



11333 N. Cedarburg Road
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, February 11, 2025
6:30 PM
North Conference Room

Agenda

1) Call to Order

2) Approve Meeting Minutes

Action requested: review and approve

1. Finance-Personnel Meeting Minutes of January 14, 2025

3) Vouchers Paid

1. January 2025 Vouchers Paid List

4) Resolutions

Action requested: review and recommend approval

1. **RESOLUTION 4176** A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257
2. **RESOLUTION 4177** A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC

5) Discussion Items

Action requested: discuss and take action as needed

1. 2024 YTD Cash & Investment Report as of 12/31/2024
2. Finance - Personnel Work Plan

Dated: February 11, 2025

/s/ Andrew Nerbun, Chair

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

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

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



11333 N. Cedarburg Road
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 14, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Matt Slowinski, Dana Investment Advisors and Mark Turner, R&R Insurance.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of December 10, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Strzelczyk
NOT PRESENT:	Parrish

3) License Applications

a. January 2025 License

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

Attachment: 011425 (10010 : January 14, 2025 Finance-Personnel Meeting Minutes)

AYES:	Gebhardt, Strzelczyk	
NOT PRESENT:		Parrish

4) Vouchers Paid

a. December 2024 Vouchers Paid List

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES:	Gebhardt, Strzelczyk	
NOT PRESENT:		Parrish

5) Presentation & Discussion

a. 2024 Q4 Investment Portfolio Update-DANA Investment Advisors

Matt Slowinski from Dana Investment Advisors was in attendance at the meeting and spoke about the City's investment portfolio through December 31, 2024. Mr. Slowinski also gave an update regarding the current economy and the market outlook for 2025. Discussion ensued regarding a recommendation to add 20% allocation to a long-term portfolio.

6) Resolutions

a. **RESOLUTION 4170** A Resolution Approving the City of Mequon’s Insurance Program for Fiscal Year 2025 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$376,990

Mark Turner from R&R Insurance was in attendance at the meeting to answer any questions regarding the 2025 insurance renewal. Mr. Turner explained the overall premium is about \$18,000 less than 2024. This is mainly due to an excellent Worker's Compensation mod rate. The question was asked whether the City has a robust cyber insurance policy. Mr. Turner said the City does and he will share "real world" examples of what it all covers.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish, Strzelczyk
--------------	-------------------------------

b. **RESOLUTION 4171** A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon and the Mequon Police Association for the Period January 1, 2025 - December 31, 2027

Assistant Administrator Schoenemann briefed the Committee of the process staff undertook with the Mequon Police Union over the last couple of months. Mr. Schoenemann explained the salary structure and that this is another three-year agreement. Mr. Schoenemann also pointed out the other language changes in the agreement that were of note.

Committee members complimented staff on another three-year duration agreement.

Attachment: 011425 (10010 : January 14, 2025 Finance-Personnel Meeting Minutes)

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

AYES: Gebhardt, Parrish, Strzelczyk

- 7) Discussion Items
a. Finance - Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 7:11 p.m. by Alderman Parrish, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID: JANUARY 2025

GENERAL FUND (0110)	\$ 1,225,479.26
SPECIAL REVENUE FUND (0210)	19.99
PARKS & OPEN SPACE (0220)	47,042.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	191,642.68
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	574,232.62
SEWER UT FUND (0610)	488,606.04
WATER UT FUND (0620)	534,495.31
TAX FIDUCIARY FUND (0810)	33,488.19
TOTAL	<u>\$ 3,095,006.09</u>

Attachment: Voucher List (10033 : January 2025 Vouchers Paid List)

				Grand Total	\$3,095,006.09
Processed by Department	Vendor Number	Vendor Name	Invoice Description		Line item amount
Assessor	11303	WISCONSIN DEPARTMENT OF REVENUE 8971	ANNUAL FEE ASSESSING FOR MANUFACTURING PROPERTIES		7,064.69
Assessor Total					7,064.69
Building Maintenance	13570	ATLAS COPCO NORTH AMERICA INC.	COMPRESSOR REPLACEMENT FOR AIR SYSTEM AT DPW BUILD		11,303.76
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPALCE SEAL ON BOILER PUMP @CITY HALL		2,955.10
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT		1,887.00
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - CITY BLDGS		1,023.87
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	JANITORIAL SUPPLIES - CITY BLDGS		925.02
Building Maintenance	13011	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT		654.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	CHILLER MALFUNCTION - SOFTWARE FIX		537.50
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.00
Building Maintenance	10686	MCCONN INC	HAND SOAP DPW		375.00
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT		324.79
Building Maintenance	11145	TELOCIN GROUP INC	GENERATOR REPAIR CITY HALL		320.00
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICE CITY HALL OCT, NOV, DEC		317.34
Building Maintenance	10691	MENARDS	PLUMBING & ELECTRICAL SUPPLY -CH		307.59
Building Maintenance	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	CLERK LIGHT FAILURE - SB		225.30
Building Maintenance	13548	HLOL HOLDINGS LLC	LOBBY PAINT CITY HALL		206.93
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT DECEMBER		135.00
Building Maintenance	10691	MENARDS	PLUMBING SUPPLY CITY HALL		128.04
Building Maintenance	13553	MILLENNIUM SAFETY LLC	CITY HALL FIRST AID		76.34
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	URINAL PLUGS CITY HALL		45.60
Building Maintenance	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		41.74
Building Maintenance	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		41.58
Building Maintenance	12883	PB HAHN & CO INC	CAP TOILET BOLT & MOUSE TRAP		28.77
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	Janitorial Supplies - WALL MOUNT SANI NAPKINS		26.16
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	FORKS FOR CITY HALL		20.89
Building Maintenance	13073	BOEHLKE HARDWARE & PLUMBING	CITY HALL DRAIN PLUG		13.18
Building Maintenance	10691	MENARDS	ELECTRICAL HOOKUP SUPPLIES FOR COMPRESSOR		8.79
Building Maintenance Total					22,464.29
City Administrator	11540	LEMBERG ELECTRIC COMPANY INC	CONVERSION OF WATCHFIRE SIGN TO LIFETIME DATA PLAN		5,635.00
City Administrator	11246	WCMA EXECUTIVE DIR	WCMA ANNUAL MEMBERSHIP - W. JONES		247.50
City Administrator	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		37.92
City Administrator	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		37.70
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	TABLECLOTHS FOR EMPLOYEE HOLIDAY PARTY		19.95
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	SELF-SEAL SECURITY ENVELOPES		4.94
City Administrator Total					5,983.01
City Clerk	11747	CIVICPLUS LLC	CIVICPLUS ANNUAL SUBSCRIPTION REQ#15		6,494.25
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995		6,000.00
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995		4,000.00
City Clerk	12532	GRANICUS, LLC	CIVIC STREAMING AND AGENDA MINUTES JAN 2025		1,380.22
City Clerk	12532	GRANICUS, LLC	CIVIC STREAMING AND AGENDA MINUTES FEB2025		1,380.22
City Clerk	10896	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	POSTAL MACH QTR FEES 10/18/24-1/17/25		916.17
City Clerk	13026	ODP BUSINESS SOLUTIONS LLC	PAPER FOR COIERS		392.92
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	PUBLICATION SERVICES NOV-DEC24		177.96
City Clerk	12651	AMAZON CAPITAL SERVICES, INC	AMAZON LEGAL PAPER, LETTER OPENERS, USB DRIVES		120.72
City Clerk	13026	ODP BUSINESS SOLUTIONS LLC	STAMPER INK, ENVELOPES AND PAPER		67.45
City Clerk Total					20,929.91
Common Council	10635	THE LEAGUE OF WISCONSIN MUNICIPALITIES	CITY OF MEQUON MEMBERSHIP DUES 1/1/2025-12/31/2025		13,011.36
Common Council	13138	OUTDOOR ACCENTS LLC	2024 CITY HALL HOLIDAY LIGHTING		5,911.97
Common Council	13578	CEDARBURG CULTURAL CENTER INC	2024 HOLIDAY PARTY VENUE FEES		2,497.84
Common Council	13134	T&G THIENSVILLE INC	2024 HOLIDAY PARTY CATERING & FOOD		1,440.00
Common Council	90001	TEMP STAFF REIMB	RETIREMENT RECOGNITION		1,250.00
Common Council	12651	AMAZON CAPITAL SERVICES, INC	CERTIFICATE PLAQUE FOR PROCLAMATION		29.95
Common Council Total					24,141.12
Communications	12651	AMAZON CAPITAL SERVICES, INC	DISPATCH OFFICE SUPPLIES - FLASH DRIVES		76.39
Communications Total					76.39
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER		1,512.00
Community Development	11581	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES		162.84
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES FOR PC		133.50
Community Development	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		78.20
Community Development	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		77.74
Community Development Total					1,964.28
Elections	10854	OZAUKEE COUNTY CLERK	OZ CTY CLRK IMAGE CAST EVOL MACHINE		7,310.72
Elections	10108	BEAR GRAPHICS INC	BEAR GRAPHICS EL122 INNER ABSENTEE ENVELOPES		1,010.99
Elections	10108	BEAR GRAPHICS INC	BEAR GRAPHICS EL120 OUTER ENVELOPES		1,010.98
Elections Total					9,332.69
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,175.00
Engineering	12322	BAXTER & WOODMAN, INC.	ENCLAVE 8 SWMP REVIEW		536.25
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		405.00
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345		330.31
Engineering	12353	HARWOOD ENGINEERING CONSULTANTS	BURR OAK SWMP REVIEW		224.00
Engineering	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		165.82
Engineering	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		164.86
Engineering	11165	USCC SERVICES LLC	ENGINEERING GPS CELL SERVICE - JAN		25.82
Engineering	11165	USCC SERVICES LLC	ENGINEERING GPS SURVEY EQUIPMENT-DEC		25.52
Engineering Total					4,052.58
Finance	12392	AMERICAN BUSINESS TECHNOLOGIES, INC.	2024 PRINTING & MAILING TAX BILLS		2,988.38
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2024 AUDIT SERVICES		2,894.50
Finance Total					5,882.88
Fire / EMS	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2025 SOFD ANNUAL FUNDING & CAPITAL CONTRIBUTION		369,705.25
Fire / EMS Total					369,705.25
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL		20,136.77
Fleet Services	13013	EDWARD H WOLF & SONS INC	DIESEL FUEL		19,022.30
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	EMISSION SYSTEM REPAIR 307		6,191.22
Fleet Services	10475	HALRON LUBRICANTS INC	BULK OIL		4,725.40
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	FUEL SYSTEM REPAIR ON PLOW TRUCK 307		2,696.08

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09
				Line item amount	
Fleet Services	10360	JFTCO, INC	EGR COOLER 336		2,603.37
Fleet Services	10451	GRAY'S INC	PLOW EDGES		2,588.00
Fleet Services	10540	INTERSTATE POWER SYSTEMS, INC	TRANS PARTS 303		1,938.20
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERIES FOR LIFTS		1,426.56
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL FILTER RECYCLING		1,311.67
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	MIRROR FOR 310		674.47
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BRAKES FOR 300		665.26
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BRAKES FOR 300		635.50
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRE FOR 300		591.78
Fleet Services	13540	FUEL SYSTEMS INC	EXHAUST FOR 300		551.57
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	SPINNER MOTORS		543.84
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKES FOR SQUAD 10		446.65
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	MODULE FOR 319		442.21
Fleet Services	10475	HALRON LUBRICANTS INC	ANTIFREEZE		422.19
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS		384.18
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS		284.12
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	PLOW LIGHTS		269.90
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	SENSOR FOR 315		260.11
Fleet Services	12856	PERFECT CIRCLE TIRE LLC	TIRES FOR 9554		220.95
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	COIL & PLUGS 955		211.12
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BRAKE PARTS 960		172.56
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY		165.19
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERIES FOR 554		145.62
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	SOLINOIDS		141.60
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	BEADS FOR 300		135.92
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	SANDING DISCS		129.71
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	FILTERS		122.36
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	HEATER HOSE 955		119.18
Fleet Services	10540	INTERSTATE POWER SYSTEMS, INC	TRANS PARTS 303		117.10
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	OIL FILTERS		100.81
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL		100.44
Fleet Services	10803	NEWMAN CHEVROLET INC	THERMOSTAT FOR 9551		89.73
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	WIRE CONNECTORS		85.08
Fleet Services	12253	MCMMASTER-CARR SUPPLY COMPANY	SHOP SUPPLIES		81.14
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	WIPER BLADES		69.90
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	COOLANT FOR 971		59.51
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	WASHER FLUID		57.84
Fleet Services	10135	BOBCAT PLUS INC	FILTER FOR 412		57.36
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS		53.98
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	ALARM FOR 317		41.83
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	AIR LINE FITTINGS		39.48
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BRAKES FOR 300		38.84
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BLOWER FOR 208		37.11
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	VALVE FOR 960		37.09
Fleet Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		36.15
Fleet Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		35.96
Fleet Services	12390	ADVANCE AUTO PARTS	BRAKES FOR 406		32.07
Fleet Services	12390	ADVANCE AUTO PARTS	FILTERS		31.80
Fleet Services	11675	GIELOW'S LAWN & GARDEN EQUIPMENT INC	NUTS FOR 440		30.40
Fleet Services	12390	ADVANCE AUTO PARTS	FILTER FOR 802		23.34
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS		22.25
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS		20.72
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	NOZZLE FOR 402		19.20
Fleet Services	12390	ADVANCE AUTO PARTS	PLUG FOR 406		18.42
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BAR FOR 970		16.52
Fleet Services	12390	ADVANCE AUTO PARTS	CLEANER		15.59
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	TAIL LIGHTS		14.81
Fleet Services	13073	BOEHLKE HARDWARE & PLUMBING	SEALER		12.57
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS		5.86
Fleet Services	10523	APPLIED US, L.P.	FITTINGS		2.69
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	RETURN-PL30CL PROLINE CLEVIS-QTY 2		-4.52
Fleet Services	10803	NEWMAN CHEVROLET INC	RETURN-SEALS		-6.27
Fleet Services	10475	HALRON LUBRICANTS INC	RETURN-DRUM		-20.00
Fleet Services Total					71,750.36
Forestry	12505	ENER-CON INC	BRUSH GRINDING @ BRUSH SITE- DECEMBER		11,862.50
Forestry	11497	LF GEORGE INC	CHIPPER KNIVES		427.65
Forestry	10639	CARY A. SCHOESSOW	SIGNS FOR ARBOR DAY		246.00
Forestry	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SAW CHAIN SHARPENING		159.00
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM JANUARY		91.00
Forestry	12883	PB HAHN & CO INC	PAINT FOR EQUIPMENT		76.23
Forestry	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		34.31
Forestry	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		34.11
Forestry	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAINSAW CHAIN		24.99
Forestry	12651	AMAZON CAPITAL SERVICES, INC	FIBERGLASS WAX FOR LIFT TRUCK		17.35
Forestry	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SAW CHAIN SHARPENING		7.95
Forestry Total					12,981.09
General Fund - General Activites	13077	MUNICIPAL PROPERTY INSURANCE COMPANY	CITY OF MEQUON 2025 PROPERTY INSURANCE		68,301.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2025 LIABILITY & CYBER INSURANCE-INSTALLMENT #1		47,083.25
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2025 WORKERS COMP INSURANCE-INSTALLMENT #1		28,475.00
General Fund - General Activites	90007	MISC REFUNDS	ESCROW REFUND LANDSCAPING INSTALLATION		13,937.50
General Fund - General Activites	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	SETTLEMENT OF SOFD RECEIVABLE THRU 12/31/2024		7,632.30
General Fund - General Activites	90007	MISC REFUNDS	OZAUKEE COUNTRY CLUB DRAINAGE ESCROW RELEASE		5,598.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	STORAGE TANK LIABILITY, LINES TAX, & BROKER FEE		4,524.79
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2025-2/28/2025		3,091.09
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 1/3/2025		2,220.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11300 PORT WASHINGTON		2,021.00

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09
				Line item amount	
General Fund - General Activities	10950	R&R INSURANCE SERVICES INC	2025 CRIME INSURANCE		1,937.00
General Fund - General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/3/2025		1,240.09
General Fund - General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/17/25		1,240.09
General Fund - General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/31/25		1,240.09
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND PLUMBING PERMIT P44151 EASTBROOK CONDO'S		872.00
General Fund - General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/3/2025		675.00
General Fund - General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/17/2025		675.00
General Fund - General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/31/2025		675.00
General Fund - General Activities	90007	MISC REFUNDS	REFUND CANCELLED PLANNING COMMISSION APPLICATION		650.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10930 PORT WASHINGTON		420.00
General Fund - General Activities	13554	DVM INSURANCE AGENCY	EMPLOYEE PET INSURANCE PREMIUMS		346.45
General Fund - General Activities	90007	MISC REFUNDS	REFUND HOLDING TANK REPLACEMENT DEPOSIT		250.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 1/11/25		200.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND N.REUTER PARK SECURITY DEPOSIT 10/12/2024		200.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 3409 W CLUBVIEW		183.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8041 W PRESERVE PKWY		155.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT 10528 GAZEBO/9106 STANFORD		130.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEP 221 BEECHWOOD/12908 SHORELAND		130.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEP 3628 SHERBROOKE/7203 PIONEER		130.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT 11919 RIVER/707 SAN JOSE		130.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 3600 CANDLEWICK CT		105.00
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2025-2/28/2025		104.00
General Fund - General Activities	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		103.23
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10930 PORT WASHINGTON		98.00
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT FEBRUARY 2025		89.30
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 9931 N OTTO ROAD		84.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9806 N ANDOVER		66.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10453 N CIRCLE RD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10405 N HADDONSTONE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 2627 W LAKE PARK CT		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9700 W FOXKIRK		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 9123 W STANFORD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10148 N KENILWORTH		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10336 N WESTPORT		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10419 N RANGE LINE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 3010 W CHESTNUT RD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10432 N COUNTRY CLUB		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 7575 W HERON POND		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 935 W SHAKER CIRCLE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10228 GRASSLYN RD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10424 N COUNTRY CLUB		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 13910 N GREEN BAY		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8000 W BONNIWELL		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 8610 W HAWTHORNE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 11871 N SPRINGDALE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10821 N HEDGEWOOD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10324 SAVANNAH CT		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 3611 W HAVEN		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 527 E CEDAR STREET		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 326 W SADDLEWORTH		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 10503 N STRATFORD		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 7250 W HIGHLAND DRIVE		65.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 9741 W HUNTINGTON		60.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 911 W CEDAR RIDGE CT		60.00
General Fund - General Activities	90006	PERMIT REFUNDS	INSPECTION SECURITY DEPOSIT 7523 W MEQUON SQUARE		55.00
General Fund - General Activities	90005	TAX CHECK REFUNDS	INSPECTION SECURITY DEPOSIT 1730 W FIESTA		35.00
General Fund - General Activities	10610	LABOR ASSOCIATION OF WISCONSIN, INC.	MEQUON PAYROLL 1/17/2025 GRAYCAREK		10.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 1/11/25		-0.03
General Fund - General Activities	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 1/11/25		-5.47
General Fund - General Activities Total					196,851.68
Highway	10051	AMERICAN SIGNAL CORPORATION	SIREN MAINTENANCE		2,100.00
Highway	12652	COMPLETE LAWN AND LANDSCAPE SUPPLY	CALCIUM CHLORIDE FLAKES		1,904.00
Highway	10878	PAYNE & DOLAN INC	ASPHALT		1,071.41
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	REPLACE STREETLIGHT POLE HIT BY CAR		1,069.93
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	REPAIR STREETLIGHT @ MEQUON & ORIOLE LN		654.29
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD OCT		600.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD NOV		500.00
Highway	10691	MENARDS	MAILBOX REPAIR SUPPLIES		428.74
Highway	10330	JOHN M. ELLSWORTH CO. INC.	2" PED PUMP W/ BEARING PAD		376.64
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	REPLACE TRAFFIC LIGHT BLUB @ FRIESTSDT & WAUWATOSA		369.78
Highway	11248	WE ENERGIES	ELECTRIC FOR SIREN-SWAN ROAD		324.36
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD JUNE		300.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD JULY		300.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD DECEMBER		300.00
Highway	10428	FRANK D GILLITZER ELECTRIC COMPANY LTD	REPLACE PHOTO EYE ON LIGHTS CEDARBURD RD		271.56
Highway	13548	HLOL HOLDINGS LLC	PAINT & SUPPLIES		227.46
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD MAY		200.00
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	BAR & OIL FOR CHAIN SAWS		195.94
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES - JANUARY		193.46
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES		193.46
Highway	10484	HARTMANN SAND & GRAVEL CO, INC	TREATED SAND FOR GRAVEL ROADS		188.98
Highway	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		121.36
Highway	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		121.14
Highway	13553	MILLENNIUM SAFETY LLC	FIRST AID KIT SUPPLIES		103.28
Highway	10814	NORTH LAKESHORE PUBLIC WORKS ASSOCIATION	2025 MEMBERSHIP DUES T. WEYKER		100.00
Highway	11195	USIC LOCATING SERVICES INC	LOCATES DEC		99.96

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09
					Line item amount
Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	TRAFFIC SIGNAL COVER		75.00
Highway	11044	SHERWIN INDUSTRIES INC	PLOW MARKERS		56.75
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SAW CHAINS		42.97
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	CHAIN SHARPEN		23.85
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	SAW PARTS		15.93
Highway	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	BAR GRIND		15.00
Highway	10287	DIGGERS HOTLINE INC	LOCATING DECEMBER		1.74
Highway Total					12,546.99
Human Resources	13531	CONCENTRA HEALTH SERVICES, INC.	RANDOM DOT COLLECTION FEES		192.00
Human Resources	12882	AURORA MEDICAL GROUP, INC.	Aurora: Pre-Employment Testing		160.00
Human Resources	10226	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST P.A.	EMPLOYEE VACCINATION SERVICES		110.00
Human Resources	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		36.16
Human Resources	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		35.95
Human Resources	90001	TEMP STAFF REIMB	REIMBURSEMENT WELLNESS GRANT PURCHASES		22.22
Human Resources Total					556.33
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries		9,885.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries		9,885.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	SAN Renewal with Support Services		9,000.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	SAN Renewal with Support Services		3,877.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	vCenter Software Updates		1,925.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MWF Annual Maintenance Fee		1,816.92
Information Services	12651	AMAZON CAPITAL SERVICES, INC	LENOVO MINI DESKTOP COMPUTERS		1,374.16
Information Services	12629	TELECOM FITNESS INC	Phone & Internet Provider Support - Telcom Fitness		1,200.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	City-Wide Print Services Contract & Lease		1,157.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	City-Wide Print Services Contract & Lease		1,157.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet at All Primary City Facilities		895.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	City-Wide Printer Supplies		737.26
Information Services	12602	ADVANCED TECHNICAL LLC	Repairs for City Building Security Camera		725.17
Information Services	13527	DIGICORP, INC	City Website DNS Updating Services		420.00
Information Services	12589	MARCO HOLDINGS, LLC	Phone System Repairs		370.00
Information Services	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES		314.77
Information Services	12651	AMAZON CAPITAL SERVICES, INC	VARIOUS OFFICE SUPPLIES		282.93
Information Services	90001	TEMP STAFF REIMB	REIMBURSEMENT PROFESSIONAL DEVELOPMENT COURSE		255.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network for 4 Buildings		200.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	ASURION LAPTOP 3 YEAR PROTECTION PLAN		196.99
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Internet at All Primary City Facilities		150.00
Information Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		33.81
Information Services	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		33.61
Information Services	12651	AMAZON CAPITAL SERVICES, INC	USB WIFI ADAPTER FOR PC		25.00
Information Services Total					45,916.62
Inspections	10609	KWK ELECTRIC INC	COMMERCIAL ELECTRICAL INSPECTIONS		2,640.00
Inspections	11581	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES		734.79
Inspections	11288	WIS DEPT OF ADMINISTRATION	State Seals - 20		667.60
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER		488.00
Inspections	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		153.63
Inspections	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		153.03
Inspections	10325	ELECTRICAL INSPECTORS ASSOCIATION OF	EIASW Membership for Greg		40.00
Inspections Total					4,877.05
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	von Briesen & Roper Legal Services		11,868.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES		6,982.50
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES		6,775.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES		6,650.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2024 LEGAL FEES		6,650.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	von Briesen & Roper Legal Services		3,174.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	von Briesen & Roper Legal Services		3,170.23
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES		2,500.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES		540.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	von Briesen & Roper Legal Services		34.50
Legal Counsel Total					48,344.23
Library Services Grant	11133	THIENSVILLE, VILLAGE OF	1ST QUARTER 2025 LIBRARY SUPPORT		287,500.00
Library Services Grant Total					287,500.00
Local Road Projects	10878	PAYNE & DOLAN INC	2024 ROAD PROGRAM RES 4107		317,802.09
Local Road Projects	10445	GRAEF-USA INC	M-T BIKEWAY STUDY RES. 4070, 4118		17,342.81
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	M-T BIKEWAY STUDY RES. 4070, 4118		0.12
Local Road Projects Total					335,145.02
Parks	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT BACKPACK SPRAYERS - PARKS		355.88
Parks	10691	MENARDS	PARK SUPPLIES/DOG POOP BOX MATERIAL		190.89
Parks	10691	MENARDS	PARK BENCH LUMBER		133.20
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS - SANDER FOR BENCHES		115.18
Parks	12651	AMAZON CAPITAL SERVICES, INC	SALT BIN REPLACEMENT		109.99
Parks	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES- PENS, STICKY NOTES, AND PLANNERS		106.08
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES- CONTROLLER MOUNT		62.49
Parks	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		51.17
Parks	12883	PB HAHN & CO INC	5 GAL PLASTIC BUCKETS		43.13
Parks	12651	AMAZON CAPITAL SERVICES, INC	WHITE LUMINARY BAGS - WALK		39.98
Parks	12651	AMAZON CAPITAL SERVICES, INC	SIDE MIRRORS FOR GATOR		32.00
Parks	12883	PB HAHN & CO INC	CLEANING & PAINTING SUPPLIES ROTARY		20.29
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS - SHOVEL		14.39
Parks	12651	AMAZON CAPITAL SERVICES, INC	LAPTOP CASE		12.50
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-COMPKS-SANDER DISC		10.78
Parks	12883	PB HAHN & CO INC	MOUNTING ADHESEVE FOR PLAQUE		7.73
Parks	12883	PB HAHN & CO INC	LAUNDRY SUPPLIES		6.83
Parks	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		-1.96
Parks Total					1,310.55
Parks & Open Space	13526	ALTIUS BUILDING COMPANY	LEMKE PARK COMBINED FACILITY CONSTRUCTION #9		39,242.00
Parks & Open Space Total					39,242.00

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09
					Line item amount
Parks Nature Preserve	11538	MEQUON NATURE PRESERVE, INC	Q3 & Q4 2024 MEQUON NATURE PRESERVE RENT REBATE		7,800.00
Parks Nature Preserve Total					7,800.00
Police	10417	GENERAL COMMUNICATIONS INC	2025 MAINTENANCE SERVICE AGREEMENT		21,840.00
Police	12944	FLOCK GROUP INC	FLOCK ANNUAL SUBSCRIPTION		16,600.00
Police	12183	LEXIPOL LLC	LEXIPOL SUBSCRIPTION		10,353.28
Police	11859	DILLETT MECHANICAL SERVICES, INC	VENTILATION SYSTEM - PD		9,860.00
Police	11520	KIESLER'S POLICE SUPPLY, INC	FIREARMS, EQUIPMENT, & ACCESSORIES		2,387.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - DOOR CONTROLLER		1,610.35
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - CHAIRS		1,229.88
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICE		949.08
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS		664.50
Police	13577	TIMOTHY S WHITCOMB	POLICE TRAINING		577.91
Police	13523	VERIZON COMMUNICATION INC	CELL PHONE SERVICE		525.00
Police	11835	EWALD'S HARTFORD FORD LLC	SQUAD MAINTENANCE/REPAIR		480.09
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - DRIVE & MEMORY		455.37
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - LOCK STRIKE KITS		405.66
Police	13186	MOTOROLA SOLUTIONS INC	BODY CAMERA MAINTENANCE		300.00
Police	12651	AMAZON CAPITAL SERVICES, INC	GYM TV		299.99
Police	13186	MOTOROLA SOLUTIONS INC	BODY CAMERA MAINTENANCE		265.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - MONITOR		245.10
Police	11137	WEST PUBLISHING CORPORATION	CLEAR INVESTIGATIVE SERVICE		194.71
Police	12857	VISUAL IMAGE PHOTOGRAPHY	OFFICER PHOTOGRAPHS		175.00
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES		154.84
Police	11520	KIESLER'S POLICE SUPPLY, INC	FIREARMS, EQUIPMENT, & ACCESSORIES		141.00
Police	11153	TRANS UNION LLC	CREDIT HISTORIES		138.04
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT		132.10
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - PROCESSOR CORES		119.97
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - CLERK PC		114.99
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - CARSEATS		111.98
Police	13026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES		106.39
Police	13579	AT&T MOBILITY NATIONAL ACCOUNTS, LLC	CELL TOWER RECORDS		95.00
Police	11056	SIRCHIE ACQUISITION COMPANY LLC	EQUIPMENT / TESTING SUPPLIES		89.78
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES		80.00
Police	11211	VERIZON WIRELESS SERVICES LLC	PHONE RECORDS		75.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD WORK SUPPLIES - RAM		51.99
Police	10736	MILWAUKEE AREA TECHNICAL COLLEGE	POLICE TRAINING		50.00
Police	10408	GALL'S LLC	POLICE UNIFORMS/EQUIPMENT		42.93
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK		42.00
Police	12651	AMAZON CAPITAL SERVICES, INC	GYM TV		39.99
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES		37.64
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - TOILET SEAT		36.47
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 12/11/24 & 12/17/24		28.16
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT K9 TRAINING 12/13/24 & 12/16/24		25.64
Police	10852	OZAUKEE COUNTY LAW ENFORCEMENT PROFESSIONALS	OZAUKEE CHIEFS MEMBERSHIP		25.00
Police	12882	AURORA MEDICAL GROUP, INC.	BLOOD DRAW		25.00
Police	12882	AURORA MEDICAL GROUP, INC.	LEGAL BLOOD DRAWS		25.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT K9 TRAINING 1/3/25 & 1/6/25		23.87
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD EQUIPMENT AND REPAIRS		16.57
Police Total					71,247.27
Public Safety Equipment	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2025 SOFD ANNUAL FUNDING & CAPITAL CONTRIBUTION		10,000.00
Public Safety Equipment Total					10,000.00
Public Safety Vehicles	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	2025 SOFD ANNUAL FUNDING & CAPITAL CONTRIBUTION		100,000.00
Public Safety Vehicles Total					100,000.00
Public Works Other	13524	MSA PROFESSIONAL SERVICES, INC.	MSA COMP PLAN (CAPITAL)		4,541.60
Public Works Other Total					4,541.60
Public Works Vehicles	11676	TRUCK COUNTRY OF WISCONSIN	RES 4122 PURCHASE OF REPLACEMENT PLOW TRUCK CHASSI		117,546.00
Public Works Vehicles Total					117,546.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2025-2/28/2025		235.11
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/3/2025		80.77
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/17/25		80.77
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 8648779 7844747 7657807 1/31/25		80.77
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/3/2025		70.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/17/2025		70.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 1/31/2025		70.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT FEBRUARY 2025		9.04
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2025-2/28/2025		8.00
Sewer General Activities Total					704.46
Sewer UT Operations	10743	MILWAUKEE METROPOLITAN SEWERAGE DISTRICT	Q4 MMSD USER CHARGES		447,442.24
Sewer UT Operations	10878	PAYNE & DOLAN INC	2024 ROAD PROGRAM RES 4107		11,780.00
Sewer UT Operations	12690	APPLIED TECHNOLOGIES INC	DESIGN LS E REPLACEMENT (3616-23-E) RES#4033		6,220.00
Sewer UT Operations	10241	CRN TOPCO LLC	CHECK VALVES STATION Q		4,914.16
Sewer UT Operations	12856	PERFECT CIRCLE TIRE LLC	REAR TIRES 605		3,533.64
Sewer UT Operations	10341	ENERGENECS INC	2 TRANSDUCERS		2,865.72
Sewer UT Operations	12225	PRIMADATA	ADVANCE PYMT OF Q4 UTILITY BILL POSTAGE		2,160.00
Sewer UT Operations	13112	BEC ENTERPRISES LLC	HOSE FITTING 605		2,155.52
Sewer UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		1,636.21
Sewer UT Operations	10341	ENERGENECS INC	LIFT STATION G ANTENNA		866.68
Sewer UT Operations	12888	LAKE VIEW ELECTRONICS CORPORATION	ELECTRICAL CONNECTOR		670.59
Sewer UT Operations	12883	PB HAHN & CO INC	DEHUMIDIFIER		539.97
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES		535.00
Sewer UT Operations	10995	RUEKERT & MIELKE INC	MMSD BUDGET REVIEW		398.85
Sewer UT Operations	10239	COUNTY MATERIALS CORP	MASTIK FOR MANHOLE REPAIR		240.00
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2024 SEWER FLATS		237.71
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	ADAPTER, HAMMER, LIGHT		208.42
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2024 WATER VOLUME/SEWER		198.11
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	LIFT STATION OFFICE SUPPLIES		184.69

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09
				Line item amount	
Sewer UT Operations	10321	EGELHOFF'S LAWN MOWER SERVICE INC.	DRIVE SHAFT, TUBE, GUIDE BAR		152.29
Sewer UT Operations	10446	W.W. GRAINGER, INC.	DRAWER CABINET		130.28
Sewer UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		123.88
Sewer UT Operations	10446	W.W. GRAINGER, INC.	SLEEVE COUPLING INSERT		110.60
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	LABEL MAKER		110.09
Sewer UT Operations	12883	PB HAHN & CO INC	POWER STRIPS,LED A19 E26 DL 100W 6PK,ELECTRICAL CO		106.15
Sewer UT Operations	12482	CITY OF MILWAUKEE-DPW	Q4 2024 SEWER AGREEMENT #2531		83.00
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	IPAD CASE		77.99
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	IPAD CASE		77.99
Sewer UT Operations	12883	PB HAHN & CO INC	FLUOR 40W, PIPE CUTTER, DIE 1" HEX 1/8 & 1/4, TAP		74.28
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	GLOVES		29.98
Sewer UT Operations	12883	PB HAHN & CO INC	GFCI OUTLET		23.39
Sewer UT Operations	12883	PB HAHN & CO INC	MOUSE TRAP		10.78
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)		3.37
Sewer UT Operations Total					487,901.58
Special Events	12651	AMAZON CAPITAL SERVICES, INC	TRIPOD AND FLASHLIGHT FOR WINTER WONDERLAND		19.99
Special Events Total					19.99
Special Federal Grant Fund	13526	ALTIUS BUILDING COMPANY	LEMKE PARK CONSTRUCTION RES 4098 #8		108,622.00
Special Federal Grant Fund	11747	CIVICPLUS LLC	ARPA: CIVIC PLUS IMPLEMENTATION & ANNUAL FEES		20,549.49
Special Federal Grant Fund	13129	CATALIS TAX & CAMA INC	2025 ASSESSMENT REVALUATION		18,750.00
Special Federal Grant Fund	13171	IWORQ SYSTEMS INC	APRA: LMS - iWorQ 2nd Year SaaS Fee		15,000.00
Special Federal Grant Fund	12887	AVERO LLC	ARPA: LMS - Avero Consulting		7,860.00
Special Federal Grant Fund	13547	LENOVO (UNITED STATES) INC	APRA: PC Replacements for Fleet & Finance		6,019.16
Special Federal Grant Fund	12110	THE SIGMA GROUP, INC	BRUSH SITE AUTOMATION PROJECT TASK 1 (AGENCY APPRO		5,292.50
Special Federal Grant Fund	12629	TELECOM FITNESS INC	ARPA: Replacement Phone System Consultant Fee		4,800.00
Special Federal Grant Fund	12887	AVERO LLC	ARPA: LMS - Avero Consulting		2,640.00
Special Federal Grant Fund	90001	TEMP STAFF REIMB	REIMBURSEMENT PROFESSIONAL DEVELOPMENT COURSE		1,500.00
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)		321.77
Special Federal Grant Fund	12110	THE SIGMA GROUP, INC	CITY BRUSH SITE DESIGN - DEC		190.00
Special Federal Grant Fund	12651	AMAZON CAPITAL SERVICES, INC	ARPA: Replacement Keyboards		97.76
Special Federal Grant Fund Total					191,642.68
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #150310400400		17,479.93
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #141340407000		8,017.55
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #150700015000		3,704.14
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #150051500400		1,697.31
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140501304005		630.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140500902003		322.73
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140130500100		300.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #141350005000		281.49
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #151400081000		267.76
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140970040000		266.80
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #150670566000		247.85
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #141030712000		90.43
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	OVERPAYMENT 2024 REAL ESTATE TAXES #141660010000		50.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #142050042000		48.20
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #141440020000		30.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #140870703000		25.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	REFUND OVERPAYMENT 2024 TAXES #150170300500		20.00
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	OVERPAYMENT 2024 REAL ESTATES TAXES #151610011000		9.00
Tax Fiduciary Fund Total					33,488.19
TIF 2	10323	EHLERS & ASSOCIATES INC	2024 ANNUAL TID REPORTING		1,750.00
TIF 2 Total					1,750.00
TIF 3	10323	EHLERS & ASSOCIATES INC	2024 ANNUAL TID REPORTING		1,750.00
TIF 3 Total					1,750.00
TIF 4	10323	EHLERS & ASSOCIATES INC	2024 ANNUAL TID REPORTING		1,750.00
TIF 4 Total					1,750.00
TIF 5	10323	EHLERS & ASSOCIATES INC	2024 ANNUAL TID REPORTING		1,750.00
TIF 5 Total					1,750.00
Water General Activities	90007	MISC REFUNDS	REFUND 2024 HYDRANT DEPOSIT LESS WATER USAGE		3,000.00
Water General Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		1,000.00
Water General Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,000.00
Water General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 2/1/2025-2/28/2025		11.62
Water General Activities Total					5,011.62
Water UT Operations	13580	MK/S-EP, LLC	SWAN RIDGE REIMBURSEMENT		218,256.75
Water UT Operations	11835	EWALD'S HARTFORD FORD LLC	REPLACEMENT FOR TRUCK 801		78,161.50
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER DECEMBER		62,660.65
Water UT Operations	10091	BADGER METER INC	WATER METERS & REGISTERS		28,135.20
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER DECEMBER		19,185.48
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER-NOV		18,022.64
Water UT Operations	12878	GRUNAU COMPANY INC	VALVE REPLACEMENT		17,341.38
Water UT Operations	10556	ITRON INC	TEMETRA SOFTWARE SUBSCRIPTION		10,450.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		8,718.35
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		6,852.10
Water UT Operations	13567	ROZGA PLUMBING & HEATING CORPORATION	OMNU LATERAL INSTALL		6,709.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		3,200.38
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING DECEMBER		3,007.23
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		2,998.17
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,954.20
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,913.17
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,640.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		2,100.00
Water UT Operations	12734	UNITED SYSTEMS & SOFTWARE, INC.	STAFF ASSISTANCE TEMETRA SOFTWARE UPGRADE		2,000.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		1,887.40

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Grand Total	\$3,095,006.09 Line item amount
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		1,805.34
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,775.23
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,459.63
Water UT Operations	12225	PRIMADATA	ADVANCE PYMT OF Q4 UTILITY BILL POSTAGE		1,440.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,420.18
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,380.73
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		1,301.83
Water UT Operations	10489	CORE & MAIN LP	HYDRANT REPAIR PARTS		1,150.30
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		907.34
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		861.64
Water UT Operations	10803	NEWMAN CHEVROLET INC	UTILITY TRUCK MAINTENANCE		774.38
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		770.01
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		552.29
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		492.37
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		433.94
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING DECEMBER		389.76
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DISINFECTION BY PRODUCT SAMPLING		357.78
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		355.05
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		350.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		350.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		330.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		328.24
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	SYSTEM SAMPLES-NOVEMBER		300.00
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	SYSTEM SAMPLES DECEMBER		300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		205.15
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 12/2024		197.25
Water UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2024 SEWER FLATS		158.47
Water UT Operations	12232	BAYSIDE PRINTING INC.	Q4 2024 WATER VOLUME/SEWER		132.08
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		110.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 11/2024		66.29
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)		24.90
Water UT Operations	12883	PB HAHN & CO INC	BATTERIES & FLASHLIGHT		16.00
Water UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.60
Water UT Operations	11165	USCC SERVICES LLC	CELL PHONE MONTHLY BILLING		10.54
Water UT Operations	90007	MISC REFUNDS	REFUND 2024 HYDRANT DEPOSIT LESS WATER USAGE		-27.23
Water UT Operations Total					529,483.69

Attachment: January 2025 AP Vendor Listing by Dept (25) (10033 : January 2025 Vouchers Paid List)



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: Justin Schoenemann, Assistant City Administrator
DATE: February 3, 2025
SUBJECT: RESOLUTION 4176 A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257

Background

At its December 2024 meeting, the Common Council authorized the expenditure of funds for HVAC equipment and other upgrades within the Council Chambers at City Hall, awarding the project to Selzer-Ornst Construction. As part of this renovation, extensive work will be completed to modernize core components of the historic portion of City Hall that will require walls to be opened. This construction project presents an opportune time to address the aging audio and video (AV) equipment within the Council Chambers.

Over nearly three decades, the AV system in the Chamber has been pieced together incrementally to meet the evolving needs of its primary users. Much of the equipment, including wiring, has exceeded its functional lifespan. City records indicate that the majority of the audio system was installed in the early 2000's, while the projector dates back to approximately 2012. These components, along with other technological elements, are now unreliable and no longer provide the level of functionality required to serve the Common Council, Planning Commission, Municipal Court, and other users of the room effectively.

Analysis

The IT Division developed a scope for replacing and updating the AV technology to better serve users of the Common Council Chambers. One of the primary upgrades includes transitioning from a projector to a video display wall, which will allow for clearer and more detailed presentations of materials, such as zoning maps and site plans. Unlike the existing projector, a video display will maintain color accuracy and resolution in a large space with abundant natural light like the Council Chambers. Additionally, presentation computers will be able to connect wirelessly to the display.

To enhance functionality for Council members and other individuals utilizing the dais, the project also includes the addition of shared monitors, with one display for every two seats. This will enable users to view materials without having to turn away from the audience and will also allow the users to see virtual participants during hybrid meetings. The existing microphone system, which currently requires speakers to hold down a button while talking, will be replaced with an updated solution that offers better functionality. Each seat at the dais will have a wired microphone. The microphones at the two lower staff tables and podium will be upgraded to

wireless models, reducing tripping hazards and improving aesthetics. The new system will also include one handheld microphone and an updated microphone system for use during workshop-style meetings at the tables below the dais.

In addition to audio improvements, the three existing 720P video cameras will be replaced with high-definition cameras to provide clearer video recordings of meetings. The control system that integrates all AV equipment will also be updated with a modern solution, featuring two touch panels - one in the back recording room and another at the head of the dais - to allow the meeting presider greater control over AV settings. The scope of work further includes the installation of all-new wiring to support the upgraded equipment, as well as the removal and disposal of outdated AV components. Additionally, the project will include organizing and cleaning up the cabling in the AV recording room to create a more efficient and functional space.

To obtain competitive quotes, the IT Division engaged four technology vendors, providing them with a tour of the space, measurements, the detailed project scope, and opportunities for follow-up discussions. A formal Request for Proposals (RFP) was not required, as this project is solely for the acquisition and installation of IT equipment. Construction-related elements, such as electrical work, raceways, and drywall, were accounted for in the broader HVAC and room renovation contract. One vendor, The Office Technology Group, which is currently the City's primary contracted IT services provider, declined to submit a quote as AV systems of this scale were outside their area of expertise at the time.

Three vendors submitted quotes for the acquisition and installation of the AV equipment in early 2024. However, the AV project was temporarily paused due to delays in the HVAC and room renovation project, caused by bids coming in 57% higher than engineering estimates. Following the Council's December contract award for the HVAC and room renovation, all three AV vendors were given the opportunity to update their quotes. The revised quotes are as follows:

Vendor	Total Cost
AV Design Group	\$163,254
AVI Systems	\$175,830
Heartland Business Systems	\$255,092

All three proposals include the equipment and installation services necessary to proceed with the AV system upgrade, ensuring that the Council Chambers is outfitted with modern, reliable, and user-friendly technology to best support its primary users. The lowest bidder, AV Design Group of Thiensville, is well-positioned to assist the City with this project. Established in 1957, AV Design Group serves clients throughout the greater Milwaukee area, including other governmental agencies. The primary point of contact for this project will be Frederick Brown-Williamson, Vice President of Operations, who brings extensive experience in the field and will provide oversight throughout the upgrade process.

Fiscal Impact

While not a part of the original general obligation issuance of promissory notes approved by the Council in December 2024 and executed by staff in January 2025, the project will nevertheless be paid by proceeds resulting from the sale. This includes a portion of a reoffering premium in

the amount of \$75,575 received by the City on the day of the sale that can be used in connection with approved projects included in the notes' issuance, as well as estimated interest earnings (\$75,000 - \$100,000) on the notes that are to be generated over the next three years. All told, this contract award should have no direct impact upon the amount of money borrowed by the City last month, or any of the City's existing capital accounts, which fund capital improvements/equipment purchases on an operating, or pay-as-you-go, basis.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on February 11, 2025.

Attachments:

Professional Services Agreement (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4176

A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257

A. The Information Technology Division has received quotes regarding the acquisition and installation of Audio/Video Equipment for the Common Council Chambers at Mequon City Hall.

B. The quotes were reviewed by staff to ensure compliance with the requirements specified for the project.

C. Adequate funding will be available through a portion of a re-offering premium as well as interest income generated by the City's recent borrowing completed in January of 2025.

D. The Finance-Personnel Committee approved staff's recommendation at its February 11, 2025, meeting.

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 the acquisition and installation of AV Equipment in the Common Council Chambers is awarded to AV Design Group of Thiensville, Wisconsin, in an amount not-to-exceed \$163,254, 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: Andrew Nerbun, Mayor

Date Approved: February 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on February 11, 2025.

Caroline Fochs, City Clerk

**CITY OF MEQUON
PROFESSIONAL SERVICES AGREEMENT**

This **AGREEMENT** is dated as of the _____ day of _____, 2025 (**"Agreement"**), and is by and between the **CITY OF MEQUON**, a Wisconsin municipal corporation (**"City"**) and the Contractor 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. CONTRACTOR.

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

Contractor Name ("Contractor"): AV Design Group

Address: 154 Green Bay Rd, Thiensville, WI 53097

Telephone: 262-512-9390

E-Mail: fwbrownw@av-designgroup.com

Agreement Amount: \$163,257

B. Project Description. The Contractor has been engaged to complete a comprehensive assessment of the City's information technology function and to provide recommendations to address findings resulting from this review. The project is further described in the Proposal from the Contractor dated January 2, 2025, which is attached as **Exhibit A** to this Agreement (**"Proposal"**).

C. Representations of Contractor. The Contractor 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 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 Contractor. The City retains the Contractor to perform, and the Contractor agrees to perform the Services.

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

C. Commencement; Time of Performance. The Contractor 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 Contractor 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 October 31, 2025 ("**Time of Performance**"). The City may modify the Time of Performance at any time upon 15 days prior written notice to the Contractor. 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 Contractor shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by employees of either Contractor or of the City.

D. Reporting. The Contractor shall regularly report to the Assistant 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 \$163,257 ("**Agreement Amount**").

B. Invoices and Payment. The Contractor shall submit invoices in an approved format to the City for costs incurred by the Contractor 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 Contractor the amount billed within 15 days after receiving such an invoice.

C. Records. The Contractor 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 Contractor 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 Contractor acknowledges and agrees that the City shall not be liable for any costs incurred by the Contractor in connection with any services provided by the Contractor 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 Contractor 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 Contractor.

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 Contractor. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Contractor shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Contractor 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 Contractor 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 Contractor 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 Contractor shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Contractor 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 Contractor. For purposes of this Agreement, the term "Contractor" shall be deemed also to refer to all subcontractors of the Contractor, 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 Contractor shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Contractor 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 Contractor from a source other than the City prior to the time of disclosure of such information to the Contractor 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 Contractor or the City; or (4) to have been supplied to the Contractor 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 Contractor. The Contractor 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 Contractor 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 Contractor shall use reasonable measures at least as strict as those the Contractor uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Contractor 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 Contractor 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 Contractor 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 Contractor'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 Contractor 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 Contractor 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 Contractor 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 Contractor's duty to carry adequate insurance or on the Contractor'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 Contractor as the result of the execution of this Agreement.

SECTION 7. CONTRACTOR AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Contractor 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 Contractor; or (2) to create any relationship between the City and any subcontractor of the Contractor.

B. Conflict of Interest. The Contractor 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 Contractor 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 Contractor nor any person employed or associated with the Contractor has any interest that would

conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Contractor nor any person employed by or associated with the Contractor 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 Contractor 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 Contractor has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor 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 Contractor. In the event that this Agreement is so terminated, the Contractor 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 Contractor 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 Contractor shall also comply with all conditions of any federal, state, or local grant received by the City or the Contractor with respect to this Agreement or the Services.

2. **Liability for Noncompliance.** The Contractor 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 Contractor'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 Contractor has failed or refused to prosecute, or has delayed in the execution 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 Contractor’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 Contractor.** The City may require the Contractor, 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 Contractor 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 Contractor, any and all costs, including attorneys’ fees and administrative expenses, incurred by the City as the result of any Event of Default by the Contractor or as a result of actions taken by the City in response to any Event of Default by the Contractor.

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 Contractor or with any vendor solicited or recommended by the Contractor.

H. Common Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by, the Contractor 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 Contractor without the knowledge and approval of the Common Council.

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

J. News Releases. The Contractor 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 Contractor 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 Contractor 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 Contractor 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
Attn: Justin Schoenemann, Assistant City Administrator

With a copy to:

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

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

AV Design Group
 154 Green Bay Raod,
 Thiensville, WI 53097
 Attn: Fred Brown-Williamson, VP Operations

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 Contractor that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

2. The Contractor. The Contractor 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 Contractor 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 Contractor 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 Contractor'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 Contractor’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.

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 _____, 2025.

ATTEST:

CITY OF MEQUON

By: _____
Caroline A. Fochs, City Clerk

By: _____
Andrew Nerbun, Mayor

Approved as to Form:

Brian C. Sajdak, City Attorney

ATTEST:

CONTRACTOR

By: _____

By: _____

Title: _____

Its: _____

Attachment: Professional Services Agreement (RESOLUTION 4176 : CC AV Equipment)

EXHIBIT A

Proposal Dated January 2, 2025

Attachment: Professional Services Agreement (RESOLUTION 4176 : CC AV Equipment)



AV Design Group

Audio - Video - Collaborate - Control

January 2, 2025

To: Matt Fortini
IT Manager, City of Mequon

From: Fred Brown-Williamson
AV Design Group

Subject: City of Mequon Council Chambers Audio/Visual RFP

Proposing Vendor:

AV Design Group
154 Green Bay Rd
Thiensville, WI 53092

Individual authorized to answer questions regarding this RFP:

Frederick Brown-Williamson
VP Operations

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

Executive Summary & Company Overview

Thank you for the opportunity to propose audiovisual solutions to the City of Mequon. Like you, we understand the growing need for technology in the workplace and aim to provide a robust solution for information to be shared both on site and virtually. As experts in commercial audiovisual systems for over 60 years, our company has well-established relationships and a record of success.

Located in Thiensville, Wisconsin, AV Design Group has been serving the commercial audiovisual marketplace since 1957. We opened our office in the greater Milwaukee area in 1996, providing custom design and installation of audio-visual systems for educational institutions, corporate facilities, government agencies, and houses of worship. We strive to provide customers with superior guidance and service for your valuable systems.

AV Design Group Team Highlights

- Awarded CTS “Certified Technology Specialist” designations through AVIXA (formerly known as InfoComm*)
- Crestron certified programming services
- Extensive knowledge of industry transitions
- Continued education in technology, standards, and industry trends

We offer an extensive line of projection products from companies such as Panasonic, Epson, NEC and others. We offer flat panel displays from LG commercial, Samsung, Sharp, AVARRO and others. We also offer accessory items such as control systems from Crestron and video conferencing systems from Cisco, Polycom and Yealink.

AV Design Group has installed hundreds of systems at local educational institutions from grade school to university level, classrooms to auditoriums. We have provided design, installation, and programming services for numerous municipal council chambers, police stations, executive board rooms and training facilities. AV Design Group has also incorporated distributed audio

AV Design Group
 154 Green Bay Rd
 Thiensville, WI 53097
 262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

systems with sound-reinforcement for numerous restaurants, YMCAs, and corporate facilities throughout Wisconsin.

All of these tools, assets, and experience allow our team to design, program, and install with superior guidance, service and support for the City of Mequon's projects.

* As an ANSI Accredited Standards Developer Organization (ASD), InfoComm provides industry standards as the foundation for quality audiovisual systems. In addition, as an ANSI Accredited Certification Body, InfoComm offers the Certified Technology Specialist™ (CTS®) program — the only ANSI accredited audiovisual certification under the International Standard ISO/IEC 17024.

Attachment: Professional Services Agreement (RESOLUTION 4176 : CC AV Equipment)

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

To: Matt Fortini
From: Fred Brown-Williamson

January 2, 2025

Matt,

Here is the pricing breakdown you requested for updating the audiovisual components in the City of Mequon Council Chambers.

Installation Components

Video Wall

AV Design Group will replace the existing projector with a Blizzard Iris 163" dvLED video wall, comprised of 36 InSiteG2 1.8 panels, backed by a 7-year manufacturer's warranty. Includes a NovaStar MX20 video processor.

\$48,745

Video Distribution - Inputs

This will display content from up to 4 sources; wireless presentation using a Kramer VIA Connect Pro, or one of (3) HDMI inputs located at the owner-specified locations throughout the facility. Includes Kramer presentation scaler/switcher, mounts, and wallplates.

\$4,788

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

Video Distribution - Outputs

Six Planar 24" monitors will be located around the dias for board members to see what is being displays on the video wall. Kramer HDMI distribution will be utilized for sending signals between the source devices and the display devices.

\$5,994

Cameras and Streaming Processor

A QSC Core processor will serve as the microphone mixer, IP camera switcher, and digital signal processor. Three Q-SYS IP cameras will replace the existing 720p Panasonic cameras.

\$21,905

Microphones & DSP

12 Shure MX412 microphones will be provided to replace the existing failing units around the dias. Five Shure MXW8 wireless microphone pods with goosenecks, with charging bases will be utilized at the podium and two tables. One wireless handheld microphone will be included as well. A Shure MXA310 table array microphone will be included for small-format meetings in the front of the space, and the floorbox will be re-wired to accommodate its connection to the system.

\$25,649

Control System

System control will utilize a Crestron control system processor backbone with (2) 10" touchpanels; one with basic switching and volume controls at the head of the dias, and an admin interface in the control room. A Netgear 4300 series POE switch, configured for AV system control will be included for integrating the control system components, video distribution, microphone system, and streaming uplinks.

\$17,707

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

Control Room Desk

AV Design Group will provide and install a 24" x 72" L shaped desk in the control room. A 12ru equipment rack will be located under the return side of the desk, and house a Tripp-Lite rack-mount power strip and a Lenovo PC with an I7 processor, running Windows 11 Pro. Three 32" Samsung monitors will be mounted on arms on the perimeter of the desk. The desk will include additional power outlets mounted underneath for the monitors, as well as surface mounted connections for charging personal devices.

\$5975

Cabling, Installation, Programming & System Commissioning

AV Design Group will remove the existing AV system and provide, program, and install all specified products unless otherwise noted. Control system and DSP programming will be provided by Imperial Code, LLC. Blizzard will assist with the installation of the dvLED video wall. Total system cost includes all cabling, installation labor, programming, and commissioning. Most components are available within 21 days, but the video wall components are typically 90 days.

\$32,494

Total System Cost

\$163,257

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





AV Design Group

Audio - Video - Collaborate - Control

Pricing is good for 14 days. Power and data jacks to be owner furnished. Shipping, assembly, programming and installation of specified products included. Down payment of 75% is required to schedule the project and start ordering equipment. Installation is warranted for 1 year, and AV Design Group will assist with product warranty coverage as necessary. Tax is not included in the pricing and a 3% fee is added for credit card purchases. Let me know if you have any questions.

Regards,

Fred Brown-Williamson
VP Operations
262.512.9391
fwbrownw@av-designgroup.com

AV Design Group
154 Green Bay Rd
Thiensville, WI 53097
262.512.9390
www.AV-DesignGroup.com





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: February 11, 2025
SUBJECT: RESOLUTION 4177 A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC

Background

Since the early 1980's, the City of Mequon has afforded its employees with opportunities to save for retirement beyond the traditional pension plan administered by the Wisconsin Retirement System (WRS). Over time, this opportunity has been made available through three different entities. These include Wisconsin Deferred Compensation, which is administered by WRS, North Shore Bank, and the International City Management Association Retirement Corporation, d/b/a MissionSquare Retirement. Like 401(k) accounts available to individuals within the private sector, 457(b) accounts allow public sector employees to save and invest a portion of their income - often on a tax-deferred basis - for eventual use during retirement. At present, the City has about 125 employees and/or retirees participating in these three (3) plans.

Analysis

Following the 2024 Employee Benefits Fair late last year, the City Administrator's Office engaged Mequon's MissionSquare representative to determine if the City was eligible for a reduction in the plan administration fee of 0.55% charged annually to all participants. Following a review of current assets under management through MissionSquare, the firm's representatives indicated that the City was eligible to move from an R1 classification to an R5 classification. Under R5, the plan administration fees are 0.00% annually, as outlined in the attached Service Proposal. In connection with this reduction, assets not invested in equity, fixed income or mutual funds afforded through MissionSquare (i.e., idle cash) must be placed in MissionSquare's PLUS Fund, which has a net expense ratio of 1.32%. Currently, the City's plan contains one other stable investment option - Cash Management - which carries a net expense ratio of 0.98% and represents only 0.4% of invested assets. Additionally, MissionSquare has also requested that the City enter into a new and updated service agreement with an initial term of five years, which may renew automatically each year thereafter. A copy of the updated Administrative Services Agreement is attached.

Fiscal Impact

As indicated in the attached Service Proposal, MissionSquare estimates that the proposed reduction in plan administration fees from 0.55% to 0.00% will result in a savings of \$45,000 annually for current participants. Over a five-year term, this equates to a savings of approximately \$225,000 for City employees and/or retirees. Pending Council approval, the proposed fee reduction will become effective in April, as outlined in the Agreement. Thereafter,

the City Administrator's Office will reach out to Wisconsin Deferred Compensation and North Shore Bank, to determine if similar opportunities to reduce fees across these two remaining plans are also available.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on February 11, 2025.

Attachments:

Mission Square Administrative Services Agreement - City of Mequon (DOCX)

Mission Square Service Plan - City of Mequon (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4177

A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC

RECITALS

A. The City of Mequon (“Employer”) acts as a public plan sponsor of a retirement plan (“Plan”), and in that capacity, has the responsibility to obtain administrative services and investment alternatives for the Plan.

B. VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds.

C. MissionSquare, or its wholly owned subsidiary, acts as an investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust.

D. MissionSquare has designed, and VantageTrust Company offers, a series of separate funds for the investment of plan assets as referenced in the Funds’ principal disclosure documents, the Disclosure Memorandum and the Fact Sheets.

E. MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

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

1. The attached Administrative Services Agreement with MissionSquare Retirement for administration of the City of Mequon’s Plan is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: Andrew Nerbun, Mayor

Date Approved: February 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on February 11, 2025.

Caroline Fochs, City Clerk

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Mequon

Type: **457**

Account #: **303895**



DRAFT - DO NOT SIGN



Attachment: Mission Square Administrative Services Agreement - City of Mequon (RESOLUTION 4177 : A Resolution Approving a Five-Year

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of this day, (please enter date) _____, (herein referred to as the "Inception Date"), between the International City Management Association Retirement Corporation doing business as MissionSquare Retirement ("MissionSquare"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **City of Mequon** ("Employer"), a municipal corporation organized and existing under the laws of the State of **Wisconsin** with an office at **11333 N. Cedarburg Road, Mequon, Wisconsin 53092**.

RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

MissionSquare has designed, and VantageTrust Company offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in the Funds' principal disclosure documents, the Disclosure Memorandum and the Fact Sheets (together, "MissionSquare Disclosures"); and

MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of MissionSquare

Employer hereby appoints MissionSquare as administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by MissionSquare shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the MissionSquare Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in the Plan, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the plan sponsor website. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports and account information to the Employer through the plan sponsor website.

Employer is required to send in contributions through the plan sponsor website. Alternative electronic methods may be allowed but must be approved by MissionSquare for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party investment options that do not have profile information provided to MissionSquare through MissionSquare's

electronic data feeds from external sources (such as Morningstar) or the third-party investment option providers, the Employer is responsible for providing to MissionSquare timely investment option updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

4. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of MissionSquare, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for MissionSquare, or its wholly owned subsidiary, to serve in that capacity.
- (b) MissionSquare is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) MissionSquare shall maintain and administer the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that MissionSquare shall not be responsible for the eligible status of the Plan in the event that the Employer directs MissionSquare to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, MissionSquare shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer's plan document that differ from those in MissionSquare's model plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

5. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that MissionSquare's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, MissionSquare does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. MissionSquare does not perform any service under this Agreement that might cause MissionSquare to be treated as a "fiduciary" of the Plan under applicable law, except, and only, to the extent that MissionSquare provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.
- (c) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable share class.
- (d) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer approves the use of its Plan in MissionSquare external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

6. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies MissionSquare otherwise, Employer consents to the disbursement by MissionSquare of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

7. Compensation and Payment

- (a) MissionSquare's compensation under this Agreement shall be as set forth in subsection (b) below.
- (b) **Compensation for Management Services to VantageTrust Company, Compensation for Advisory and other Services to the MissionSquare Funds Class M and Payments from Third-Party Investment Options.** Employer acknowledges that MissionSquare, or its wholly owned subsidiary, receives fees from VantageTrust Company for investment advisory services and plan and participant services furnished to VantageTrust Company. Employer further acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the MissionSquare Funds Class M, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a MissionSquare Fund Class R that invests substantially all of its assets in a third-party mutual fund not affiliated with MissionSquare, MissionSquare or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the MissionSquare Disclosures and MissionSquare's fee disclosure statement. In addition, to the extent that third party options are included in the investment line-up for the Plan, MissionSquare receives administrative fees from its third-party settlement and clearing agent for providing administrative and other services based on assets invested in third-party investment options; such administrative fees come from payments made by third-party investment options to the settlement and clearing agent.

- (c) **Redemption Fees.** Redemption fees imposed by outside investment options in which Plan assets are invested are collected and paid to the investment option by MissionSquare. MissionSquare remits 100% of redemption fees back to the specific investment option to which redemption fees apply. These redemption fees and the individual investment option's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the MissionSquare Disclosures.
- (d) **Payment Procedures.** All payments to MissionSquare pursuant to this Section 7 shall be made from Plan assets held by VantageTrust or received from third-party investment options or their service providers in connection with Plan assets invested in such third-party investment options, to the extent not paid by the Employer. The amount of Plan assets administered by MissionSquare shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 7 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 7 are contingent upon the Employer's using MissionSquare's plan sponsor website for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement. The compensation in this Section 7 is also based on the assets of the Plan being invested in **R5** shares of MissionSquare PLUS Fund and the Employer offering the MissionSquare PLUS Fund as the sole stable value option.

The compensation and payment in this Section 7 will take effect in the calendar quarter following receipt at a Delivery Address (defined below the signature line) of one fully executed copy of this Administrative Services Agreement based upon the following schedule:

- Agreement received by February 20 - Effective April
- Agreement received by May 20 - Effective July
- Agreement received by August 20 - Effective October
- Agreement received by November 20 - Effective January

Employer further acknowledges and agrees that compensation and payment under this Agreement shall be subject to re-negotiation in the event that the Employer (a) chooses to implement additional mutual funds that neither (i) trade via NSCC nor (ii) meet MissionSquare's daily trading operational guidelines or (b) chooses to implement investment options that are not mutual funds.

8. Indemnification

MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than MissionSquare in connection with the administration or operation of the Plan. Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct. Nothing contained within this Agreement is intended to be a waiver or estoppel of the contracting municipal Employer 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 municipal Employer 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.

9. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend **five (5) years** from that date. Thereafter, this Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the MissionSquare PLUS Fund of VantageTrust as an investment option in its investment line-up), MissionSquare retains full discretion to release Plan assets invested in the MissionSquare PLUS Fund in an orderly manner over a period of up to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the MissionSquare PLUS Fund).

10. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.

- (b) MissionSquare may modify this Agreement by providing a minimum of 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies MissionSquare in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements or reduction in fees through electronic messages or special mailings.

11. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

MissionSquare: Legal Department, MissionSquare, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240

Facsimile: (202) 962-4601

Employer: City of Mequon, ATTN: City Administrator, 11333 N. Cedarburg Road, Mequon, WI 53092

E-Mail: wjones@cityofmequonwi.gov

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

12. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

13. Titles

The headings of Sections of this Agreement and the headings for each of the attached Exhibits are for convenience only and do not define or limit the contents thereof.

14. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

15. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **Wisconsin**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

DRAFT - DO NOT SIGN

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Exhibits attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF MEQUON

By _____
Signature/Date

By _____
Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE
RETIREMENT**

By _____
Erica McFarquhar
Assistant Secretary

[An execution copy will be provided via DocuSign]

Exhibit A

Administrative Services

The administrative services to be performed by MissionSquare under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through the plan sponsor website.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom MissionSquare receives appropriate enrollment instructions. MissionSquare is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment options offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to MissionSquare through the participant website or the plan sponsor website), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through the plan sponsor website. Participants will have access to account information through Participant Services, Voice Response System, the participant website, and text access, and through quarterly statements that can be delivered electronically through the participant website or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or MissionSquare are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to MissionSquare's website, to allow participants to access certain account information and initiate certain plan transactions at any time. The participant website is normally

- available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.
 - (k) Making available access to MissionSquare's plan sponsor web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. The plan sponsor web site is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
 - (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through the participant website or via form.
 - (m) MissionSquare is authorized by the Employer to (a) determine whether a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan and (b) establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
 - (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through the participant website.
 - (o) Guided Pathways Advisory Services – MissionSquare's participant advice service, "Fund Advice", may be made available through a third-party vendor on the terms specified on MissionSquare's website.
 - (p) MissionSquare is authorized by the Employer to establish an unallocated plan level expense account to function as the Administrative Allowance account, to be invested as Employer directs.
 - (q) MissionSquare will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.)



Since the founding of MissionSquare Retirement as an independent financial services organization in 1972, we've dedicated ourselves to helping public sector employees reach their retirement security goals. Our mission-based, not-for-profit structure allows us to focus our time, energy, and resources on achieving that result. We currently provide retirement plans and services for more than 9,800 retirement plans with total plan assets of \$71.6 billion in \$1.9 million participant accounts¹.



At MissionSquare, we believe retirement plan services should be simple, straightforward, and intuitive. We strive to anticipate your needs, while developing solutions to help you successfully and easily manage and coordinate retirement benefits. We also believe your participants want and deserve the same simplicity in managing and attaining their future retirement goals.

We invest in a shared sense of service. MissionSquare is proud of our reputation for working effectively with public employers, understands the unique characteristics and challenges of public sector workforces, and has developed educational strategies specifically geared to their needs.

We are happy to share additional details with you to include recordkeeping the City of Mequon 457 Plan.

¹ Includes 457, 401, 403(b), Retirement Health Savings (RHS) plans, Employer Investment Program (EIP) plans, Individual Retirement Accounts (IRAs), and related beneficiary accounts.

Easing the administrative burden

Public sector retirement plan administration requires significant provider flexibility, experience, and efficiency. Further, without a recordkeeper that is actively committed to reducing plan sponsors' administrative burdens, state and local entities can quickly find themselves overwhelmed by the complexities of operating their plans. MissionSquare has the services available to effectively reduce your administrative burden and make your fiduciary oversight easier.

Services provided to you as plan sponsor include:

- A dedicated single point of contact who will lead delivery of all services to your plan
- Industry-leading online plan administration platform
- Automated services, including enrollments, loan/distribution processing and salary deferral changes
- Plan reporting, including Plan Health Dashboard, Plan Analytics, & Customizable Reports
- Plan analytics tool to identify, measure, and benchmark patterns and participant data
- Fiduciary support via multiple channels with helpful tools and education
- Defense-in-depth system security encompassing best-of-breed technology and security processes
- Employer telephone support Monday through Friday from 7:30 a.m. to 6:30 p.m. CST.

Participant communication, education, and advice



MissionSquare’s comprehensive, targeted participant education program uses a combination of educational and financial planning services, as well as toll-free and online services. We will leverage our knowledge of retirement plan administration to create a program that meets your participants’ evolving needs. Our education and communications program can be tailored to directly address key issues facing your employees, such as plan enrollment, participation, and increasing contributions, as well as the impacts of taking plan loans.

Services provided to your participants include:

- Your Retirement Plans Specialist, Kevin Linsmeier, will provide group/individual education to your employees
- CERTIFIED FINANCIAL PLANNER™ professionals offer monthly educational webinars. Additionally, participants can schedule virtual appointments with our CFPs for more comprehensive financial planning options
- Our Financial Wellness Center offers personalized content including videos, calculators, tutorials, and action items to assist participants with taking important next steps
- A proven proactive communication and digital education strategy to engage employees and drive better retirement outcomes
- Investment advice via Guided Pathways® Advisory Services, which provides varying levels of assistance to your employees based on how involved they want to be in their retirement investing decisions
- Mobile account access via our Mobile app, Amazon Alexa, and TextAccess
- Enrollment via our Mobile app
- Plan Services Representatives are available Monday through Friday from 7:30 a.m. to 8:00 p.m. CST

MissionSquare Retirement makes available a mutual fund platform through our third-party mutual fund settlement and clearing agent.

Through this platform, we have access to approximately 700 fund families and over 20,000 funds/share classes. Should you desire a fund that is not currently on our platform, and that fund is currently open and available to retirement plans, we will work with the fund family to add the fund to our platform.



Plan Administration Fee

City of Mequon is currently invested in R1 shares of the Vantage trust with a plan administration fee of **0.55%**.

Optional services and related fees

The following supplemental service fees² apply exclusively to the participants who choose to use these supplemental services:

Managed Account services

Participants who use Managed Accounts are charged an additional asset-based fee³ outlined in the following schedule.⁴

Participant Account Balance	Annual Fee Percentage
First \$100,000	0.50%
Next \$200,000	0.40%
Next \$200,000	0.30%
Over \$500,000	0.20%

MissionSquare's self-directed brokerage services

- **MissionSquare Retirement charges** — MissionSquare assesses a one-time \$50 setup fee when a participant's brokerage account is established and a \$50 annual maintenance fee. These fees are deducted directly from the participant's core account at MissionSquare.
- **Charles Schwab fees/charges⁵** — For a complete list of fees and charges, please refer to the Charles Schwab Personal Choice Retirement Account pricing summary at www.schwab.com/resource/pcra-pricing-summary. In the event that Charles Schwab changes its fees, the new fee schedule would be utilized. All Charles Schwab fees and



charges are deducted directly from a participant's brokerage account.⁶

Loans

- **Setup fee** — \$75 origination fee for loan applications, re- amortizations, and re- financings. This is a one-time expense.
- **Annual fee** — \$50 annual fee for outstanding loans.
- **ACH reject fee** – \$20 for each occurrence of an ACH return due to insufficient bank funds, invalid bank account, or account closed.

Wire transfer fees

A \$15 participant fee will apply for each outgoing wire transfer requested by a participant. Should our processing bank increase the wire fees during the contract period, the increased fee will be charged to the participant accordingly. There is no charge for incoming wire transfers.

QDRO processing fees

\$250 per divorce.

Programming costs

Any systems programming for services that are not identified in the scope of services or that have not been proposed in this proposal is available at a cost of \$175 per hour for programming, testing, and project oversight.

Our Proposal

Based on City of Mequon's request, we propose the following:

- With a 5-year contract we can move to R5 shares with a plan administration fee of **0.00%**. Estimated participant savings is \$45,000, annually.

⁶ MissionSquare Retirement and Charles Schwab are separate, unaffiliated companies and not responsible for each other's services or policies. Brokerage services are provided by Charles Schwab, member of FINRA/SIPC All rights reserved. Used with permission.

Closing

We look forward to your review of our proposal. If you have any questions about the content of our response, please contact: **Paula Schnoebelen, Manager, Relationship Management** at **(202) 636-6843** or via email at: pschnoebelen@missionsq.org.



11333 N. Cedarburg Rd 60W
 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: Marie Keyser, Assistant Finance Director
DATE: February 11, 2025
SUBJECT: Quarterly Investment Report (October 1, 2024 - December 31, 2024)

Background

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

The City is continuing to invest pursuant to the Investment Policy. The City's long-term funds are invested in a variety of instruments managed by Dana Investment Advisors. These investment instruments include US Agencies, US Treasuries, and Mortgage-Backed Securities. The primary focus and order of priority is safety and preservation of principal, liquidity, and attaining a market rate of return.

The investments controlled by Dana saw a quarter-end market value of \$13,961,933 with \$114,174 of investment revenue recorded in Quarter 4. \$520,000 of ARPA funding was liquidated from the portfolio to pay for various ARPA project expenditures.

The three-year treasury at the end of the fourth quarter was 4.27%. The quarter-end weighted averages for the City's Dana portfolio are as follows:

	Qtr 1 2024	Qtr 2 2024	Qtr 3 2024	Qtr 4 2024
Average Yield to Maturity (%)	5.41	5.45	5.65	4.93
Average Maturity (Years)	2.17	1.95	2.43	2.36
Average Coupon (%)	4.25	4.47	4.83	4.59

During Quarter 4 2024, the City recognized \$377,073 of investment profit of which \$262,899 was bank account interest and \$114,174 was Dana investment revenue. Year to date, bank interest and investment profit totals \$2,039,688 across several funds.

It is staff's determination that for the quarter ended December 31, 2024, the City's individual portfolios and the combined portfolio continue to comply with both the City's investment policy and Wisconsin State Statute 66.0603.

Recommendation

None

Attachment: 2024 4th Quarter Cash & Investment Report (10046 : 2024 YTD Cash & Investment Report as of 12/31/2024)



Cash/Money Market Accounts for the Quarter Ending 12/31/24								
	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beg Cash 10/01/24	4,279,461	2,934,118	3,419,419	(221,407)	4,117	522,808	9,333,316	20,271,832
Receipts								
Property Tax	-	-	-	-	-	-	40,921,361	40,921,361
City Generated	845,703	1,402,430	1,273,144	85,593	-	17,762	84,102	3,708,735
State/Fed Funding	1,162,937	-	-	-	-	-	11,875	1,174,813
Investment	37,758	29,930	39,881	14,715	2,052	1,330	137,234	262,899
Total Receipts	2,046,398	1,432,360	1,313,025	100,308	2,052	19,092	41,154,573	46,067,807
Expenditures								
Payroll & Benefits	(2,940,033)	(152,631)	(9,797)	-	-	-	-	(3,102,462)
Accounts Payable	(1,511,623)	(840,063)	(534,938)	(818,401)	(161,820)	-	(396,846)	(4,263,691)
Other/Transfer	-	(1,856)	(111,000)	-	520,000	-	(21,400)	385,744
Total Expenditures	(4,451,657)	(994,551)	(655,735)	(818,401)	358,180	-	(418,246)	(6,980,410)
End Cash 12/31/24	1,874,202	3,371,927	4,076,709	(939,500)	364,349	541,901	50,069,643	59,359,230

Notes:

PROPERTY TAX: Collected ~\$41M in December. Of that total, \$9.3M is City Revenue & \$3.3M is Sewer Revenue.

CITY GENERATED: General - Cell Tower Lease Revenue, Cable TV Revenue, Developer Escrows, Court Revenue, Building Permits, Park Reservations, etc. Sewer/Water- Utility Billing Revenue & \$241k MMSD Reimbursement PPI/I program.

STATE/FED FUNDING: \$1.1M State Highway & Transportation Aid & State Shared Revenue, ~\$12k Asset Forfeiture program disbursement.

INVESTMENT: Bank Account interest \$262k across several funds.

PAYROLL & BENEFITS: Total is comparable to previous 2024 quarters, as well as 2023 Quarter 4.

ACCOUNTS PAYABLE: General Fund - Quarterly support payments to Library & SOFD. Capital Projects - New Squad car, TIDs 4 & 5 Port Washington Rd. Streetscape Project TID 3 Developer Grants, ARPA/Park Impact - Lemke Pavilion, Sewer - Quarterly MMSD Charge \$483k, Water - Operations/Maintenance contract with City Water, Purchased Water.

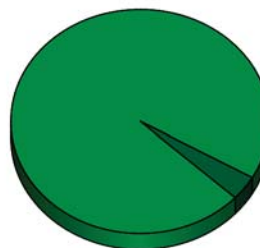
OTHER/TRANSFER: \$21k GO Debt Interest paid, \$2k Sewer Debt Interest paid, \$111k Water Refunding Bond Interest paid. \$520k ARPA money transferred from Dana account to Bank Money Market Account to fund various ARPA expenses.

From: September 30, 2024 to December 31, 2

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 12/31/24	% of Assets	Estimated Income
Short Term Investments	492,756	3.6	4,652
Treasury Bonds	1,403,608	10.0	40,875
Agency Bonds	4,458,268	31.9	165,755
Small Business Administration Bonds	1,214,617	8.7	83,047
Mortgage Bonds	6,392,684	45.8	361,926
Total Portfolio	13,961,933	100.0	656,255



■ Cash
■ Fixed Income

Account Activity Summary (Market Value Basis)

Portfolio Value on 09/30/2024	\$14,367,759.09
Contributions/Withdrawals	(\$524,310.33)
Investment Income	\$174,542.59
Unrealized Gain/Loss	(\$27,625.22)
Realized Gain/Loss	(\$22,051.60)
Change in Accrued Income	(\$6,381.87)
Portfolio Value on 12/31/2024	\$13,961,932.66
Total Gain	\$118,483.90

Despite declining in December, the equity markets continued to move higher during the fourth quarter of 2024, as a pro-business environment and the anticipation of deregulation supported higher valuations. Growth stocks significantly outperformed value stocks, and large company indices outperformed small company indices. The S&P 500 Index has become a growth-tilted index, as the largest holdings are growth stocks. The S&P 500 Index advanced 2.41% in Q4 and 25.02% for the year 2024, while the large-cap Russell 1000 Value Index and small-cap Russell 2000 Index advanced 14.37% and 11.54%, respectively, in 2024. Forward price/earnings ratios are relatively high, but the upgrade rate of forward earnings continues to be stellar, about twice the historical average. Most research firms are forecasting positive equity returns in the high single digits for 2025. Yet, with the recent S&P 500 implied correlation very low, there is potential for market rotation as prior-year laggards may outperform in 2025. Small-cap stocks, along with the banking and energy sectors, are expected to benefit from the new administration's deregulation efforts.

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	Quarter To Date	Latest 12 Months	3 Year Return	5 Year Return	Since 04/2019 (Ann)
Total	0.85	5.57	2.58	1.94	2.13

Fixed income markets saw bonds struggle in Q4, as progress on inflation slowed, and the results of the presidential election pointed to the possibility of more persistent price pressures down the road. After un-inverting in the third quarter, the yield curve steepened slightly in the fourth quarter, as short-term interest rates fell after the Fed's December rate cut, while longer-term rates rose. The 10-year U.S. Treasury climbed 79 basis points during the quarter and ended the year at a 4.57% yield. The 1-10 Year Govt/Corp Index declined -1.54% in Q4 but returned +3.21% for the year. Bonds start 2025 with attractive yields and could generate better total returns this year if inflation trends lower and corporate balance sheets remain strong.

The macroeconomic outlook for 2025 includes faster global economic growth of 3.2%, lower inflation of 2.6%, and more central bank rate cuts. The US dollar's level is a key data point to watch to judge the success of forthcoming policy. The US economy is expected to experience higher growth, but tariff policy and tighter immigration restrictions are risks. US productivity growth is expected to support higher growth. China's growth is expected to decelerate, while Europe's should remain below 1%, pointing to US markets as the more attractive home for capital allocators.

While the markets are likely to experience some volatility due to unexpected events in 2025, we believe maintaining a long-term view is appropriate and that a well-diversified and actively managed portfolio can help navigate uncertain times.

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

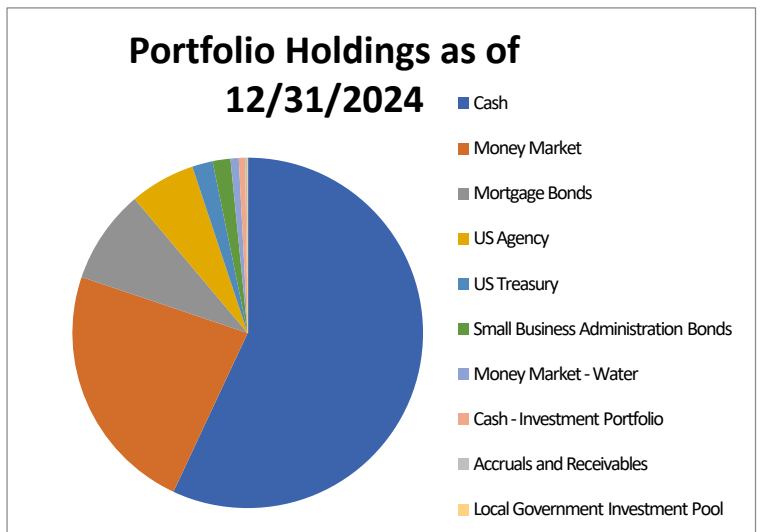
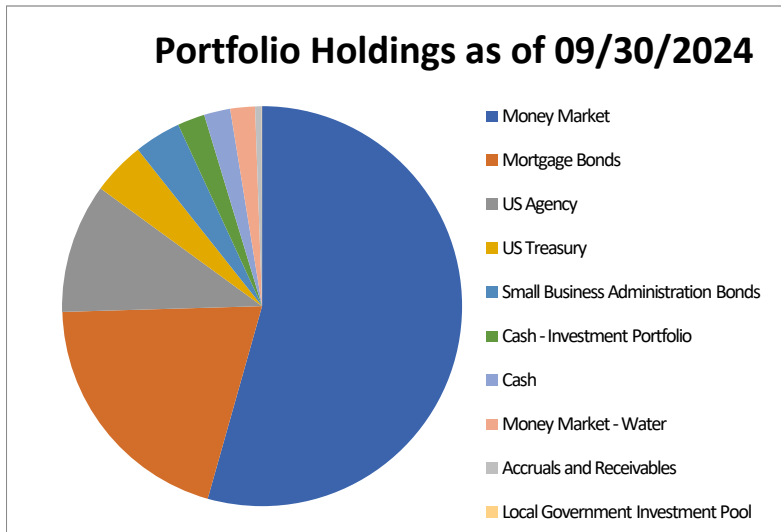
Fixed Income Characteristics as of: 12/31/2024

Credit Rating	Avg Maturity	Yield to Worst	Effective Duration
Aaa	2.36	4.94	0.94

Attachment: 2024 4th Quarter Cash & Investment Report (10046 : 2024 YTD Cash & Investment Report as of 12/31/2024)

City of Mequon Distribution by Security Sector - Market Value

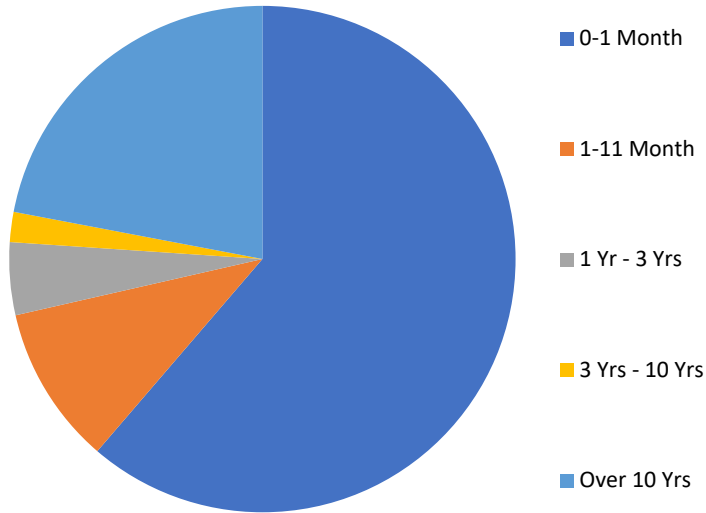
Security Sector	Market Value 9/30/2024	% of Portfolio 9/30/2024	Market Value 12/31/2024	% of Portfolio 12/31/2024
Cash - Investment Portfolio	774,089.33	2.23%	424,481.10	0.58%
US Agency	3,629,355.00	10.48%	4,428,612.55	6.04%
US Treasury	1,487,578.13	4.29%	1,392,359.38	1.90%
Mortgage Bonds	6,979,488.94	20.15%	6,353,131.24	8.66%
Small Business Administration Bonds	1,310,032.88	3.78%	1,200,678.12	1.64%
Accruals and Receivables	187,214.81	0.54%	162,670.27	0.22%
Cash	731,780.53	2.11%	41,779,617.98	56.98%
Money Market	18,839,694.89	54.39%	17,009,463.48	23.20%
Local Government Investment Pool	9,377.68	0.03%	3,749.93	0.01%
Money Market - Water	690,979.30	1.99%	566,398.43	0.77%
Total	34,639,591.49	100.00%	73,321,162.48	100.00%



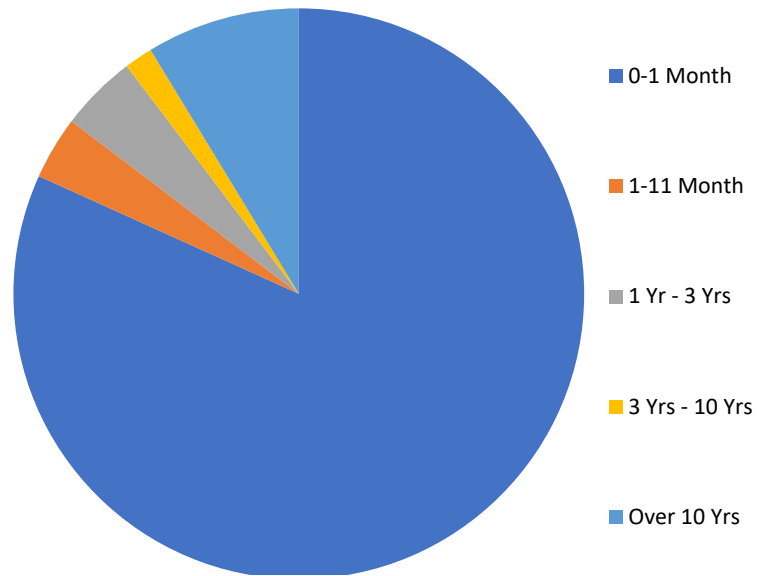
City of Mequon Distribution by Maturity - Market Value

Security Sector	Market Value 9/30/2024	% of Portfolio 9/30/2024	Market Value 12/31/2024	% of Portfolio 12/31/2024
0-1 Month	21,233,136.54	61.30%	59,946,381.19	81.76%
1-11 Month	3,510,969.43	10.14%	2,626,471.23	3.58%
1 Yr - 3 Yrs	1,605,963.70	4.64%	3,194,500.70	4.36%
3 Yrs - 10 Yrs	664,352.99	1.92%	1,179,334.84	1.61%
Over 10 Yrs	7,625,168.83	22.01%	6,374,474.52	8.69%
Total	34,639,591.49	100.00%	73,321,162.48	100.00%

**Portfolio Holdings as of
09/30/2024**



Portfolio Holdings as of 12/31/2024



2025 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
February	<ul style="list-style-type: none"> • A Resolution Awarding a Contract for the Replacement and Installation of Audio Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin in an Amount Not-to-Exceed \$180,000 • A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC • Investment Report as of 12/31/2024

Future Agenda Topics

<ul style="list-style-type: none"> • Insurance Review • Library Review 	<ul style="list-style-type: none"> • Payment in Lieu of Tax (PILOT) Agreements • City Ordinance Reconciliation
--	--

Attachment: February 2025 F&P Work Plan (10047 : Finance - Personnel Work Plan)

2025 Completed Items

- A Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2025 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$376,990
- A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon Police Association for the Period January 1, 2025 – December 31, 2027
- Q4 Investment Portfolio Update-DANA Investment Advisors