control unauthorized entry or use.

I. Construction of ponds or other manipulation or alteration of watercourses or shore areas, except as allowed by subparagraph D(3) and D(5) above.

J. The use of the Property for agricultural purposes, including grazing.

3. **Rights of the Grantee.** To accomplish the Conservation Purposes of this Conservation Easement, the following rights are conveyed to Grantee:

A. To enter upon the Property at reasonable times in order to monitor compliance with and otherwise enforce the terms of this Conservation Easement in accordance with Section 6, provided that, except in cases where Grantee determines that immediate entry is required to prevent, terminate, or mitigate a violation of this Conservation Easement, such entry shall be upon prior reasonable notice to Grantor, and Grantee shall not in any case unreasonably interfere with Grantor's use and quiet enjoyment of the Property;

B. To prevent any activity on or use of the Property that is inconsistent with the Conservation Purposes of this Conservation Easement and to require the restoration of such areas or features of the Property that may be damaged by any inconsistent activity or use, pursuant to Section 6.

4. **Reserved Rights.** Grantor reserves to itself and to its successors and assigns, all rights accruing from its ownership of the Property, including the right to engage in, or permit or invite others to engage in, all uses of the Property that are not expressly prohibited herein and are not inconsistent with the purpose of this Conservation Easement.

5. **Notice and Approval.**

5.1 **Notice of Intention to Undertake Certain Permitted Actions.** The purpose of requiring Grantor to notify Grantee prior to undertaking certain permitted activities, as provided in this instrument, is to afford Grantee an adequate opportunity to monitor the activities in question to ensure that they are designed and carried out in a manner that is not inconsistent with the purpose of this Conservation Easement. Whenever notice is required Grantor shall notify Grantee in writing not less than thirty (30) days prior to the date Grantor intends to undertake the activity in question. The notice shall describe the nature, scope, design, location, timetable, and any other material aspect of the proposed activity in sufficient detail to permit Grantee to make an informed judgment as to its consistency with the purpose of this Conservation Easement.

5.2 **Grantee's Approval.** Where Grantee's approval is required, as set forth in this instrument, Grantee shall grant or withhold its approval in writing sixty (60) days of receipt of Grantor's written request therefor. Grantee's approval may be withheld only upon a reasonable determination by Grantee that the action as proposed is inconsistent with the express conditions or Conservation Purposes of this Conservation Easement.

6. **Grantee's Remedies.**

6.1 **Notice of Violation; Corrective Action.** If Grantee determines that a violation of the terms of this Conservation Easement has occurred or is threatened, it shall give written notice to Grantor of such violation and demand corrective action sufficient to cure the violation and, where the violation involves injury to the Property resulting from any use or activity inconsistent with the purpose of this Conservation Easement, to restore the portion of the Property so injured to its prior condition in accordance with a plan approved by Grantee.

6.2 **Injunctive Relief.** If Grantor fails to cure the violation within 30 days after receipt of notice thereof from Grantee, or under circumstances where the violation cannot reasonably be cured within a 30 day period, fails to begin curing such violation within such period, or fails to continue diligently to cure such violation until finally cured, Grantee may bring an action at law or in equity in a court of competent jurisdiction to enforce the terms of this Conservation Easement, to enjoin the violation, *ex parte* as necessary, by temporary or permanent injunction, and to require the restoration of the Property to the condition that existed prior to any such injury.

6.3 **Damages.** Grantee shall be entitled to recover damages for violation of the terms of this Conservation Easement or injury to any Conservation Values protected by this Easement, including, without limitation, damages for the loss of scenic, aesthetic, or environmental values. Without limiting Grantor's liability therefor, Grantee, in its sole discretion, may apply any damages recovered to the cost of undertaking any corrective action on the Property.

6.4 **Emergency Enforcement.** If Grantee, in its sole discretion, determines that circumstances require immediate action to prevent or mitigate significant damage to the Conservation Values of the Property, it may pursue its remedies under this Section 6 without prior notice to Grantor or without waiting for the period provided for cure to expire.

6.5 **Scope of Relief.** Grantee's rights under this Section 6 apply equally in the event of either actual or threatened violations of the terms of this Conservation Easement. Grantor agrees that Grantee's remedies at law for any violation of the terms of this Conservation Easement are inadequate and that Grantee shall be entitled to the injunctive relief described in Paragraph 6.2, both prohibitive and mandatory, in addition to such other relief to which it may be entitled, including specific performance of the terms of this Conservation Easement, without the necessity of proving either actual damages or the inadequacy of otherwise available legal remedies. Grantee's remedies described in this Section 6 shall be cumulative and shall be in addition to all remedies now or hereafter existing at law or in equity.

6.6 **Costs of Enforcement.** All reasonable costs incurred by Grantee in enforcing the terms of this Conservation Easement against Grantor, including, without limitation, costs and expenses of suit and reasonable attorneys' fees, and any costs of restoration necessitated by

Grantor's violation of the terms of this Conservation Easement shall be borne by Grantor; provided, however, that if Grantor ultimately prevails in a judicial enforcement action Grantee shall reimburse Grantor all reasonable costs incurred by Grantor in defending against Grantee's enforcement action, including, without limitation, costs and expenses of suit and reasonable attorneys' fees. In awarding attorney's fees and costs of suit under this paragraph, the Court should consider the nature and extent of the violation, the injury to the Property resulting from the violation, the amount of the fees and costs in relation to such injury or violation and the relative efforts of the parties to settle the matter without litigation.

6.7 Forbearance. Forbearance by Grantee to exercise its rights under this Conservation Easement in the event of any breach of any term of this Conservation Easement by Grantor shall not be deemed or construed to be a waiver by Grantee of such term or of any subsequent breach of the same or any other term of this Conservation Easement or of any of Grantee's rights under this Conservation Easement. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impair such right or remedy or be construed as a waiver.

6.8 Waiver of Certain Defenses. Grantor hereby waives any defense of laches, estoppel, or prescription.

6.9 Acts Beyond Grantor's Control. Nothing contained in this Conservation Easement shall be construed to entitle Grantee to bring any action against Grantor for any injury to or change in the Property resulting from causes beyond Grantor's control, including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Property resulting from such causes.

7. Costs, Liabilities, Taxes, and Environmental Compliance.

7.1 Costs, Legal Requirements, and Liabilities. Grantor retains all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep, and maintenance of the Property, including the maintenance of adequate liability insurance coverage. Grantor remains solely responsible for obtaining any applicable governmental permits and approvals for any construction or other activity or use permitted by this Conservation Easement, and all such construction or other activity or use shall be undertaken in accordance with all applicable federal, state, and local laws, regulations, and requirements. Grantor shall keep the Property free of any liens arising out of any work performed for, materials furnished to, or obligations incurred by Grantor.

7.2 Remediation. If at any time there occurs, or has occurred, a release in, on, or about the Property of any substance now or hereafter defined, listed, or otherwise classified

pursuant to any federal, state, or local law, regulation, or requirement as hazardous, toxic, polluting, or otherwise contaminating to the air, water, or soil, or in any way harmful or threatening to human health or the environment, Grantor agrees to take all steps necessary to assure its containment and remediation, including any cleanup that may be required, unless the release was caused by Grantee, in which case Grantee shall be responsible therefor.

7.3 **Control.** Nothing in this Conservation Easement shall be construed as giving rise, in the absence of a judicial decree, to any right or ability in Grantee to exercise physical or managerial control over the day-to-day operations of the Property, or any of Grantor's activities on the Property, or otherwise to become an operator with respect to the Property within the meaning of The Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended ("CERCLA"), or similar laws imposing legal liability on the owner or operator of real property.

7.4 **Indemnification.** Grantee agrees to indemnify and hold Grantor, its successors and assigns, harmless against damages, claims, losses, and liabilities, which may be imposed upon or incurred by Grantor, its successors and assigns, arising out of or in connection with Grantee's use, ownership, and operation of the Property during Grantee's ownership of the Property prior to the effective date of this Conservation Easement, including, but not limited to, claims arising from the existence of any "Hazardous Materials" situated on the Property, and the exposure of persons to any such "Hazardous Materials" caused by Grantee's use, ownership, or operation of the Property prior to the effective date of this Conservation Easement; *provided, however*, that this indemnification excludes damages, claims, losses, and liabilities arising under Wis. Stat. § 292.11 from the fact of Grantee's ownership of the Property for any period of time. For the purposes of this Agreement, "Hazardous Materials" means any flammable explosives, radioactive materials, asbestos, petroleum, organic compounds known as polychlorinated biphenyls, chemicals known to cause cancer or reproductive toxicity, pollutants, contaminants, hazardous wastes, toxic substances or related materials, including, without limitation, any substances defined as or included in the definition of "hazardous substance," "hazardous material," or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. § 9601, *et seq.*, the Hazardous Materials Transportation Act, 49 U.S.C. § 6901, *et seq.*, or any other federal, state, or local statute, law, ordinance, code, rule, regulation, order, decree or other requirement of governmental authority regulating, relating to or imposing liability or standard of conduct concerning hazardous, toxic or dangerous substance or material, as now or at any time hereafter in effect, and in the regulations adopted, published or promulgated pursuant to said laws.

7.5 **Hold Harmless.** Grantor hereby releases and agrees to hold harmless, indemnify, and defend Grantee and its members, directors, officers, employees, agents, and contractors and the successors and assigns of each of them (collectively "Indemnified Parties") from and against any and all liabilities, penalties, fines, charges, costs, losses, damages, expenses, causes of

action, claims, demands, orders, judgments, or administrative actions, including, without limitation, reasonable attorneys' fees, arising from or in any way connected with: (1) injury to or the death of any person, or physical damage to any property, resulting from any act, omission, condition, or other matter related to or occurring on or about the Property, regardless of cause, unless due solely to the negligence of any of the Indemnified Parties; (2) the violation or alleged violation of, or other failure to comply with any state, federal, or local law, regulation, or requirement, including, without limitation, CERCLA and similar environmental laws, by any person other than any of the Indemnified Parties, in any way affecting, involving, or relating to the Property; (3) the presence or release in, on, from, or about the Property, at any time, of any substance now or hereafter defined, listed, or otherwise classified pursuant to any federal, state, or local law, regulation, or requirement as hazardous, toxic, polluting, or otherwise contaminating to the air, water, or soil, or in any way harmful or threatening to human health or the environment, unless caused solely by any of the Indemnified Parties; and (4) the obligations, covenants, representations, and warranties of Paragraphs 8.1 through 8.4.

7.5 **Non-Waiver.** Nothing contained within this Conservation Easement is intended to be a waiver or estoppel of the Grantor or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained within Wisconsin Statutes §§ 893.80, 895.52, and 345.05. To the extent that indemnification is available and enforceable, the Grantor or its insurer shall not be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin Law.

8. **Extinguishment and Condemnation.**

8.1 **Extinguishment.** If circumstances arise in the future that render the purpose of this Conservation Easement impossible to accomplish, this Conservation Easement may be terminated or extinguished, whether in whole or in part, only by judicial proceedings in a court of competent jurisdiction from and after such court ordered extinguishment. Grantee shall be entitled to a portion of the gross proceeds collected from any sale, exchange, or involuntary conversion of all or any portion of the Property subsequent to such termination or extinguishments, equal to the fair market value of this Conservation Easement, or proportionate part thereof, as determined in accordance with Paragraph 8.2.

8.2 **Valuation.** This Conservation Easement constitutes a real property interest immediately vested in Grantee, which, for the purposes of Paragraph 8.1, the parties stipulate to have a fair market value determined by multiplying (1) the fair market value of the Property unencumbered by this Conservation Easement (minus any increase in value after the date of this grant attributable to improvements) by (2) the ratio of the value of this Conservation Easement at the time of this Grant to the value of the Property, without deduction for the value of this Conservation Easement, at the time of this Grant. The values at the time of this Grant shall be those values used to calculate the purchase price for this Conservation Easement, as set forth on

Page 2 herein. Grantee agrees to provide Grantor with evidence of the amount claimed and allowed. For the purposes of this Paragraph, the ratio of the value of this Conservation Easement to the value of the Property unencumbered by this Conservation Easement shall remain constant.

8.3 Condemnation. If all or any part of the Property is taken by exercise of the power of eminent domain or acquired by purchase in lieu of condemnation, whether by public, corporate, or other authority, so as to terminate this Easement, in whole or in part, Grantor and Grantee shall act jointly to recover the full value of the interests in the Property subject to the taking or in lieu purchase and all direct or incidental damages resulting therefrom. All expenses reasonably incurred by Grantor and Grantee in connection with the taking or in lieu purchase shall be paid out of the amount recovered. Grantee's share of the balance of the amount recovered shall be determined by multiplying that balance by the ratio set forth in Paragraph 8.2.

8.4 Application of Proceeds. By acceptance of this Conservation Easement by the Grantee, the Conservation Purposes of the Property are hereby considered to be the highest public use of the Property. Whenever all or part of the Property is taken in the exercise of eminent domain, so as to abrogate, in whole or in part, the restrictions imposed by this Conservation Easement, or this Conservation Easement is extinguished, in whole or in part, by other judicial proceeding, Grantor and Grantee shall be entitled to proceeds payable in connection with the condemnation or other judicial proceedings in an amount equal to the current fair market value of their relative real estate interests. Any costs of a judicial proceeding allocated by a court to the Grantor and Grantee shall be allocated in the same manner as the proceeds are allocated.

9. Assignment. This Conservation Easement is transferable. Grantee may assign its rights and obligations under this Conservation Easement only to an organization that is a qualified organization at the time of transfer under Section 170(h) of the Internal Revenue Code (or any successor provision then applicable), and authorized to acquire and hold conservation easements under Section 700.40 of the Wisconsin Statutes or any successor provision then applicable or the laws of the United States. As a condition of such transfer, Grantee shall require that the Conservation Purposes that this grant is intended to advance continue to be carried out. Grantee agrees to give written notice to Grantor of an assignment at least twenty (20) days prior to the date of such assignment; however failure to give such notice shall not affect the validity of such assignment, nor impair the validity or enforceability of this Conservation Easement.

10. Subsequent Transfers. Grantor agrees to incorporate the terms of this Conservation Easement by reference in any deed or other legal instrument by which it divests itself of any interest in all or a portion of the Property, including, without limitation, a leasehold interest or mortgage lien. Grantor further agrees to give written notice to Grantee of the transfer of any interest at least twenty (20) days prior to the date of such transfer. The failure of Grantor to perform any act required by this Paragraph shall not impair the validity of this Conservation

Easement or limit its enforceability in any way. Any and all mortgages or deeds of trust recorded subsequent to the recording of this instrument shall be automatically subordinate to the operation and effect of this Conservation Easement.

11. **Reversionary Interest.** If the land ceases to be used as a natural undeveloped nature type of property supporting and upholding the “Conservation Purposes” described in Section 1, then grantor, its heirs and assigns, have the right to re-enter the premises and, upon exercise of such re-entry, all right, title and interest of grantee in the above-described premises shall cease and revert immediately to grantor, its heirs and assigns.

12. **Estoppel Certificates.** Upon request by Grantor, Grantee shall, within forty-five (45) days, execute and deliver to Grantor, or to any party designated by Grantor, an estoppel certificate, which certifies Grantor's compliance with any obligation of Grantor contained in this Conservation Easement or otherwise evidences the status of this Conservation Easement. Such certification shall be limited to the condition of the Property as of Grantee's most recent inspection. If Grantor requests more current documentation, Grantee shall conduct an inspection, at Grantor's expense, within sixty (60) days of receipt of Grantor's written request therefor.

13. **Notices.** Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other shall be in writing and either served personally or sent by first class mail, postage prepaid, addressed as follows:

To Grantor: City of Mequon
Attn: City Administrator
11333 N. Cedarburg Road
Mequon, Wisconsin 53092

To Grantee: Milwaukee Metropolitan Sewerage District
Attn: Delbert Dettmann, Real Estate Specialist
260 West Seeboth Street
Milwaukee, Wisconsin 53204

or to such other address as either party from time to time shall designate by written notice to the other.

14. **Recordation.** Grantee shall record this instrument in the office of the Register of Deeds for Ozaukee County, Wisconsin, and may re-record it at any time as may be required to preserve its rights in this Conservation Easement.

15. **General Provisions.**

15.1 **Controlling Law.** The interpretation and performance of this Conservation Easement shall be governed by the laws of the State of Wisconsin.

15.2 **Liberal Construction.** Any general rule of construction to the contrary notwithstanding, this Conservation Easement shall be liberally construed in favor of the grant to effect the purpose of this Conservation Easement and the policy and purpose of the Wisconsin Conservation Easement Act. If any provision in this instrument is found to be ambiguous, an interpretation consistent with the purpose of this Conservation Easement that would render the provision valid shall be favored over any interpretation that would render it invalid.

15.3 **Severability.** If any provision of this Conservation Easement, or the application thereof to any person or circumstance, is found to be invalid, the remainder of the provisions of this Conservation Easement, or the application of such provision to persons or circumstances other than those as to which it is found to be invalid, as the case may be, shall not be affected thereby.

15.4 **Entire Agreement.** This instrument sets forth the entire agreement of the parties with respect to this Conservation Easement and supersedes all prior discussions, negotiations, understandings, or agreements relating to this Conservation Easement, all of which are merged herein.

15.5 **No Forfeiture.** Nothing contained herein will result in a forfeiture or reversion of Grantor's title in any respect.

15.6 **Successors.** The covenants, terms, conditions, and restrictions of this Conservation Easement shall be binding upon, and inure to the benefit of, the parties hereto and its respective successors, and assigns and shall continue as a servitude running in perpetuity with the Property. The terms "Grantor" and "Grantee" wherever used herein, and any pronouns used in place thereof include, the above-named Grantor and its successors and assigns, and Grantee and its successors and assigns.

15.7 **Termination of Rights and Obligations.** A party's rights and obligations under this Conservation Easement terminate upon transfer of the party's interest in this Conservation Easement or Property, except that liability for acts or omissions occurring prior to transfer shall survive transfer.

15.8 **Captions.** The captions in this instrument have been inserted solely for convenience of reference and are not a part of this instrument and shall have no effect upon construction or interpretation.

15.9 **Counterparts.** The parties may execute this instrument in two or more counterparts, which shall, in the aggregate, be signed by both parties; each counterpart shall be deemed an original instrument as against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.

16. **Amendment.** If circumstances arise under which an amendment to or modification of this Conservation Easement would be appropriate, Grantor and Grantee may jointly amend this Conservation Easement by a written instrument recorded in the office of the Ozaukee County Register of Deeds, provided that any such amendment shall not diminish the goals, purposes or conservation benefits of this Conservation Easement, affect its perpetual duration or affect the qualification of this Conservation Easement or the status of Grantee under Section 170(h) of the Internal Revenue Code of 1986 or any successor provision.

TO HAVE AND HOLD the above-described Conservation Easement together with all and singular the appurtenances and privileges belonging or in any way pertaining thereto, either in law or in equity, either in possession or expectancy for the Property use, benefit, and behalf of Grantee, its successors and assigns, forever.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF Grantor has set its hand on the day and year first above written.

GRANTOR CITY OF MEQUON

By _____
John M. Wirth, Mayor

ATTEST:

By _____
Caroline Fochs, City Clerk

STATE OF WISCONSIN)
) ss
COUNTY OF OZAUKEE)

Executed this ____ day of January, 2021, pursuant to approval granted on the 12th day of January, 2021, by the Common Council of the City of Mequon, by John M. Wirth and Caroline Fochs, known to me to be the Mayor and City Clerk of the City of Mequon, who acknowledged the same.

Notary Public, Ozaukee County,
Wisconsin

My commission expires:_____

APPROVED AS TO FORM:

Brian C. Sajdak, City Attorney

ACCEPTANCE

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT

 (Signature)
KEVIN L. SHAFER, P.E., EXECUTIVE DIRECTOR
 (Print Name-Title)

 (Date)

State of Wisconsin)
) ss
 Milwaukee County)

On the above date, this instrument was acknowledged before me by Kevin L. Shafer, the Executive Director of the Milwaukee Metropolitan Sewerage District, known to me to be such official, and who acknowledged that he executed the foregoing instrument on its behalf for the purpose aforesaid and by his authority as such official.

 (Signature, Notary Public, State of Wisconsin)

 (Print or Type Name, Notary Public, State of Wisconsin)

 (Date Commission Expires)

Approved as to form by MMSD legal department:

 This document was drafted by:
 Joseph T. Ganzer
 Staff Attorney
 State Bar No. 1036120
 Division of Legal Services
 Milwaukee Metropolitan Sewerage District
 260 West Seeboth Street
 Milwaukee, Wisconsin 53204

Attachment: Mequon Greenseams Conservation Easement (RESOLUTION 3796 : MMSD Conservation Easement)

**EXHIBIT A
TO THE
GRANT OF CONSERVATION EASEMENT
City of Mequon, Grantor
TO
Milwaukee Metropolitan Sewerage District, Grantee**

LEGAL DESCRIPTION OF THE PROPERTY

**EXHIBIT B
TO THE
GRANT OF CONSERVATION EASEMENT
City of Mequon, Grantor
TO
Milwaukee Metropolitan Sewerage District, Grantee**

SURVEY OF THE PROPERTY

Attachment: Mequon Greenseams Conservation Easement (RESOLUTION 3796 : MMSD Conservation Easement)

**EXHIBIT C
TO THE
GRANT OF CONSERVATION EASEMENT
City of Mequon, Grantor
TO
Milwaukee Metropolitan Sewerage District, Grantee**

CONSERVATION VALUES

This Conservation Easement was acquired as part of the Greenseams Program of the Grantee. The Greenseams Program protects natural resources, enhances air and water quality, complements structural stormwater management, and preserves open space along stream corridors, hydric soils, environmentally significant wooded areas and other identified lands at risk for development. This acquisition is pursuant to authorization from the Metropolitan Sewerage Commission to purchase properties that meet one or more of the following criteria:

- Properties at least five (5) acres in size, containing a medium- to mature-aged mix of native hardwoods that are:
 - adjacent to Greenseams Program sites, public properties and/or properties with environmental significance,
 - within a SEWRPC¹ Environmental Corridor, or
 - within a SEWRPC Natural Area
- Properties containing critical floodplain areas that establish greenways by connecting exiting public open spaces or other sites identified by the Grantee's Greenseams Program
- Undeveloped private properties that would preserve natural ponding areas able to continue holding water.
- Parcels adjacent to the existing waterways or near the floodplain.
- Parcels that have hydric soils which represent wetland features.

¹ Southeastern Wisconsin Regional Planning Commission

**EXHIBIT D
TO THE
GRANT OF CONSERVATION EASEMENT
City of Mequon, Grantor
TO
Milwaukee Metropolitan Sewerage District, Grantee**

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES STEWARDSHIP GRANT
AND ASSIGNMENT**

Attachment: Mequon Greenseams Conservation Easement (RESOLUTION 3796 : MMSD Conservation Easement)



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2955
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Kaitlyn Krueger, Finance Director
DATE: November 25, 2020
SUBJECT: ORDINANCE 2020-1584 An Ordinance Approving Various Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2020

Background

The COVID-19 pandemic has created an environment causing significant decreases in revenues and increases in expenditures related to the necessary City response. Staff has provided the Finance-Personnel Committee with budget updates throughout the fiscal year in order to keep informed on the changing conditions and response by staff to mitigate any areas of budgetary concern. With the significant amount of changes that have been recognized and the fact that some revenues and department expenditures experienced variations over 5%, staff is bringing forward recommended amendments for Council approval.

The City's financial policies state: "At the Common Council's discretion, it may choose to amend the budget due to unforeseen and changing circumstances. In accordance with Wisconsin Statute Section 65.90(5)(a), amendments to budgeted appropriations must be approved by a two-thirds vote of the City Council. If such a time occurs that the City Administrator believes that there will be a significant variation of more than 5% of the projected departmental revenues or expenditures from the adopted budgeted amounts, the City Administrator shall inform the Common Council so that they may consider whether it is necessary to amend the budget or take any other corrective measures."

Analysis

The attached budget amendment reflects a net decrease in revenues and expenditures of \$214,352. A summary can be found in the following table.

2020 GENERAL FUND BUDGET AMENDMENT SUMMARY	
Revenue Adjustments	
Licenses	(\$52,520)
Permits	(\$198,500)
Other Permits	\$100
General Fees	\$25,275
Public Safety Fees	(\$252,250)
DPW Fees	(\$8,500)
Pool/Park Fees	(\$65,770)
Development Fees	(\$4,900)
Internal Service Fees	\$30,000

Other Revenue	\$377,713
Investment Interest	(\$65,000)
Sub-Total:	(\$214,352)
Expenditure Adjustments	
Description	Amount
Salaries & Benefits	(\$346,844)
Contractual Services	\$19,650
Commodities	(\$43,058)
Equipment/Small Capital	\$55,900
School District COVID Support	\$100,000
Sub-Total:	(\$214,352)

As indicated, areas of significant revenue reduction include licenses, permits, public safety fees, pool/park fees and investment interest. Notably, the anticipated decrease in General Fund revenues of approximately \$585,000 has been offset this year by three grants received by the City totaling \$430,713. The grants were received to mitigate unbudgeted expenditures related to the pandemic response including hazard/emergency medical leave pay, cleaning/sanitizing supplies and technology equipment for teleworking. In 2020, salaries and benefits saw a significant reduction in the resulting budget amendments due to the hiring freeze that was put into place during 2020. Most increases in expenditures related to unexpected spending in relation to COVID-19.

The first reading of this ordinance reflected a net decrease in revenues and expenditures totaling \$234,487 based on known or anticipated variations equal to 5% or more of budget as of November 30, 2020. The updated Attachment A reflects a decrease in the total net adjustment of approximately \$20,000 due to building permit, development and ambulance fees coming in higher than originally projected. The anticipated amount of fund balance used, listed in the amendment table as revenue reduction, also decreased by \$60,000. Several revenue lines including investment interest experienced decreases in the year-end projections. Though all budget lines were reviewed as a part of the budget amendment process, Attachment A only includes the budget lines that required significant adjustments within revenue and expenditure categories according to actual amounts spent as of December 31, 2020. Upon Council approval, the listed adjustments will be included in the final fiscal year 2020 budget, and year-end reporting will be completed based on these amended values.

Fiscal Impact

At present, the proposed budget amendment reflects a net decrease in revenues and expenditures of \$214,352.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on January 12, 2020.

Attachments:

Attachment A: FY2020 Budget Amendment Updated 12-31-20 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2020-1584

An Ordinance Approving Various Revenue and Expenditure Amendments to the City's General
Fund Operating Budget for Fiscal Year 2020

A. On November 12, 2019, the City of Mequon adopted its Operating Budget for Fiscal Year 2020, in a total amount of \$17,163,418, by approving Ordinance No. 2019-1556.

B. The City of Mequon has experienced unforeseen circumstances due to the COVID-19 pandemic causing significant budget variations resulting in various revenue and expenditure amendments to the Fiscal Year 2020 Operating budget.

BASED UPON THE FOREGOING RECITALS, THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION I

Ordinance No. 2019-1556, which adopted the City of Mequon Operating Budget for the Fiscal Year 2020 is hereby amended as detailed in Attachment A.

SECTION II

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

SECTION III

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

SECTION IV

This Ordinance shall become effective immediately upon its approval and adoptions, as provided by law.

Approved by: John Wirth, Mayor

Date Approved: January 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 12, 2021.

Caroline Fochs, City Clerk

Published: _____

ATTACHMENT A: 2020 GENERAL FUND BUDGET BUDGET AMENDMENT DETAIL

Revenue Amendments				
Category	Account	Original Budget	Amendment	Amended Budget
Licenses				
Licenses - Liquor	110000-440101	51,250	(48,350)	2,900
Licenses - Tavern Operator	110000-440102	12,000	(4,170)	7,830
Sub-Total		63,250	(52,520)	10,730
Permits				
Permits - Building	110000-442101	510,000	(150,000)	360,000
Permits - Electrical	110000-442103	105,000	(10,000)	95,000
Permits - Plumbing	110000-442104	130,000	(18,500)	111,500
Permits - HVAC	110000-442105	90,000	(23,000)	67,000
Permits - Occupancy	110000-442107	9,000	3,000	12,000
Sub-Total		844,000	(198,500)	645,500
Other Permits				
Permits - Brush	110000-443101	39,500	2,500	42,000
Permits - Sign	110000-443103	7,000	(2,400)	4,600
Sub-Total		46,500	100	46,600
General Fees				
Licenses - Dogs	110000-445101	9,500	(1,250)	8,250
Fees - Clerk	110000-445102	4,000	(2,300)	1,700
Fees - Copies/Publications	110000-445103	5,500	(2,100)	3,400
Sale of Supplies	110000-445104	35,000	14,125	49,125
Miscellaneous Revenue	110000-445106	20,000	6,800	26,800
Fees - Treasurer	110000-445107	8,000	10,000	18,000
Sub-Total		82,000	25,275	107,275
Public Safety Fees				
Court Penalties	110000-446101	160,000	(40,000)	120,000
False Alarm - Police	110000-446102	65,000	(40,250)	24,750
Fees - Police	110000-446102	22,000	(10,000)	12,000
Fees - Ambulance	110000-446105	625,000	(150,000)	475,000
Fees - Accident Response	110000-446203	10,500	(3,000)	7,500
Fees - False Fire	110000-446204	12,000	(3,000)	9,000

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Fees - Fire	110000-446205	6,000	(6,000)	0
Sub-Total		900,500	(252,250)	648,250
DPW Fees				
Fees - Engineering	110000-447301	22,000	(5,500)	16,500
Fees - Highway	110000-447401	15,000	(3,000)	12,000
Sub-Total		37,000	(8,500)	28,500
Pool/Park Fees				
Fees - Pool Concessions	110000-448101	1,200	(1,180)	20
Fees - Swimming Pool	110000-448102	67,000	(41,715)	25,285
Fees - Park Reservations	110000-448201	47,000	(22,875)	24,125
Sub-Total - Pool/Park		115,200	(65,770)	49,430
Development Fees				
Fees - Mowing/Weeds	110000-447601	1,200	(1,200)	0
Fees - Zoning	110000-449103	60,000	(3,700)	56,300
Sub-Total		61,200	(4,900)	56,300
Internal Service Fees				
Fees - Sewer Maintenance	110000-456101	210,000	35,000	245,000
Fees - Water Maintenance	110000-456102	150,000	(5,000)	145,000
Sub-Total		360,000	30,000	390,000
Other Revenues				
Cellular Leasing	110000-458101	242,000	17,000	259,000
Other Grants/Donations	110000-458501	0	430,713	430,713
Revenue Reduction	110000-458303	409,600	(60,000)	349,600
Other Financing Sources	110000-458502	10,000	(10,000)	0
Sub-Total		661,600	377,713	1,039,313
Interest - Investments				
Interest - Investments	110000-459101	170,000	(65,000)	105,000
Total		3,341,250	(214,352)	3,126,898
Expenditure Amendments				
GENERAL GOVERNMENT				
Division	Account	Original Budget	Amendment	Amended Budget
Common Council				
Printing/Publications	110101-680502	4,800	(4,800)	0

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Communications - Cable TV	110101-683211	4,000	1,850	5,850
Sub-Total:		8,800	(2,950)	5,850
Administration				
Printing/Publications	110111-680502	250	1,750	2,000
Contracted Services - General	110111-683201	0	4,100	4,100
Training/Conferences	110111-683501	2,500	(1,500)	1,000
Contingency	110111-683901	25,000	(25,000)	0
Sub-Total:		27,750	(20,650)	7,100
Clerk's Office				
Overtime	110112-670201	4,000	2,700	6,700
Health Insurance	110112-673201	41,277	9,000	50,277
Dental Insurance	110112-673202	1,876	(700)	1,176
Training/Conferences	110112-683501	750	(750)	0
Sub-Total:		47,903	10,250	58,153
Elections				
Postage	110113-683201	4,350	24,650	29,000
Contracted Services - General	110113-683201	55,300	1,580	56,880
Contracted Services - Maintenance	110113-683202	6,632	1,401	8,033
Sub-Total:		66,282	27,631	93,913
Information Technology				
Equip/Small Tools	110117-680401	9,000	(4,000)	5,000
Contracted Services - General	110117-683201	166,428	17,700	184,128
Contracted Services - Maintenance	110117-683202	133,690	(19,000)	114,690
Sub-Total:		309,118	(5,300)	303,818
Finance				
Salaries	110118-670101	274,154	(15,654)	258,500
Social Security	110118-673101	19,488	(788)	18,700
Retirement	110118-673102	18,506	(1,106)	17,400
Health Insurance	110118-673201	76,063	(7,291)	68,772
Dental Insurance	110118-673202	2,385	(1,017)	1,368
Life Insurance	110118-673203	1,439	(716)	723
Office Supplies	110118-680101	250	620	870
Technology Supplies	110118-680102	300	500	800

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Memberships	110118-680501	1,125	(750)	375
Consultants - General	110118-683101	0	7,524	7,524
Contracted Services - General	110118-683201	21,650	5,695	27,345
Liability Insurance	110118-683401	103,550	(5,550)	98,000
Training/Conferences	110118-683501	2,600	(2,100)	500
COVID School District Support	110118-683902	0	100,000	100,000
Photocopiers	110118-688101	19,000	9,500	28,500
Sub-Total		540,510	88,867	629,377
Human Resources				
Salaries	110120-670101	100,994	19,408	120,402
Social Security	110120-673101	7,641	1,400	9,041
Retirement	110120-673102	5,433	2,693	8,126
Health Insurance	110120-673201	8,886	1,754	10,640
Office Supplies	110120-680101	100	1,200	1,300
Contracted Services - General	110120-683101	26,150	(5,150)	21,000
Training/Conferences	110120-683501	1,100	(1,080)	20
Misc Services - Recruiting	110120-683602	5,000	6,500	11,500
Sub-Total		155,304	26,725	182,029
Legal				
Special Legal Counsel - General	110124-683311	3,200	14,100	17,300
Special Legal Counsel - Labor	110124-683312	10,000	9,000	19,000
Sub-Total		13,200	23,100	36,300
PUBLIC SAFETY				
Division	Account	Original Budget	Amendment	Amended Budget
Police				
Salaries	110235-670101	3,429,717	(167,381)	3,262,336
Social Security	110235-673101	280,874	(11,600)	269,274
Retirement	110235-673102	441,177	(15,142)	426,035
Comp Time	110235-670106	125,000	35,000	160,000
Overtime	110235-670201	100,000	(20,000)	80,000
Health Insurance	110235-673201	678,761	33,400	712,161
Long Term Disability	110235-673204	19,200	(5,900)	13,300
Motor Fuels & Lubricants	110235-680402	57,000	(6,000)	51,000

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Printing/Publications	110235-680502	650	(450)	200
Training/Conferences	110235-683501	33,500	(10,500)	23,000
Photocopiers	110235-688101	6,900	(200)	6,700
Sub-Total		5,172,779	(168,773)	5,004,006
Fire/EMS				
EMS Responder	110236-670150	206,538	(15,000)	191,538
Fire Calls	110236-670151	173,877	(65,137)	108,740
Station Work	110236-670160	33,000	(14,200)	18,800
Vehicle Inspections	110236-670161	21,382	3,018	24,400
Staff Training	110236-670162	113,280	(25,680)	87,600
Fire Inspections	110236-670163	9,900	(4,900)	5,000
Community Education	110236-670164	2,475	(1,565)	910
First Responder POC	110236-670171	65,700	(30,200)	35,500
Ambulance POC	110236-670172	98,550	60,000	158,550
Paramedic POC	110236-670173	175,813	94,550	270,363
Fire/EMS Hazard Pay	110236-670174	0	83,000	83,000
Emergency Medical Leave	110236-670205	0	23,025	23,025
Social Security	110236-673101	91,666	6,500	98,166
Retirement	110236-673102	74,427	22,000	96,427
Equipment/Small Tools	110236-680401	24,450	18,550	43,000
Motor Fuels & Lubricants	110236-680402	24,011	(3,000)	21,011
Books & Periodicals	110236-680503	1,500	(500)	1,000
Training/Conferences	110236-683501	27,300	(5,050)	22,250
Sub-Total		1,143,869	145,411	1,289,280
Police Auxilliary				
Uniforms & Clothing	110239-675101	1,900	(1,900)	0
Training/Conferences	110239-683501	200	(150)	50
M&R	110239-686550	500	(500)	0
Sub-Total		2,600	(2,550)	50
PUBLIC WORKS				
Division	Account	Original Budget	Amendment	Amended Budget
Facilities				
Unemployment Compensation	110326-673104	0	1,920	1,920

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Telephone Services	110326-680504	2,200	700	2,900
Contracted Services - General	110326-683201	84,332	(7,500)	76,832
Electric - Safety Building	110326-686101	62,500	(3,670)	58,830
Gas - City Hall	110326-686201	9,000	(1,486)	7,514
Gas - Safety Building	110326-686202	20,500	(2,572)	17,928
Gas - ES Firehouse	110326-686203	3,500	(700)	2,800
Gas - Highway Building	110326-686207	20,000	(6,000)	14,000
M&R - City Buildings	110326-686501	12,000	3,600	15,600
M&R - Safety Buildings	110326-686502	17,000	23,000	40,000
M&R - DPW Buildings	110326-686503	6,500	0	6,500
Sub-Total		237,532	7,292	244,824
Fleet				
Dental Insurance	110355-673202	1,018	1,018	2,036
Work Supplies	110355-680301	77,000	9,000	86,000
Motor Fuels & Lubricants	110355-680402	142,910	(17,910)	125,000
Sub-Total		220,928	(7,892)	213,036
Engineering				
Salaries	110358-670101	358,977	(66,526)	292,451
Social Security	110358-673101	24,373	(1,267)	23,106
Retirement	110358-673102	22,135	(1,683)	20,452
Health Insurance	110358-673201	75,712	(7,200)	68,512
Dental Insurance	110358-673202	3,054	(600)	2,454
Contracted Services - General	110358-683201	17,500	(2,000)	15,500
Training/Conferences	110358-683501	2,500	(1,000)	1,500
Sub-Total		504,251	(80,276)	423,975
Highway				
Salaries	110359-670101	922,726	(30,563)	892,163
Overtime	110359-670201	45,000	(15,000)	30,000
Social Security	110359-673101	66,933	4,067	71,000
Retirement	110359-673102	60,017	3,000	63,017
Health Insurance	110359-673201	220,508	17,500	238,008
Dental Insurance	110359-673202	7,169	891	8,060
Long Term Disability	110359-673204	5,200	(1,500)	3,700

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Work Supplies - Ice and Snow	110359-680320	257,800	(37,800)	220,000
Work Supplies - Street Maintenance	110359-680321	55,000	(5,000)	50,000
Contracted Services - General	110359-683201	31,240	6,700	37,940
Contracted Services - Maintenance	110359-683202	15,000	2,400	17,400
Auto Insurance	110359-683402	33,400	4,300	37,700
Water - DPW Building	110359-686403	4,600	2,500	7,100
M&R	110359-686550	8,750	12,000	20,750
Sub-Total		1,733,343	(36,505)	1,696,838
Forestry				
Salaries	110363-670101	104,808	(34,000)	70,808
Overtime	110363-670201	1,500	(1,500)	0
Social Security	110363-673101	8,017	(2,900)	5,117
Retirement	110363-673102	6,636	(1,500)	5,136
Health Insurance	110363-673201	54,872	(30,000)	24,872
Dental Insurance	110363-673202	0	900	900
Life Insurance	110363-673203	578	(428)	150
Work Supplies - Forestry	110363-680351	16,262	(4,000)	12,262
Sub-Total		192,673	(73,428)	119,245
COMMUNITY ENRICHMENT				
Division	Account	Original Budget	Amendment	Amended Budget
Pool				
Training/Conferences	110472-673501	500	(500)	0
Sub-Total		500	(500)	0
Parks				
Salaries	110474-670101	374,219	(61,000)	313,219
Overtime	110474-670204	3,000	(1,000)	2,000
Social Security	110474-673101	26,976	(3,426)	23,550
Retirement	110474-673102	22,992	(2,692)	20,300
Health Insurance	110474-673201	107,656	(7,818)	99,838
Dental Insurance	110474-673202	1,702	833	2,535
Contracted Services - Maintenance	110474-683202	30,325	2,000	32,325
Training/Conferences	110474-683501	820	(420)	400
M&R	110474-686550	9,480	3,250	12,730

Attachment: Attachment A: FY2020 Budget Amendment Updated 12-31-20 (ORDINANCE 2020-1584 :

Sub-Total		577,170	(70,273)	506,897
COMMUNITY DEVELOPMENT				
Division	Account	Original Budget	Amendment	Amended Budget
Planning				
Health Insurance	110578-673201	52,606	22,800	75,406
Dental Insurance	110578-673202	1,018	1,018	2,036
Books & Periodicals	110578-680503	1,000	(1,000)	0
Training/Conferences	110578-683501	1,100	(1,100)	0
Photocopiers	110578-688101	0	2,410	2,410
Sub-Total		55,724	24,128	79,852
Inspections				
Salaries	110244-670101	381,858	(67,000)	314,858
Comp Time	110244-670106	1,000	3,850	4,850
Overtime	110244-670201	500	715	1,215
Social Security	110244-673101	27,303	(4,785)	22,518
Retirement	110244-673102	25,775	(4,775)	21,000
Health Insurance	110244-673201	129,564	(26,664)	102,900
Sub-Total		566,000	(98,659)	467,341
Total Net Expenditure Amendments		11,576,236	(214,352)	11,361,884



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Kaitlyn Krueger, Finance Director
DATE: January 7, 2021
SUBJECT: January 2021 Finance and Personnel Work Plan

Attachments:
Finance-Personnel Work Plan(DOCX)

2021 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
January	- Resolution Approving a Conservation Easement Agreement Between the City of Mequon and the Milwaukee Metropolitan Sewerage District for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa - Resolution Approving the Award of a Contract for Completion of an Organizational Analysis of the Community Development Department to Management Partners, Cincinnati, Ohio, in the Amount of \$53,900 - Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2021 - Ordinance Approving a Budget Amendment for FY2020

Future Agenda Topics

- Financial Policy and City Ordinance Reconciliation - Compensation Plan Analysis	- IT Coordinator Services RFP - User Fee Financial Policy - Life Insurance Review
--	---

2021 Completed Items

--	--