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, April 11, 2023
6:00 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

   Action requested: review and approve
   a. February 14, 2023 Finance-Personnel Meeting Minutes
   b. March 14, 2023 Finance-Personnel Meeting Minutes

3) License Applications

   Action requested: review and approve
   a. April Licenses

4) Vouchers Paid
   a. March 2023 Vouchers Paid List

5) Ordinances

   Action requested: review and recommend approval
   1. **ORDINANCE 2023-1649** An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection Services, in an Amount Not-to-Exceed $91,520

6) Resolutions

   Action requested: review and recommend approval
   a. **RESOLUTION 4037** A Resolution Approving a Contract for Supplemental Building Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of $91,520
   b. **RESOLUTION 4038** A Resolution Adopting a Revised Fiscal Year 2023 Compensation Plan for Non-Represented Employees, and Allocating $49,215 to Align Various Salaries with the New Pay Grades Contained Therein

7) Information Items
   a. Finance & Personnel Work Plan

8) Adjourn

Dated: April 11, 2023 *\/s\/ Andrew Nerbun, Chair*

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

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

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

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, February 14, 2023
6:15 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Kimberly Tollefson, Community Development Director and Brian Sajdak, City Attorney.

2) Approve Meeting Minutes
   a. January 10, 2023 Finance-Personnel Meeting Minutes

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

3) License Applications
   a. February, 2023 Licenses

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

4) Vouchers Paid
   a. January 2023 Vouchers Paid List

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

MOVED BY: Alderman Bushee
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

5) Resolutions

a. **RESOLUTION 4014** A Resolution Authorizing the Purchase and Implementation of Electronic Poll Books, Supplies and Training in an Amount Not-to-Exceed $90,000

City Clerk Fochs explained this is the first project before the Committee from the ARPA spending plan that was approved by Council last fall. The City wants to purchase 32 electronic poll books. This would allow for four at each polling site. The total cost of the electronic poll books will not only include the hardware, but employee training, a four-year warranty and software support as well. Ms. Fochs explained that if this were to pass Council tonight, staff would look to implement in 2024. Electronic poll books streamline the check in process on election days, enhance the absentee ballot process, reduce the number of poll workers needed for each election site and streamline the voter registration process. Efficiencies are also gained post-election when staff manually records every voter and every new registrant. Badger Books uses an import file and all information is recorded within minutes versus about two weeks.

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

AYES:	Bushee, Parrish, Strzelczyk

b. **RESOLUTION 4015** A Resolution Approving a Town Center Business Loan Between Bank Five Nine and Tamatito in the Amount of $25,000, for a Restaurant Located at 6300 West Mequon Road

Community Development Director Tollefson stated this program was used twice in the past. One time Ruby Tap expanded their outdoor dining area, and most recently Mammoth Fitness used it for building improvements and equipment purchase. This is different than any Revolving Loan Fund or TIF incentive. This is a program that other communities use in conjunction with Bank Five Nine. The bank works with municipalities on specific objectives the City would like to accomplish and they develop a loan program geared towards meeting those objectives. This is a conventional, private loan between the bank and business entity. The City is not loaning any of its money for this program. The City is acknowledging that the use of this loan does meet the City objectives. Tamatito will be using the money for new equipment and general business start up costs. The Economic Development Board did approve this on January 24.

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

AYES:	Bushee, Parrish, Strzelczyk

6) Information Items
   a. 2022 YTD Investment Report as of 12/31/2022

   Assistant Director Keyser shared the City's cash position and investment position at the end of Quarter 4, 2022. The majority of the increase in cash is due to the December property tax collection. The money is disbursed to the other taxing authorities in mid-January. Other inflows of cash were general city business, utility payments, cell tower leasing payments, state shared revenue and the money market interest. Outflows of cash included payroll/benefits and accounts payable. Both were similar to prior quarters.

   The investments at both Dana and Ehlers saw a positive return for the three months ending December 31, 2022. On a year-to-date basis, the City did recognize investment loss, however investment interest as well as money market account interest have seen a significant increase since the beginning of 2022 and the future appears positive. Also due to the conservative nature of the portfolios, the City does not realize any of these losses since the securities are held until maturity.

   b. Finance & Personnel Work Plan

   Alderman Strzelczyk asked for a review of the City debt portfolio and the outlook of future borrowing in a high inflation environment since there are and will be new Council members. It was determined that the City is already doing this through the Long-Term Financial Planning Process with the City's Financial Advisor Ehlers, in conjunction with the Financial Stewardship pillar of the Strategic Plan.

7) Adjourn

   A motion to adjourn was made at 6:43 PM by Alderman Bushee, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

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, March 14, 2023
6:00 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Kimberly Tollefson, Community Development Director, Jac Zader, Assistant Community Development Director, Greg Golden, Inspections Supervisor, D.A. Mattox, E-Plan Exam and other interested persons.

2) Approve Meeting Minutes
a. February 14, 2023 Finance-Personnel Meeting Minutes

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

AYES: Bushee, Parrish, Strzelczyk

3) License Applications
a. March, 2023 Licenses

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

AYES: Bushee, Parrish, Strzelczyk

4) Vouchers Paid
a. February 2023 Vouchers Paid List

Alderman Bushee questioned why the two enterprise funds (sewer and water) are being approved at the same time the rest of the City funds are approved since they are separate entities. Mayor Nerbun stated they are separate funds, yet the City is the fiscal agent for all of them.

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

5) Resolutions

a. **RESOLUTION 4024** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2021

Alderman Parrish asked why the City is removing this tax owed if the business is still operating. Director Engroff stated this is removing the receivable off of the City's books because we have exhausted our collection efforts and are sending to a collection agency to collect on our behalf.

Alderman Strzelczyk asked what "doomage" meant. Director Engroff stated the basis of the tax calculation for personal property is from a personal property return that the business owner submits to the City. If they do not submit the form to the City and are an active business, the Assessor will "doomage" the business and determine a value.

Attorney Sajdak told the Committee that Waukesha County could pursue court action should their efforts go uncollectible and the amount owed is large enough.

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

b. **RESOLUTION 4023** A Resolution Approving an Amendment to a Development Agreement with P2 Development, in Connection with Completion of a Planned Unit Development Project Located at 11040 and 11110 North Buntrock Avenue

Director Tollefson stated the project completion date is being extended from June 1 to September 1, 2023. It does not have any negative impact in terms of the value of the project. It also does not affect the timing of the project and its benefit to the TIF and would not affect the agreement that is in place with the developer in terms of the incentives as long as it gets done by December 31. The Economic Development Board did recommend approval by a vote of 6-0.

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

AYES:	Bushee, Parrish, Strzelczyk

c. **RESOLUTION 4025** A Resolution Approving a Three-Year Professional Services Agreement for Commercial Plan Review and Consultation Services, with E-Plan Exam of Brookfield, Wisconsin

Director Tollefson stated the City has used contracted services for various commercial inspections and permitting related responsibilities. Historically the City utilized "John Eagon" who used to work for the state of Wisconsin. The City offers his services to customers for a plan review in lieu of sending the plan to the state for review. The state tends to take quite a bit of time in getting their comments and approvals back. Mr. Eagon is phasing into retirement and has joined services with E-Plan Exam over the last several months. Staff met with E-Plan Exam to talk about their services and this resolution would approve a three-year service agreement with them. The benefit to City customers is they offer an expedited plan review and the benefit to the Inspections division staff is they will serve as a consultant in terms of interpretations of various codes. Unlike the John Eagon agreement, 10% of the pass-through cost to E-Plan Exam for the review will be passed to the City. As such, there will be a little bit of enhanced revenue.

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

AYES:	Bushee, Parrish, Strzelczyk

d. **RESOLUTION 4034** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2023, Related to State of Wisconsin Commercial Plan Review Fees

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

AYES:	Bushee, Parrish, Strzelczyk

6) Information Items
   a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:27 PM by Alderman Bushee, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655
www.ci.mequon.wi.us **Office of City Clerk**

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **April 6, 2023**
SUBJECT: **April Licenses**

Following are recommended approvals:

CLASS A BEER AND CLASS A LIQUOR LICENSE - RENEWAL - For the period July 1, 2023 to June 30, 2024 - Contingent on passing all inspections

Kwik Trip Inc. DBA
Kwik Trip #325
10360 N. Cedarburg Rd. Agent: Zachary Charles
Hutchins

CLASS B BEER AND CLASS B LIQUOR LICENSE - RENEWAL - For the period July 1, 2023 to June 30, 2024 - Contingent on passing all inspections

Olivers Food LLC DBA
Boca Rica 6300 W. Mequon Road, Unit 103
Agent: Oliver Hunt

CLASS B BEER AND RESERVE CLASS B LIQUOR LICENSE - NEW - For the period July 1, 2023 to June 30, 2024 - Contingent on passing all inspections

Callahan's LLC DBA
Callahan's
10365 N. Cedarburg Road
Agent: Anup K. Khuller

Following are recommended denials:

None.

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND (0110)	706,362.66
SPECIAL REVENUE FUND (0210)	3,802.48
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	1,120.00
SPECIAL FEDERAL GRANT FUND (0250)	30,641.59
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)	147,560.93
SEWER UT FUND (0610)	461,623.38
WATER UT FUND (0620)	205,453.86
TAX FIDUCIARY FUND (0810)	311.43
TOTAL	1,556,876.33

IN THE AMOUNT OF $ 1,556,876.33 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. 4/11/2023

WILLIAM JONES
CITY ADMINISTRATOR

____

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$1,556,876.33
Arterial Road Projects	12985	BRIDGETOWER OPCO LLC	2023 ROAD PROGRAM ADVERTISEMENT -CRACK SEALING	435.12
Arterial Road Projects Total				**435.12**
Assessor	11303	WISCONSIN DEPARTMENT OF REVENUE 8971	ANNUAL FEE FOR MANUFACTURING PROPERTIES	7,384.97
Assessor Total				**7,384.97**
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	MOTOR REPLACEMENT FOR MUA1	7,000.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - PUBLIC SAFETY	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,764.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,764.00
Building Maintenance	10115	BELL TAPE INC	JANITORAIL SUPPLIES - CITY BUILDINGS	1,359.81
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00
Building Maintenance	10115	BELL TAPE INC	JANITORAIL SUPPLIES - CITY BUILDINGS	1,027.06
Building Maintenance	11839	PIEPER ELECTRIC INC	BREAKROOM FAUCET REPLACE CARTRIDGE AND MIXING VALV	876.52
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	BELTS & FILTER FOR REPAIR @ CITY HAL	349.90
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	318.69
Building Maintenance	10691	MENARDS	SUPPLIES	278.89
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	255.00
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	255.00
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES - CITY HALL	176.30
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST ARREST EXTERMINANTING	115.00
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	94.94
Building Maintenance	10074	AT & T CORP	ALARM CIRCUTS	84.30
Building Maintenance	10074	AT & T CORP	ALARM CIRCUTS	84.30
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	68.91
Building Maintenance	10691	MENARDS	SUPPLIES	65.67
Building Maintenance	10691	MENARDS	SUPPLIES	59.58
Building Maintenance	10691	MENARDS	SUPPLIES	58.33
Building Maintenance	11006	SAFETYMART	SAFETY SUPPLIES	45.40
Building Maintenance	11006	SAFETYMART	SAFETY SUPPLIES	45.39
Building Maintenance	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	28.56
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	7.19
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	4.09
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW MISSED CLEAN	-62.50
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL MISSED CLEAN	-131.75
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - PUBLIC SAFETY MISSED CLEAN	-144.55
Building Maintenance Total				**22,624.03**
Building Projects	11560	WALTS PETROLEUM SERVICE, INC	4 POST HOIST CYLINDER REPLACEMENT DPW SJOP	5,127.00
Building Projects Total				**5,127.00**
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES FOR EMPLOYEE CHILI COOK-OFF	40.89
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	36.03
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	TASTING CUPS FOR EMPLOYEE CHILI COOK OFF	30.89
City Administrator	90001	TEMP STAFF REIMB	REIMBURSEMENT WCMA ANNUAL WINTER CONFERENCE 2023	21.62
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES FOR EMPLOYEE CHILI COOK OFF	6.99
City Administrator Total				**136.42**
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00
City Clerk	12532	GRANICUS, LLC	MAR 2023 SUBSCRIPTION	1,228.50
City Clerk	12532	GRANICUS, LLC	JAN 2023 SUBSCRIPTION	1,228.50
City Clerk	12532	GRANICUS, LLC	FEB 2023 subscription	1,228.50
City Clerk	10894	PITNEY BOWES 371887	1/18/23-4/17/23 POSTAL LEASE	916.17
City Clerk	10894	PITNEY BOWES 371887	INSERTER 12/28/22-3/ FEE	385.89
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	PUBLICATION 1/29/23-2/25/23	197.91
City Clerk Total				**9,185.47**
Common Council	10635	THE LEAGUE OF WISCONSIN MUNICIPALITIES	MEMBERSHIP RENEWAL DUES 1/1-12/31/23	11,516.52
Common Council	12651	AMAZON CAPITAL SERVICES, INC	MAYOR PROCLAIMATION SUPPLIES	48.10
Common Council Total				**11,564.62**
Communications	13026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	50.30
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	15.26
Communications Total				**65.56**
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,512.00
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,512.00
Community Development	11581	STAPLES BUSINESS ADVANTAGE	Supplies	69.31
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	50.90
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PC PUBLIC NOTICES IN NEWSPAPER	40.36
Community Development Total				**3,184.57**
Elections	11589	ROBERT GOSEWEHR	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	11993	ALLEN JON LAVINE	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	11957	BROGHAMMER, KATHLEEN M	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	11634	EVELYN S ZGANJAR	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	11773	TURNER, DIANA T	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	12824	LINDA JANCZAK	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	185.00
Elections	12778	NANCY MARTIN	ELECTION DAY HELP 2/21/23	175.00
Elections	12964	HEATHER TIRRO	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	11843	PIKU, CAROL E	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	12952	MADELINE HENRY	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	12828	KAREN HUFFMAN	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	12711	NEAL ANDREW LINKON	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	12947	AMY CESARZ	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	12823	LAWRENCE JANCZAK	ELECTION DAY HELP 2/21/23 & TRAINING 2/13/23	135.00
Elections	13035	CANDACE BURROWS	ELECTION DAY HELP 2/21/23	125.00
Elections	13048	GORDON LEE WOOD	ELECTION DAY HELP 2/21/23	125.00
Elections	12820	LINDA OEHLKE	ELECTION DAY HELP 2/21/23	125.00
Elections	12803	LYNN CLARK	ELECTION DAY HELP 2/21/23	125.00
Elections	11714	BARNES, ROANNE L	ELECTION DAY HELP 2/21/23	125.00

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Elections	12819	NANCY GUY	ELECTION DAY HELP 2/21/23	125.00
Elections	12821	THOMAS MARLETT	ELECTION DAY HELP 2/21/23	125.00
Elections	12714	MONTGOMERY S. HUNT	ELECTION DAY HELP 2/21/23	125.00
Elections	12962	CATHERINE SEASHOLES	ELECTION DAY HELP 2/21/23	125.00
Elections	13034	BARBARA JEAN BEHM	ELECTION DAY HELP 2/21/23	125.00
Elections	12200	GIFFORD, THOMAS M.	ELECTION DAY HELP 2/21/23	125.00
Elections	12194	BARNES, RICHARD E.	ELECTION DAY HELP 2/21/23	125.00
Elections	12774	GREGORY LEE	ELECTION DAY HELP 2/21/23	125.00
Elections	13049	MELISSA EARNEST	ELECTION DAY HELP 2/21/23	125.00
Elections	12961	DONALD RITT	ELECTION DAY HELP 2/21/23	125.00
Elections	13042	GLYN LIVERMORE	ELECTION DAY HELP 2/21/23	125.00
Elections	12713	DANA KEEGAN	ELECTION DAY HELP 2/21/23	125.00
Elections	12712	LEE WUESTHOFF	ELECTION DAY HELP 2/21/23	125.00
Elections	12677	DEANNA BOGIE CONATY	ELECTION DAY HELP 2/21/23	125.00
Elections	13036	VERNETTA JEFFERSON	ELECTION DAY HELP 2/21/23	125.00
Elections	11992	KAREN D. KRCHMA	ELECTION DAY HELP 2/21/23	125.00
Elections	13044	SIMON SALAMA	ELECTION DAY HELP 2/21/23	125.00
Elections	13062	MELISSA JEANINE WILSON	ELECTION DAY HELP 2/21/23	125.00
Elections	12956	NATALIE LOHR	ELECTION DAY HELP 2/21/23	125.00
Elections	11582	MARY J THORNBURG	ELECTION DAY HELP 2/21/23	125.00
Elections	12808	WALTER GEILFUSS	ELECTION DAY HELP 2/21/23	125.00
Elections	12975	MARGARET KNITTER	ELECTION DAY HELP 2/21/23	125.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	79.98
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	76.91
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	76.41
Elections	13049	MELISSA EARNEST	ELECTION TRAINING 9/28 & HELP 11/8/2022	72.50
Elections	12725	BARRY S. WERNER	ELECTION DAY HELP 2/21/23	62.50
Elections	13046	MARY WATSON BURKE	ELECTION DAY HELP 2/21/23	62.50
Elections	11594	VALERIE A LUTZEN	ELECTION DAY HELP 2/21/23	62.50
Elections	12834	STEPHEN SCHEIL	ELECTION DAY HELP 2/21/23	62.50
Elections	12268	ERNEST, DONALD FRED	ELECTION DAY HELP 2/21/23	62.50
Elections	12701	LAURA RECHCYGL	ELECTION DAY HELP 2/21/23	62.50
Elections	13043	EVA SALAMA	ELECTION DAY HELP 2/21/23	62.50
Elections	12953	BARBARA HERNANDEZ	ELECTION DAY HELP 2/21/23	62.50
Elections	11665	PAMELA P NONKEN	ELECTION DAY HELP 2/21/23	62.50
Elections	11718	MYERS, JOANN L	ELECTION DAY HELP 2/21/23	62.50
Elections	12706	NANCY JACOBS	ELECTION DAY HELP 2/21/23	62.50
Elections	13038	LISA MARIE KLOOSTER	ELECTION DAY HELP 2/21/23	62.50
Elections	12818	PATRICIA ZAMORA	ELECTION DAY HELP 2/21/23	62.50
Elections	11588	JEAN C CLINE	ELECTION DAY HELP 2/21/23	62.50
Elections	12093	BUCHAN, MARTHA S.	ELECTION DAY HELP 2/21/23	62.50
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	ELECTION DAY HELP 2/21/23	62.50
Elections	12987	NEENA FLORSHEIM	ELECTION DAY HELP 2/21/23	62.50
Elections	12272	NOWAK, LYNN EDWARD	ELECTION DAY HELP 2/21/23	62.50
Elections	12709	DIANA LYNN LEVY	ELECTION DAY HELP 2/21/23	62.50
Elections	12092	PALUBISKI, BARBARA D.	ELECTION DAY HELP 2/21/23	62.50
Elections	12591	ELEANOR L PIPKORN	ELECTION DAY HELP 2/21/23	62.50
Elections	12435	SANDRA JEAN LINNEMASTONS	ELECTION DAY HELP 2/21/23	62.50
Elections	12877	MARSHA MILLER	ELECTION DAY HELP 2/21/23	62.50
Elections	12957	TOBY LUKOFF	ELECTION DAY HELP 2/21/23	62.50
Elections	11657	JULIE R BURTON	ELECTION DAY HELP 2/21/23	62.50
Elections	11615	CAROL E BUTZKE	ELECTION DAY HELP 2/21/23	62.50
Elections	12825	MAURINA PARADISE	ELECTION DAY HELP 2/21/23	62.50
Elections	13033	BARBARA APPEL	ELECTION DAY HELP 2/21/23	62.50
Elections	12950	SHARON HALL	ELECTION DAY HELP 2/21/23	62.50
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 2/21/23 PER DIEM	54.01
Elections	11589	ROBERT GOSEWEHR	SPECIAL ELECTIONS REIMBURSEMENT 1/31/23 & 2/2/23	50.00
Elections	12823	LAWRENCE JANCZAK	SPECIAL ELECTIONS REIMBURSEMENT 1/31/23 & 2/1/23	50.00
Elections	11957	BROGHAMMER, KATHLEEN M	SPECIAL ELECTIONS REIMBURSEMENT 1/31/23 & 2/2/23	50.00
Elections	12677	DEANNA BOGIE CONATY	SPECIAL ELECTIONS REIMBURSEMENT 2/1-2/2/23	50.00
Elections	12824	LINDA JANCZAK	SPECIAL ELECTIONS REIMBURSEMENT 1/31/23 & 2/1/23	50.00
Elections	13049	MELISSA EARNEST	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	40.00
Elections	90001	TEMP STAFF REIMB	REIMBURSEMENT MILEAGE ELECTION/CLERK DUTIES	34.72
Elections	12964	HEATHER TIRRO	CLERKS OFFICE HELP PRENUMBERING ON 2/19/23	30.00
Elections	11843	PIKU, CAROL E	CLERKS OFFICE HELP PRENUMBERING ON 2/19/23	30.00
Elections	11957	BROGHAMMER, KATHLEEN M	CLERKS OFFICE HELP PRENUMBERING ON 2/19/23	30.00
Elections	12093	BUCHAN, MARTHA S.	SPECIAL ELECTIONS SERVICES REIMBURSEMENT 1/31/23	25.00
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	SPECIAL ELECTIONS REIMBURSEMENT 2/1/23	25.00
Elections	11843	PIKU, CAROL E	SPECIAL ELECTIONS REIMBURSEMENT 2/1/23	25.00
Elections	12778	NANCY MARTIN	SPECIAL ELECTIONS REIMBURSEMENT 2/2/23	25.00
Elections	12682	WILLIAM BUCHAN	SPECIAL ELECTIONS SERVICES REIMBURSEMENT 1/31/23	25.00
Elections	90003	POLICE RESERVE	BALLOT DELIVERY SPECIAL ELECTION 2/21/23	25.00
Elections	11773	TURNER, DIANA T	SPECIAL ELECTIONS REIMBURSEMENT 2/1/23	25.00
Elections Total				**8,767.03**
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	4,028.50
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	2,230.00
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE PLOTTER LEASE	296.02
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	149.02
Engineering	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES-FILE WALLET FOLDERS	71.32
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03

Attachment: March 2023 AP Vendor Listing by Dept (8324 : March 2023 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Engineering	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES - FOLDERS	39.37
Engineering	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES-STICKY NOTES	19.99
Engineering Total				**6,887.25**
Finance	90001	TEMP STAFF REIMB	REIMBURSEMENT FLIGHT AND HOTEL GFOA CONFERENCE	1,053.12
Finance	90001	TEMP STAFF REIMB	REIMBURSEMENT FLIGHT AND HOTEL GFOA CONFERENCE	497.97
Finance	12651	AMAZON CAPITAL SERVICES, INC	FINANCE OFFICE SUPPLIES & ARPA ERGONOMIC	39.48
Finance	90001	TEMP STAFF REIMB	REIMBURSEMENT MAILED CERTIFIED W2-C 2022	4.78
Finance Total				**1,595.35**
Fire / EMS	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY S	SOFD QUARTERLY FUNDING - 2ND QUARTER	338,093.50
Fire / EMS	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR DC ZELLMANN SYMPATHY PLANT	23.20
Fire / EMS Total				**338,116.70**
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL/LUBRICANTS	25,198.55
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL/LUBRICANTS	23,780.16
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL/LUBRICANTS	23,208.33
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	1,870.75
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	1,174.28
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	1,106.46
Fleet Services	11185	UNIVERSAL TRUCK EQUIPMENT INC	SNOW PLOW PARTS	1,077.39
Fleet Services	10475	HALRON LUBRICANTS INC	LUBRICANTS	908.00
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYCLING	877.12
Fleet Services	12472	PROTANIC INC	YEARLY FUEL TANK INSPECTION	810.00
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	769.55
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	575.00
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	498.54
Fleet Services	10092	BADGER TRUCK CENTER INC	WORK SUPPLIES	496.22
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	461.21
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	458.22
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	440.64
Fleet Services	12866	SCHOESSOW EQUIPMENT SERVICES LLC	PLOW PARTS	429.84
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	333.98
Fleet Services	11360	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	321.00
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	317.76
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	305.33
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	279.60
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	WORK SUPPLIES	263.02
Fleet Services	11122	TERMINAL SUPPLY INC	ELECTRICAL SUPPLIES	260.84
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL/LUBRICANTS	254.82
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	247.34
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	247.20
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	246.66
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	240.96
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYCLING	232.00
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	231.44
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL/LUBRICANTS	222.33
Fleet Services	12115	JUNIORS TOOLS LLC	TOOLS	219.95
Fleet Services	12115	JUNIORS TOOLS LLC	TOOLS	189.90
Fleet Services	12651	AMAZON CAPITAL SERVICES, INC	TIRES FOR 448	182.91
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	177.06
Fleet Services	11484	TODDS TOOLS	TOOLS	169.99
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	166.49
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	165.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	162.18
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	156.21
Fleet Services	10092	BADGER TRUCK CENTER INC	WORK SUPPLIES	155.42
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	153.85
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	140.80
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	140.16
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	131.48
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	128.12
Fleet Services	10330	ELLSWORTH CO INC, JOHN M	FUEL HOSE SWIVELS	105.90
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	103.32
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	102.59
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	95.96
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	94.47
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	86.81
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	78.70
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	67.92
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	67.53
Fleet Services	10824	NORTHSTAR PRINTING & GRAPHICS	REPAIR ORDER FORMS	67.50
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	66.96
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	CAR PARTS	66.25
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	66.05
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	61.56
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	59.22
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	42.68
Fleet Services	10417	GENERAL COMMUNICATIONS INC	RADIO PARTS	42.66
Fleet Services	12866	SCHOESSOW EQUIPMENT SERVICES LLC	PLOW PARTS	42.32
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	40.80
Fleet Services	12115	JUNIORS TOOLS LLC	STEVE TOOL ALLOW	39.95
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	39.09
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	38.50
Fleet Services	13073	BOEHLKE HARDWARE & PLUMBING	WORK SUPPLIES	37.98
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	35.70
Fleet Services	12866	SCHOESSOW EQUIPMENT SERVICES LLC	PLOW PARTS	34.73

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	11691	NAPA AUTO PARTS OF GRAFTON	BELT FOR 363	29.99
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	28.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	27.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	26.71
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	25.67
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	25.56
Fleet Services	12115	JUNIORS TOOLS LLC	TOOLS	21.63
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	20.28
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	CAR PARTS	20.17
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	19.20
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	16.87
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	6.64
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	3.43
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BATTERY CORE CREDIT	-10.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY CORE CREDIT	-12.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BATTERY CORE CREDIT	-20.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	RETURNED SWITCHES	-110.16
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE CREDIT	-140.80
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY CORE CREDIT	-162.00
Fleet Services Total				**91,985.40**
Forestry	10859	OZAUKEE COUNTY LWM DEPT	ARBOR DAY TREES/SEEDLINGS	1,236.00
Forestry	13088	SHANE FORBES	SIDE BOARD MATERIAL	250.00
Forestry	10824	NORTHSTAR PRINTING & GRAPHICS	2023 BRUSH PERMITS	129.24
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	89.96
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	45.20
Forestry	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	41.83
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	39.75
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	36.99
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	23.85
Forestry Total				**2,013.86**
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2023 LIABILITY, WORK COMP, & CRIME INSURANCE	44,748.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2023 LIABILITY, WORK COMP, & CRIME INSURANCE	34,029.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	2,964.87
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 3/3/2023	2,220.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/31/23	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/3/23	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/17/23	1,240.09
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	1,024.45
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/31/2023	816.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/3/23	816.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/17/2023	816.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	519.75
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND OF FILLING, EXCAVATION, AND BERMS FEE	480.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8640 HIGHLANDER/11553 CREEKSIDE	414.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND7830 PRESERVE/10518 CONEFLOWER/7852 PRESERVE	406.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1500 W MARKET ST #100 & #200	294.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 13744 N PINE VIEW CT	281.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	257.70
General Fund - General Activites	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	240.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND #35164A/B, #35165A/B, #35166A/B, #35167A/B	240.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND PARK RENTAL RIVER BARN PAVILION 2/11/23	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND SEC DEPOSIT RIVER BARN PAVILION 3/18/23	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND SEC DEPOSIT RIVER BARN PAVILION 2/26/23	200.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	199.98
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEP 10650 BAEHR #G-H/6140 EXECUTIVE #H	198.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10932 N PORT WASHINGTON ROAD	198.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND ELECTRICAL PERMIT-RIVER HILLS ADDRESS	177.84
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 14111-14115 N CEDARBURG ROAD	159.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11133 W PIONEER ROAD	151.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10055 MEADOW/11448 COUNTRY VIEW	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1423 RIVER FOREST/5715 SHERWOOD	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEP 3722 W GRACE/8124 W KNIGHTSBRIDGE	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9926 N VALLEY HILL DRIVE	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2318 SADDLEBROOK/1511 MARKET	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 125 GLENVIEW/10221 CONCORD	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10432 RIVERLAKE/10506 IRONWOOD	120.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	112.54
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	108.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10620 N PORT WASHINGTON #201	106.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2619 W LAKE FOREST COURT	106.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT APRIL 2023	91.60
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2216 W HICKORY LANE	66.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11448 N COUNTRY VIEW DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	PERMIT SEC DEP REFUND 10640 N IVY CT UNIT 10	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 4123 W GAZEBO HILL BLVD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 427 W WHITE OAK WAY	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10539 N WOOD CREST DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11308 N VALLEY DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3602 W MARSEILLES DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11254 N CEDARBURG ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3433 W RIVERA CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11871 N SPRINGDALE CT	60.00

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12139 N LAKE SHORE DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 6935 W LANTERN LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9807 N DEER RUN LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 205 W TRILLIUM ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 104 E IRONWOOD CIRCLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8520 W HIGHLANDER DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1997 W HIDDEN RESERVE CIRCLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11840 N AUER LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11583 N CANTERBURY DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12009 N RIVER GLEN LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10988 N PORT WASHINGTON ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11102 N LAKE VIEW ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10912 N WESTVIEW LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3604 W BRITTANY COURT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12402 N MADERO DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 7910 W MOURNING DOVE LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12243 N FARMDALE ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10042 N BROOKDALE DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	PERMIT SEC DEP REFUND 12501 N CIRCLE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9626 N RIVERSIDE RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 7119 W FREISTADT ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10219 N WATERLEAF DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	SEC DEPOSIT REFUND FOR 10760 N TREE SPARROW DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11022 N WHILTON RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11621 N BOBOLINK LN	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2606 LAKE FOREST CT #35592	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12340 N FAIRWAY HEIGHT DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10426 W GAZEBO HILL PKWY WEST	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND FOR BUSINESS OCCUPANCY PERMIT FEE	60.00
General Fund - General Activites	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	55.01
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	54.00
General Fund - General Activites	12651	AMAZON CAPITAL SERVICES, INC	SOFD SUPPLIES	34.56
General Fund - General Activites	10610	L A W HEALTH BENEFIT TRUST	MEQUON PAYROLL 3/17/2023 GRAYCAREK	10.00
General Fund - General Activites Total				**99,894.57**
General Government Other	13022	LYCON INC	CITY HALL DOOR PROJECT PER RES	48,035.41
General Government Other Total				**48,035.41**
Highway	10202	CHOICE CUTS TREE SERVICE LLC	TREE REMOVAL	1,900.00
Highway	12651	AMAZON CAPITAL SERVICES, INC	UNDERBODY PRESSURE WASH SYSTEM	766.67
Highway	10721	MEYERS PRESSURE CLEANERS INC	CLEANER SUPPLIES	724.35
Highway	11727	BLUE TARP FINANCIAL, INC	WALK BEHIND DROP SP	699.99
Highway	10428	GILLITZER ELEC CO LTD, FRANK	REPAIR OF STREET LIGHTS	661.53
Highway	12111	CONTREE SPRAYER AND EQUIPMENT CO., LLC	BRINE SYSTEM PARTS	502.71
Highway	10172	CARLIN SALES CORP	DE-ICING CHEMICALS	485.10
Highway	12652	COMPLETE LAWN AND LANDSCAPE SUPPLIES	SALT FOR PAVERS - CITY HALL	411.60
Highway	13088	SHANE FORBES	SIDE BOARD MATERIAL	250.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	200.00
Highway	10484	HARTMANN SAND & GRAVEL CO, INC	TREATED SAND	198.74
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	182.08
Highway	10428	GILLITZER ELEC CO LTD, FRANK	REPAIR OF STREET LIGHTS	168.96
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	157.73
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	157.73
Highway	10428	GILLITZER ELEC CO LTD, FRANK	REPAIR OF STREET LIGHTS	155.00
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	132.29
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	120.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	100.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	100.00
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	100.00
Highway	10814	NORTH SHORE PUBLIC WORKS ASSC	TIM WEYKER 2023 ANNUAL DUES	100.00
Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	BLACK BRACKETS FOR CITY HALL	99.40
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	90.17
Highway	11006	SAFETYMART	SAFETY SUPPLIES	84.73
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	PARTS AND SUPPLIES	81.97
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	79.16
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	PARTS AND SUPPLIES	78.99
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	55.99
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	PARTS AND SUPPLIES	49.98
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	48.74
Highway	90007	MISC REFUNDS	SNOWPLOW DAMAGE REIMBURSEMENT	40.08
Highway	11500	JAMES HEIDEN	STRAW	30.00
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	19.96
Highway	10287	DIGGERS HOTLINE INC	LOCATES	3.48
Highway	11248	WE ENERGIES	SIRENS	2.94
Highway Total				**9,115.17**
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	450.97
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	450.15
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	275.00
Human Resources	12882	AURORA MEDICAL GROUP INC	Aurora: Pre-Employment Testing	243.00
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	110.00
Human Resources	10635	THE LEAGUE OF WISCONSIN MUNICIPALITIES	3/7-3/10/23 HUMAN RESOURCES FOR SMALL COMMUNITIES	75.00
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	28.58
Human Resources Total				**1,632.70**
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Office365 Annual Licensing	24,360.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Security, Monitoring, Backup Systems, and Support	7,520.00

Attachment: March 2023 AP Vendor Listing by Dept (8324 : March 2023 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Security, Monitoring, Backup Systems, and Support	7,505.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	SAN 1 Year Warranty Renewal	3,576.22
Information Services	12410	TELVUE CORPORATION	TelVue	1,859.25
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	1,163.13
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	1,157.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	1,014.19
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	992.00
Information Services	12444	IMPACT ACQUISITIONS, LLC	CONTRACT #P-25491453-A3 PAYMENT	435.57
Information Services	12405	TELECOM ONE, INC	PHONE BILL 3/1-3/31/2023 ACCT 10000501831	313.20
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	288.38
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	270.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	202.12
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet - ISCORP	200.00
Information Services	12589	MARCO HOLDINGS, LLC	Macro Phone System Support	180.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	169.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	96.50
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	90.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	84.08
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	65.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	59.99
Information Services	11965	DE LAGE LANDEN FINANCIAL SERVICES, INC	CONTRACT #25491453/ACCOUNT #1213596	52.82
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	39.98
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	37.79
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	29.95
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	24.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	23.73
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	22.95
Information Services	12651	AMAZON CAPITAL SERVICES, INC	PRINT SERVER RETURN	-34.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	EHTERNET CABLE RETURN	-66.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	BOOKCASE ASSEMBLY CREDIT	-90.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	PRINT SERVER RETURN	-102.00
Information Services Total				**51,540.84**
Inspections	12523	LAKE COUNTRY INSPECTIONS LLC	February Invoice for Bob Blankenheim	8,000.00
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	488.00
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	488.00
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	125.08
Inspections	12214	WI DEPT OF SAFETY AND PROFESSIONAL SERV	ELECTRICAL WIRING CREDENTIALS-SPS 316	55.00
Inspections	11581	STAPLES BUSINESS ADVANTAGE	Supplies	44.28
Inspections Total				**9,200.36**
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2023 LEGAL FEES-GENERAL LEGAL	7,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	2,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	1,980.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	PFC MATTER 2022 THROUGH 2/28/23	693.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	Von Briesen & Roper	598.50
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	Von Briesen & Roper	220.50
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	LABOR AND PERSONNEL THROUGH 2/28/23	63.00
Legal Counsel Total				**12,555.00**
Local Road Projects	12997	MUNSON INC	GUADRAIL REPAIR ON WAUWATOSA ROAD - INSURANCE CLAI	19,831.00
Local Road Projects	12985	BRIDGETOWER OPCO LLC	2023 ROAD PROGRAM ADVERTISEMENT	459.12
Local Road Projects Total				**20,290.12**
Parks	12154	CJ & ASSOCIATES, INC	TABLES AND CHAIRS	2,182.19
Parks	10136	BOEHLKE BOTTLED GAS	GAS - ROTARY PARK	1,555.81
Parks	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT WATER FOUNTAIN	1,011.90
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	603.00
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	603.00
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	603.00
Parks	10115	BELL TAPE INC	BUILDING SUPPLIES	556.62
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	481.50
Parks	10625	LANNON STONE PRODUCTS, INC.	STONE	429.29
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	259.40
Parks	13092	SOLITUDE LAKE MANAGEMENT LLC	POND PERMIT - ROTARY	225.00
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	196.00
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	196.00
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	196.00
Parks	10107	BEACON ATHLETICS LLC	BALLFIELD MATERIALS	196.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	118.73
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	118.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	80.00
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	79.37
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	72.93
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	70.15
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	66.34
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	61.02
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	49.49
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	45.76
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	43.18
Parks	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEA	WATER TESTING	40.00
Parks	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEA	WATER TESTING	40.00
Parks	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEA	WATER TESTING	40.00
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	38.50
Parks	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES	37.92
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	30.56
Parks	10368	FASTENAL COMPANY	MISC SUPPLIES	28.58
Parks	10368	FASTENAL COMPANY	MISC SUPPLIES	28.58

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Parks	10368	FASTENAL COMPANY	MISC SUPPLIES	28.58
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	26.97
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	26.95
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	26.06
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	26.00
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	25.96
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	25.05
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	19.22
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	15.46
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	14.38
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	12.21
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.80
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.78
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	8.08
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	5.99
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	5.93
Parks	10691	MENARDS	2" EXT DECK STAR DRIVE RETURN	-22.86
Parks	12651	AMAZON CAPITAL SERVICES, INC	RETURNED SNACK BAGS	-26.95
Parks Total				**10,622.43**
Police	10189	CEDARBURG, CITY OF	SNIPER AMMUNITION	1,341.50
Police	12921	D&H DEMOLITION LLC	FIRE DEMO/CLEANUP	1,000.00
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	955.32
Police	10937	PUBLIC SAFETY EQUIPMENT, LLC	POLICE SUPPLIES/EQUIPMENT	727.00
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	565.43
Police	10182	CDW GOVERNMENT INC	SOFTWARE LICENSING	556.47
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DIS	POLICE TRAINING	525.00
Police	10408	GALLS LLC	UNIFORMS	389.34
Police	12405	TELECOM ONE, INC	PHONE BILL 3/1-3/31/2023 ACCT 10000501831	313.21
Police	12563	CELLEBRITE INC	MOBILE PHONE FORENSICS	260.10
Police	90001	TEMP STAFF REIMB	K-9 SITTER 2/14-2/24/2023	250.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	167.24
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	165.57
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	155.00
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICES	140.00
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	111.24
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 2/21-2/23/23	77.37
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	77.00
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	61.01
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT K-9 IRON RETIREMENT	48.96
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 3/6-3/9/23	43.61
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	39.28
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	31.98
Police	10827	NOTARY BOND RENEWAL SERVICE	4 YEAR NOTARY-$500 BOND PURCHASE-HOELL	30.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 2/6-2/7/23	30.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	27.98
Police	11114	T MOBILE	PHONE RECORDS	25.00
Police	10852	OZAUKEE COUNTY CHIEFS ASSOCIATION	MEMBERSHIP DUES	25.00
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTION	4 YEAR NOTARY RENEWAL-HOELL	20.00
Police	12768	BONUS INC	HOSPITALITY	18.39
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	17.98
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	11.69
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	7.45
Police Total				**8,290.36**
Public Safety Equipment	13084	RIDGE CREEK DISTRIBUTING LLC	POLICE EQUIPMENT	4,994.00
Public Safety Equipment	13084	RIDGE CREEK DISTRIBUTING LLC	POLICE EQUIPMENT	4,994.00
Public Safety Equipment	13084	RIDGE CREEK DISTRIBUTING LLC	POLICE EQUIPMENT	4,994.00
Public Safety Equipment	12135	TEN 2 COMMUNICATIONS LLC	POLICE EQUIPMENT	3,599.60
Public Safety Equipment	90001	TEMP STAFF REIMB	REIMBURSEMENT SUA APPLICATION K-9	25.00
Public Safety Equipment Total				**18,606.60**
Public Safety Vehicles	11311	WIS DEPT OF TRANSPORT 7949	SQUAD 21-23 TITLE & PLATE TRANSFER REGISTRATION	165.50
Public Safety Vehicles	11311	WIS DEPT OF TRANSPORT 7949	SQUAD 19-23 TITLE & PLATE TRANSFER REGISTRATION	165.50
Public Safety Vehicles Total				**331.00**
Public Works Other	12985	BRIDGETOWER OPCO LLC	COURTLAND AD	483.12
Public Works Other Total				**483.12**
Public Works Vehicles	13000	B&B TRAILERS INC	REPLACEMENT LANDSCAPE TRAILER	8,230.00
Public Works Vehicles Total				**8,230.00**
Revolving Loan CD Grant	10856	OZAUKEE COUNTY ECONOMIC DEVEL	2022 ASSISTANCE TO RLF APPLICANTS-14 HOURS	1,120.00
Revolving Loan CD Grant Total				**1,120.00**
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	259.34
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/3/23	111.46
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/17/23	111.46
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/31/23	111.46
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/3/23	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/31/2023	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 3/17/2023	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT APRIL 2023	13.76
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	10.40
Sewer General Activities Total				**797.88**
Sewer UT Operations	13079	IOWA PUMP WORKS INC	LS E PORTABLE BACK-UP PUMPS (#3381) RES 4009	149,319.00
Sewer UT Operations	12297	GLOBE CONTRACTORS, INC.	INSTALL 34 CLEAN-OUTS(3566-22-C LS H)-RES 4005	115,468.48
Sewer UT Operations	12297	GLOBE CONTRACTORS, INC.	INSTALL 34 CLEAN-OUTS(3566-22-C LS H)-RES 4005	101,157.90
Sewer UT Operations	11556	BLOOM COMPANIES LLC	PPII INSPECTIONS (3566-22-I)-RES 3947 & 4006	34,096.99
Sewer UT Operations	11556	BLOOM COMPANIES LLC	PPII INSPECTIONS (3566-22-I)-RES 3947 & 4006	16,062.46

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL WORK (3566-23-E) RES 3973	14,328.38
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	TAMERLANE DR LS O FM (#3491)	8,202.73
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL WORK (3566-23-E) RES 3973	6,980.75
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	TAMERLANE DR LS O FM (#3491)	4,244.51
Sewer UT Operations	11062	RASMITH, INC	ETS MONITORING (#3780-23)	3,622.75
Sewer UT Operations	10341	ENERGENECS INC	MISC. COMPUTER, SCADA, STATION WORK	1,489.82
Sewer UT Operations	11567	C.L. THOMPSON COMPANY	STATION CUPS, FILTERS	804.10
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	GENERATOR CORD END FOR STATION "A"	730.00
Sewer UT Operations	11062	RASMITH, INC	ETS MONITORING (#3780-22)	686.50
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC.	CALIBRATION GAS & SENSORS	523.44
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC.	CALIBRATION GAS & SENSORS	441.44
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	UNDERBODY PRESSURE WASH SYSTEM	383.33
Sewer UT Operations	10230	CONLEY PUBLISHING GROUP LTD	'23 ADS-NOTICE TO BIDDERS #3491, 3566	340.66
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	GENERATOR CORD END FOR STATION "A"	289.69
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC.	CALIBRATION GAS & SENSORS	268.74
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	255.00
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	255.00
Sewer UT Operations	10691	MENARDS	MISC SUPPLIES	176.17
Sewer UT Operations	10172	CARLIN SALES CORP	WEED SPRAY, PARTS	155.52
Sewer UT Operations	10368	FASTENAL COMPANY	MISC SUPPLIES	139.05
Sewer UT Operations	13097	CLIFF BERGIN & ASSOCIATES INC	CONTROL SWIVELS FOR SHOP LOUVERS	114.48
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	90.08
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	81.99
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	65.24
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	25.17
Sewer UT Operations	10691	MENARDS	MISC SUPPLIES	22.54
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	3.59
Sewer UT Operations Total				**460,825.50**
Special Events	13090	STEVEN M RADER ENTERPRISES LLC	2023 TASTE OF MEQUON	1,800.00
Special Events	12321	MICHAEL LANDEY	25% DEPOSIT FOR SALES QUOTE Q14832-1	790.30
Special Events	13095	SPIELBAUER FIREWORKS COMPANY INC	DEPOSIT PAYMENT REQUIRED W/CONTRACT	700.00
Special Events	10647	LINCOLN CONTRACTORS SUPPLY INC	WINTER WONDERLAND	222.36
Special Events	12651	AMAZON CAPITAL SERVICES, INC	LINENS FOR WINTER WONDERLAND/TASTE OF MEQUON	144.92
Special Events	10699	MEQUON COPY MASTER	WINTER WONDERLAND	144.90
Special Events Total				**3,802.48**
Special Federal Grant Fund	11133	THIENSVILLE, VILLAGE OF	LIBRARY ARPA PROJECT FUNDING	17,877.35
Special Federal Grant Fund	11701	TYLER TECHNOLOGIES INC	MUNIS-ANNUAL TRAINING PACKAGE	12,000.00
Special Federal Grant Fund	12651	AMAZON CAPITAL SERVICES, INC	ERGONOMIC STUDY ARPA	317.90
Special Federal Grant Fund	12651	AMAZON CAPITAL SERVICES, INC	ARPA SUPPLIES	287.37
Special Federal Grant Fund	12887	AVERO LLC	LMS-CONSULTING	130.00
Special Federal Grant Fund	12651	AMAZON CAPITAL SERVICES, INC	FINANCE OFFICE SUPPLIES & ARPA ERGONOMIC	28.97
Special Federal Grant Fund Total				**30,641.59**
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 150300301100	64.52
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND #140241400800	40.89
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 150650601000	38.15
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND #140881620000	32.93
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 151280096000	31.38
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 140680101000	29.70
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND #150060300400	27.69
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 141322402000	25.83
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 140311600900	20.34
Tax Fiduciary Fund Total				**311.43**
TIF 3	12633	DEMAND & PRECISION PARTS CO OF MILWAU	7 BENCHES & 3 BIKE RACKS	23,030.00
TIF 3	13094	PLAYCORE GROUP INC & AFFILIATES	SALES ORDER #SO55273 MEQUON CIVIC CAMPUS PROJECT	12,344.00
TIF 3 Total				**35,374.00**
TIF 4	12353	HARWOOD ENGINEERING CONSULTANTS	TIF #4 AND TIF #5 PROFESSIONAL SRVCS THRU 10/22	5,324.28
TIF 4 Total				**5,324.28**
TIF 5	12353	HARWOOD ENGINEERING CONSULTANTS	TIF #4 AND TIF #5 PROFESSIONAL SRVCS THRU 10/22	5,324.28
TIF 5 Total				**5,324.28**
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	1,000.00
Water general Activities	13089	CONTARDI, DANIEL	UTILITY ACCOUT 675101 REFUND	729.53
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	600.00
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/3/23	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/17/23	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/31/23	111.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	25.91
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 4/1/23-4/30/23	1.60
Water general Activities Total				**2,691.42**
Water UT Operations	90007	MISC REFUNDS	REFUND AGREEMENT-BAYSIDE	47,709.00
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	47,187.94
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	13,067.19
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	9,600.00
Water UT Operations	10091	BADGER METER INC	METERS AND REGISTERS	9,524.16
Water UT Operations	10091	BADGER METER INC	METERS AND REGISTERS	8,860.08
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	7,919.28
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	6,942.01
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	6,400.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	5,535.63
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	5,387.36
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	3,855.17
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	2,426.33
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	2,224.14

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Water UT Operations	11859	DILLETT MECHANICAL SERVICES, INC	FIX CHARTER MALL FURNANCE	2,107.38
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	1,920.85
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	1,179.47
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	988.51
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	889.66
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	889.66
Water UT Operations	10091	BADGER METER INC	METERS AND REGISTERS	742.07
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	691.95
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	642.53
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	572.88
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	395.39
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	350.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	350.00
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	269.59
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATES	266.22
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 1/2023	220.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	202.19
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	110.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 2/2023	67.40
Water UT Operations	12258	WATER DIAGNOSITICS LABORATORIES LLC	WATER TESTING	30.00
Water UT Operations	12883	PB HAHN & CO INC	HYDRANTS	23.38
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations Total				**202,762.44**

11333 N. Cedarburg Road
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www.ci.mequon.wi.us **Office of Community Development**

TO:	**Finance-Personnel Committee**
FROM:	**Kim Tollefson, Director of Community Development**
DATE:	**April 11, 2023**
SUBJECT:	**ORDINANCE 2023-1649 An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection Services, in an Amount Not-to-Exceed $91,520**

Background

The Community Development Department is seeking a budget amendment not-to-exceed $91,520 for contracted services in order to maintain its ability to conduct all required inspections in a timely manner. This budget amendment ordinance is being proposed in conjunction with an accompanying resolution to authorize a contract with Bella Consultants, LLC to provide supplemental building inspection services.

Analysis

Historically, the City has relied on contracted services, even when fully staffed, to fulfill the needs of the Department when staff are away on vacations, attending required training, or during vacancies. Contracted services are necessary to provide the expected level of service to the contractors doing work in the City.

Fiscal Impact

Staff estimates contracted services will be required approximately two days per week, eight hours per day for the remainder of the year. The proposed contract with Bella Consulting, LLC is for an hourly rate of $110. Current Inspections Division staff are expected to acquire additional State inspection credentials throughout the year, which will reduce the level of contracted services required. Staff is requesting a budget amendment for contracted services in an amount not-to-exceed $91,520.

While this is an increase to the current Inspections Division operating budget, the Division consistently provides a surplus of revenue. Exhibit A shows the history of revenue generated since 2000. Over the past 5 years, the average surplus was $225,944, which includes a 23% estimate of overhead costs.

Staff Summary

Staff recommends approval of a budget amendment to contracted services in an amount not-to-exceed $91,520, in order to provide the required inspections to the contractors doing business in the City of Mequon. Staff further recommends contracting with Bella Consultants, LLC for these contracted services.

Recommendation
A recommendation is forthcoming by the Finance-Personnel Committee on April 11, 2023.

Attachments:
Inspections Division Revenue(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2023-1649

An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection Services, in an Amount Not-to-Exceed $91,520

RECITALS

A. On November 9, 2022, the City of Mequon adopted its Operating Budget for Fiscal Year 2023, in a total amount of $21,473,099, by approving Ordinance No. 2022-1631.

B. The City of Mequon Inspections Division requires supplemental building inspection services to meet the demands of the construction community and proposes increasing the use of contracted services which results in an expenditure amendment to the Fiscal Year 2023 Operating budget in the amount of $91,520.

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

SECTION I

Ordinance No. 2022-1631, which adopted the City of Mequon Operating Budget for the Fiscal Year 2023 is hereby amended to reflect the inclusion of an additional $91,520 expenditure in account 110244-683201.

SECTION II

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

SECTION III

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

SECTION IV

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

____
Approved by: Andrew Nerbun, Mayor

Date Approved: April 11, 2023

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 11, 2023.

____

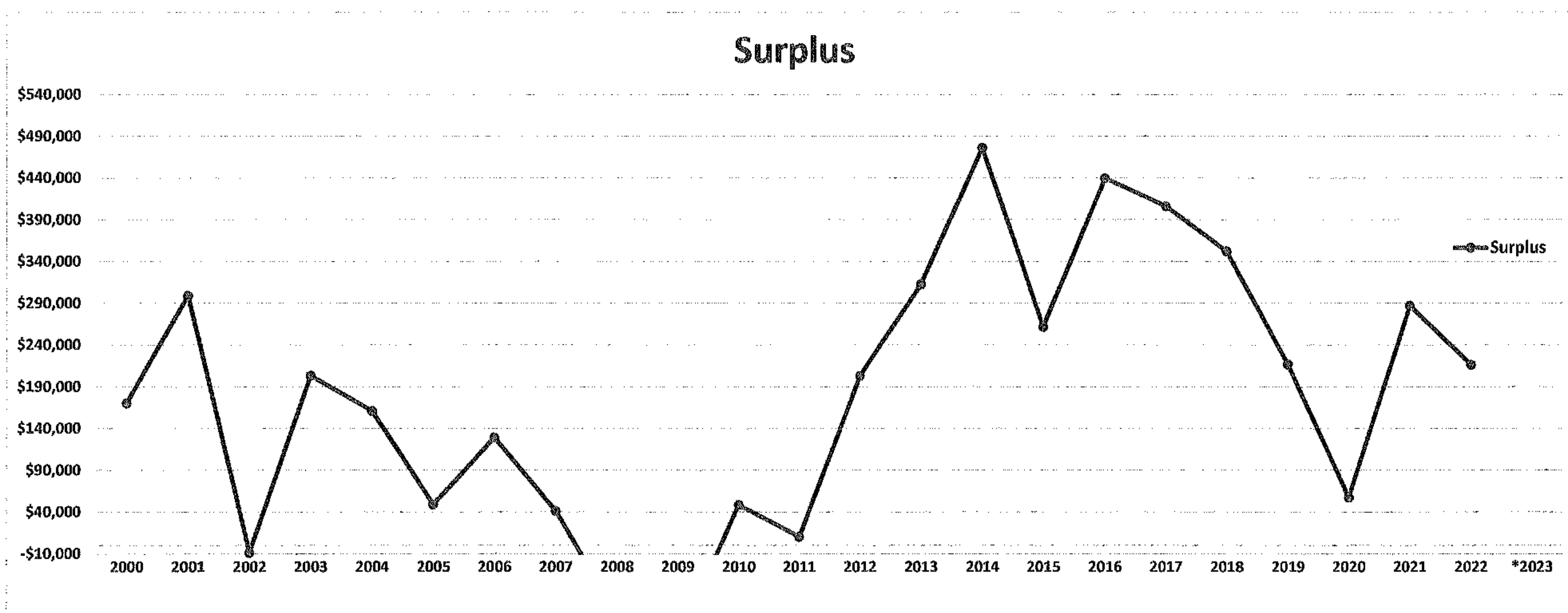
Caroline Fochs, City Clerk

Published: _____________________________

Exhibit A

Year	Staffing Level - Listed	Staffing level - Actual	Total permits issued	Single Family	Fees Collected	Actual Exp.	Overhead (23%)	Difference	% surplus	Notes
2000	6.5	5.5	4085	68	$509,022	$275,365	$63,334	$170,323	50%	1 vacant (Deputy BI) - Had 2 full time secretaries
2001	7	6	3773	70	$688,512	$316,771	$72,857	$298,884	77%	1 vacant (Deputy BI) - Added PC reduced one secrecary to PT
2002	7	6	4008	64	$488,761	$404,451	$93,024	($8,714)	-2%	Same as 2001
2003	7	5.5	4268	59	$710,503	$412,218	$94,810	$203,475	40%	2 vacant Part time Admin and Deputy BI
2004	7	5.5	4007	60	$697,308	$436,133	$100,311	$160,864	30%	2 vacant Part time Admin and Deputy BI
2005	6	5.5	3997	60	$608,329	$454,704	$104,582	$49,043	9%	Part time Admin removed 1 vacant (Deputy BI)
2006	5.5	5.5	3810	64	$698,062	$462,645	$106,408	$129,009	23%	Deputy Inspector removed
2007	5.5	4.5	3595	50	$615,203	$466,727	$107,347	$41,129	7%	Same as 2006
2008	5.5	4.5	3617	25	$487,847	$464,747	$106,892	($83,792)	-15%	Same as 2006
2009	5	5	3142	19	$464,839	$471,464	$108,437	($115,062)	-20%	Added part time secretary
2010	4	4	3120	21	$485,637	$355,212	$81,699	$48,727	11%	Down one inspector
2011	3.5	3.5	3214	23	$455,384	$361,782	$83,210	$10,393	2%	Lost part time secretary
2012	3.5	3.5	3406	24	$630,608	$347,700	$79,971	$202,937	47%	Same as 2011
2013	3.5	3.5	3834	60	$734,540	$343,082	$78,909	$312,549	74%	Same as 2011
2014	3.5	3.5	3978	61	$869,248	$319,628	$73,514	$476,106	121%	Eliminated Chief Inspector replaced with Inspector
2015	3.5	3.5	3918	46	$695,941	$353,177	$81,231	$261,533	60%	Same as 2014
2016	4.5	4.5	3607	55	$916,521	$387,768	$89,187	$439,566	92%	Chief Inspector added
2017	4.5	4.5	3990	71	$918,435	$416,651	$95,830	$405,954	79%	Same as 2016
2018	4.5	4.5	3881	52	$951,791	$487,609	$112,150	$352,032	59%	
2019	6	6	3814	55	$911,378	$564,720	$129,886	$216,772	31%	
2020	6	5	3808	55	$670,831	$498,551	$114,667	$57,613	9%	
2021	5	5	4109	46	$909,135	$505,730	$116,318	$287,087	46%	
2022	5	5	4123	94	$830,179	$499,155	$114,806	$216,218	35%	
*2023	5	5	697	9	$126,252					
					$16,074,267	$9,605,990	$2,209,378	$4,258,899	$6,468,277	

*As of 2/28/23



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2902
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www.ci.mequon.wi.us **Office of Community Development**

TO:	**Finance-Personnel Committee**
FROM:	**Jac Zader, Assistant Director Community Development**
DATE:	**April 11, 2023**
SUBJECT:	**RESOLUTION 4037 A Resolution Approving a Contract for Supplemental Building Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of $91,520**

Background

The Department of Community Development is seeking a budget amendment in an amount not-to-exceed $91,520 for contracted inspections services to maintain the ability to conduct all required inspections in a timely manner. This resolution seeks contract approval with Bella Consultants, LLC for said services (Exhibit A).

In 2022, the Inspections Division experienced a significant amount of turnover. The City's former Inspections Supervisor resigned in June and its long-time Plumbing Inspector retired in December. Thereafter, Inspector Greg Golden was promoted to the position of Building Inspections Supervisor in October, leaving two inspector positions vacant. Despite aggressive recruitment, the City was unable to attract fully-certified inspectors to fill these positions. Historically, the Division has attempted to align staffing levels based on multiple factors, including development market conditions, department mergers and succession planning.

While none of the Building Inspector applicants was fully-certified, there were two candidates that had unique skillsets and backgrounds that were attractive to the City. One candidate had the necessary plumbing credential to continue inspecting commercial plumbing projects and the second candidate had a solid background in construction. Accordingly, the two candidates were offered positions in the Inspections Division with the intent to train them while they worked towards obtaining their state inspector credentials. Consequently, it is anticipated that additional contracted services will be required until the end of 2023, at which time it is expected that each of the two inspectors will have achieved full certification.

Analysis

In the past, the City has relied on contracted services to fulfill the needs of the Division when staff was away on vacations, attending required training, during vacancies. Contracted services are necessary to provide the expected level of service to contractors doing work in the City during such times. For the past the several years, the Department has contracted with Lake Country Inspections, utilizing the services of Bob Blankenheim. Mr. Blankenheim is an expert in the field, has all the necessary credentials, and shares the same philosophies the Department looks for in an employee. He is a known commodity and has been a beneficial mentor to the new inspectors. Staff recommends continuing the Department's contract with Mr. Blankenheim through his personal business, Bella Consulting, LLC.

Staff has investigated other options to fulfill these needs. The first was to contract all inspections out to a private inspection agency. The cost for this option varies but industry standard is to retain approximately 80% of the permit fee. The loss of revenue to the City from permit fees makes this option undesirable. The creation of a part-time position, likely with an experienced, retired inspector, was also considered. A part-time position does not provide flexibility to regulate the hours worked only as needed, potentially resulting in an excess expenditure of funds. As an example, during peak times, contracted services are added as necessary and during slow times, services are simply reduced. Additionally, this 'contracted services approach' does not require any benefits to be paid and does not require use of a City vehicle.

Fiscal Impact

Staff estimates contracted services will be required approximately two days per week, eight hours per day for the remainder of the year. The proposed contract with Bella Consulting, LLC is for an hourly rate of $110. As noted, the Department expects that current staff will acquire additional State inspection credentials over the course of this year, which should reduce the amount of contracted services required. Since it is difficult to predict when this will occur, staff is requesting approval of a contract and subsequent budget amendment in an amount not-to-exceed $91,520.

While this is an increase to the current budget, the Inspections Division revenue consistently delivers a surplus of revenue. Exhibit B shows the history of revenue generated since 2000. Over the course of the past five years, the average revenue surplus was $225,944.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on April 11, 2023.

Attachments:
Exhibit A Inspections Revenue History (PDF)
Exhibit B 2023 Mequon Contract Bella Consulting FINAL (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4037

A Resolution Approving a Contract for Supplemental Building Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of $91,520

RECITALS

A. The City of Mequon is required to perform inspections in a timely manner.

B. State certifications are required in order to conduct inspections in accordance with state law.

C. The Inspections Division is currently working to overcome a temporary shortage of certified inspectors to conduct all required inspections in a timely manner.

D. Historically, the City has relied on contracted services to fulfill the needs of the Inspections Division.

E. Finance-Personnel Committee approval is forthcoming on April 11, 2023, for a budget amendment not to exceed $91,520 for contracted services.

F. Finance-Personnel Committee approval is forthcoming on April 11, 2023, for a contract with Bella Consulting, LLC to perform required inspections through December 31, 2023.

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

1. The service contract with Bella Consulting, LLC of Hartford, Wisconsin, in the form attached hereto 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: April 11, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 11, 2023.

Caroline Fochs, City Clerk

Exhibit A

Year	Staffing Level - Listed	Staffing level - Actual	Total permits issued	Single Family	Fees Collected	Actual Exp.	Overhead (23%)	Difference	% surplus	Notes
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2004	7	5.5	4007	60	$697,308	$436,133	$100,311	$160,864	30%	2 vacant Part time Admin and Deputy BI
2005	6	5.5	3997	60	$608,329	$454,704	$104,582	$49,043	9%	Part time Admin removed 1 vacant (Deputy BI)
2006	5.5	5.5	3810	64	$698,062	$462,645	$106,408	$129,009	23%	Deputy Inspector removed
2007	5.5	4.5	3595	50	$615,203	$466,727	$107,347	$41,129	7%	Same as 2006
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2011	3.5	3.5	3214	23	$455,384	$361,782	$83,210	$10,393	2%	Lost part time secretary
2012	3.5	3.5	3406	24	$630,608	$347,700	$79,971	$202,937	47%	Same as 2011
2013	3.5	3.5	3834	60	$734,540	$343,082	$78,909	$312,549	74%	Same as 2011
2014	3.5	3.5	3978	61	$869,248	$319,628	$73,514	$476,106	121%	Eliminated Chief Inspector replaced with Inspector
2015	3.5	3.5	3918	46	$695,941	$353,177	$81,231	$261,533	60%	Same as 2014
2016	4.5	4.5	3607	55	$916,521	$387,768	$89,187	$439,566	92%	Chief Inspector added
2017	4.5	4.5	3990	71	$918,435	$416,651	$95,830	$405,954	79%	Same as 2016
2018	4.5	4.5	3881	52	$951,791	$487,609	$112,150	$352,032	59%	
2019	6	6	3814	55	$911,378	$564,720	$129,886	$216,772	31%	
2020	6	5	3808	55	$670,831	$498,551	$114,667	$57,613	9%	
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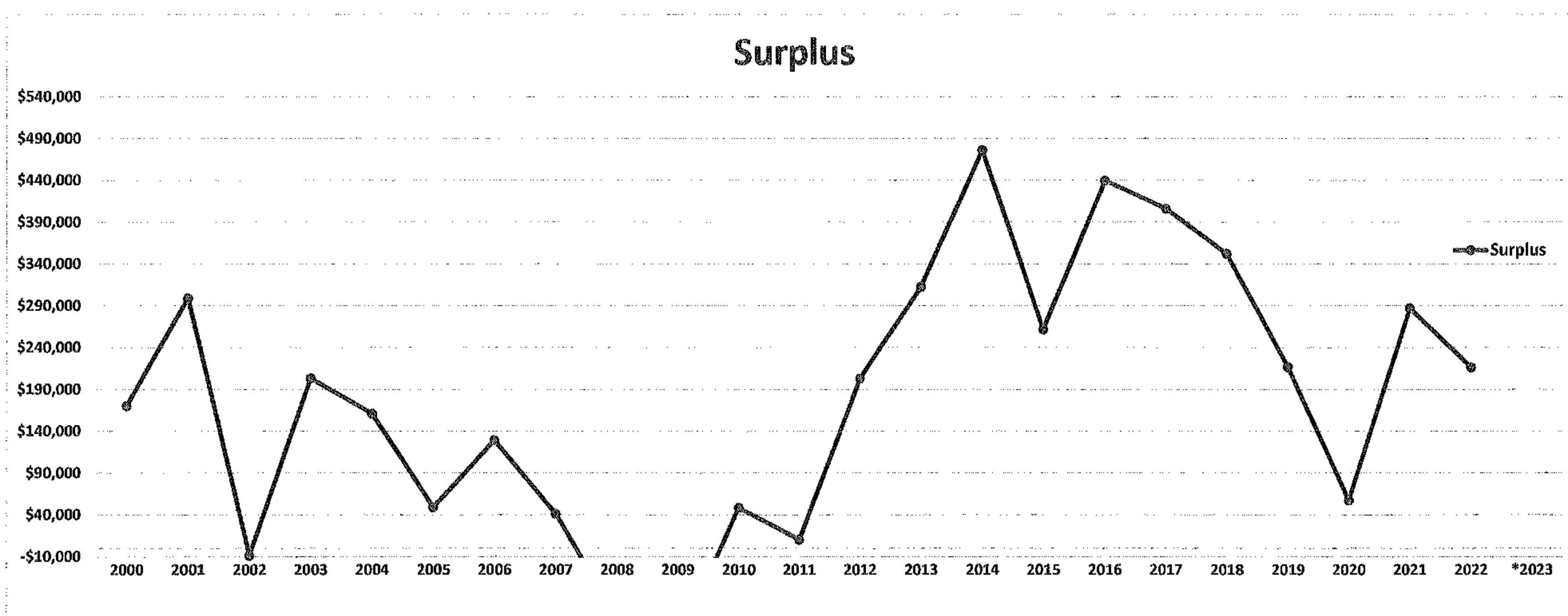
*2023	5	5	697	9	$126,252					
					$16,074,267	$9,605,990	$2,209,378	$4,258,899	$6,468,277	

*As of 2/28/23



BELLA CONSULTING, LLC
CONTRACT FOR SERVICES
April 1, 2023 to Dec. 31, 2023

As the City of Mequon requires professional building inspection services to meet the needs of its residences and businesses, Bella Consulting, LLC, a Wisconsin Limited Liability Company, proposes to provide building inspection services to the City of Mequon for such inspection services.

In response, the parties agree as follows:

1. Bella Consulting, LLC will provide a building inspector, duly licensed and certified in the State of Wisconsin, to the City of Mequon whose duties include building and mechanical field inspections, necessary services related to contacts with residents, business owners and municipal representatives, and associated tasks necessary to meet the City's building inspection needs.

2. Each building inspector shall be certified in the categories in which they are inspecting, which may include any or all of the following: UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction, Commercial Plumbing and Commercial Electrical as defined in SPS 305 of the Wisconsin Administrative Code.

3. Bella Consulting, LLC will provide the following for the building inspectors:

   A. Inspector(s) salary
   B. Field communication equipment
   C. Vehicle or mileage/allowance for the inspectors
   D. Wisconsin license fees for Bella Consulting, LLC and inspectors

4. The term of this agreement shall be from the date this agreement is signed or effective until Dec. 31, 2023. Should neither party act to terminate this agreement prior to the expiration date, this agreement will automatically renew (annually) for a one-year term. This agreement can be terminated by either party with 90 days written notice. Any notice to the City of Mequon will be sent to the municipal clerk. Any notice to Bella Consulting, LLC will be sent to Bella Consulting, LLC, 6909 Sconfinato Dr., Hartford, WI 53027

5. Bella Consulting, LLC agrees to indemnify the City of Mequon, its officials, employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of Bella Consulting, LLC, and causing injury to any person or persons or property, (whomsoever and whatsoever or arising from Bella Consulting, LLC's negligence). Correspondingly, the City of Mequon agrees to indemnify Bella Consulting, LLC, its members, managers, employees and agents from and against any and all claims, suits,

demands or causes of action, arising out of any act or omission of the City of Mequon, and causing injury to any person or persons or property, (whomsoever and whatsoever or arising from the negligence of the City of Mequon, its employees or officials). Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.

6. The City of Mequon will compensate Bella Consulting, LLC for any activities and meetings related to the duties described in this contract at the rate of $110 per hour, including travel time, for all such duties and meetings performed during the business hours of 7 a.m. to 5 p.m. Monday through Friday ("normal business hours"). The City of Mequon will compensate Bella Consulting, LLC for all such duties and meetings required to occur other than during normal business hours at the rate of $125 per hour including travel time. There will be a one-hour minimum charge per inspection trip, meeting, or any duties performed under this paragraph.

7. Bella Consulting, LLC will provide a monthly statement for services rendered. The City of Mequon will compensate Bella Consulting, LLC by the 15th of the month following the period services were rendered, or as mutually agreed upon by the City of Mequon and Bella Consulting, LLC.

8. Bella Consulting, LLC agrees to provide these services, as needed, beginning the date of this document authentication, as evidenced, by signatures and date or as mutually agreeable.

9. This agreement shall be binding upon, and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns. This agreement sets forth the entire agreement of the parties covering the subject matter hereof and supersedes all prior agreements, understandings, and conditions whether oral or written relating to the subject matter hereof.

10. Any future revision, modification, amendment or waiver of any of the provisions of this agreement shall be effective only if made in writing dated, signed and executed with the same formality as this agreement. Any such provision, modification, or amendment shall specifically provide that it is intended to revise, modify or amend this agreement. No oral revisions, modifications or amendments shall be effective to revise, modify, amend or waive any terms or conditions of this agreement.

11. This agreement and the rights, interests and benefits hereunder shall not be assigned, transferred, pledged or hypothecated in any way without the prior written consent of both parties to this agreement. Further, this agreement shall not be subject to execution, attachment or similar process. Any attempt to assign, transfer, pledge or hypothecate or make any other disposition or the levy or any attachment or similar process thereon shall be null and void and without effect.

12. The invalidity of any paragraph or subparagraph of this agreement shall not affect the

validity of any other paragraph or subparagraph. In the event that any paragraph or subparagraph therein shall be held invalid by any court or competent jurisdiction, such determination shall not result in holding that any other paragraph or subparagraph herein is not valid and enforceable, and the balance of this agreement shall be construed to provide the parties with the economic realities to each as intended by this agreement.

13. A party's waiver of any breach or the failure to exercise any of the rights contained within this agreement shall not be deemed a waiver of any subsequent breach or subsequent right to enforce any paragraph or subparagraph herein.

14. This agreement shall be governed by the laws of the State of Wisconsin without reference to principles of conflict of law.

15. The parties agree that this agreement was negotiated fairly between them at arm's length and that the final terms of this agreement are the product of the parties' negotiations. Each party warrants and represents that it has sought and received legal counsel of its own choosing with regard to the contents of this agreement and the rights and obligations affected hereby. The parties agree that this agreement shall be deemed to have been jointly and equally drafted by them, and that the provisions of this agreement therefore shall not be construed against a party or parties on the grounds that the party or parties drafted or was more responsible for drafting the provision(s) of this agreement.

16. Either party shall not be deemed in default of this agreement to the extent that performance of its obligations or attempts to cure any breach are delayed, restricted or prevented by reason of any act of God, fire, natural disaster, act of government, strikes or labor disputes, inability to provide raw materials, power, or supplies, or any other act or condition beyond the reasonable control of the party; provided, that the party so affected uses its best efforts to avoid or remove the causes of non-performance and continues performance hereunder immediately after those causes are removed. Upon such circumstances arising, the parties shall meet forthwith to discuss what, if any, modification may be required to the terms and conditions of this agreement.

17. This agreement may be executed on one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute a single agreement. Facsimile signatures are acceptable in lieu of originals.

Robert Blankenheim **date**
Bella Consulting, LLC (agency)

City of Mequon **title** **date**
acknowledged and accepted

Effective date: April 1, 2023 to Dec. 31, 2023

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: April 3, 2023
SUBJECT: RESOLUTION 4038 A Resolution Adopting a Revised Fiscal Year 2023 Compensation Plan for Non-Represented Employees, and Allocating $49,215 to Align Various Salaries with the New Pay Grades Contained Therein

Background

In June of 2022, the City of Mequon executed a contract with GovHR for an evaluation of the City's compensation structure to ensure market competitiveness for all non-represented positions. A study was necessary to position the organization well in a tightening labor market due to continued low unemployment, while remaining fiscally reasonable when compared to other employers. Additionally, the study's intent was to allow the City to verify that the organization is paying fair salaries to retain employees. The last time the City completed a compensation analysis was in 2014 with the assistance of Verisight, which established the City's current compensation structure.

Since completion of the 2014 study, the City has provided non-represented employees with a cost-of-living adjustment each year, as well as a merit increase on top of annual cost-of-living adjustments in 2019 and 2020. The merit system was suspended in 2021 due to the impacts of COVID-19 and the organization's need to pivot resources to maintain existing staffing levels. As such, employees received a 1% wage adjustment for that year. In 2022, all employees who satisfactorily completed an annual evaluation received a 2.5% wage increase. Subsequently, the City provided a 3% wage adjustment for employees in 2023, in recognition of the impact that higher inflation has had since early 2022. Below is a table that depicts the City's' year-over-year wage adjustments for non-represented employees.

Annual Cost of Living Adustment (COLA) for Non-Represented Employees									
Year	2015	2016	2017	2018	2019	2020	2021	2022	2023
COLA	2%	1.75%	1.50%	1.75%	2% + 1%	2% + 1%	1%	2.50%	3%

Following the presentation of the study's findings in January of 2023, City staff has worked to finalize the report, a copy of which is attached. Since that time, the City Administrator's Office has been evaluating the initial implementation goals of the study.

Analysis

The study recommends the City continue its use of a pay plan with open ranges. Such a pay plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through ranges based on an annual satisfactory performance evaluation. Additionally, this format allows maximum flexibility for the City relative to recruitment and funding, as employees can be hired within the range and increases provided annually for meritorious performance can fluctuate based on available funding.

Attached as Exhibit A is the City's current pay plan for comparison purposes and the study's proposed compensation plan is attached as Exhibit B. Based on data gathered in the study, the proposed pay plan eliminates vacant pay grades from the current structure. The newly proposed pay plan has ten pay grades, with one being the lowest and ten being the highest for the City. The plan utilizes the 50th percentile of salary data obtained from comparable organizations and internal job evaluation tools to ensure positions are placed in pay grades that promote internal equity and external competitiveness. The study advises that employees whose current compensation is within range for their classification be slotted into the new pay plan at current pay rates. The study recommends the first implementation action of the City, after the adoption of the new pay plan, is to address the compensation of employees whose present compensation is below the minimum of the range for their respective pay grade within the new pay plan that is hereby proposed for adoption.

Fiscal Analysis

In anticipation of the study's recommendations, the City set aside $50,000 in funds to finance initial implementation costs. As mentioned above, the study's first recommendation after adopting the new pay plan is to address employees with compensation levels below the minimum of their revised pay grades. In all, there are 20 employees below their pay minimum. With the inclusion of payroll taxes and WRS contributions, the City will require $49,215 to fund these associated salary increases. Funding is fully accounted for in the 2023 budget. With that in mind, City staff recommends the Common Council adopt the new pay plan and address employees whose compensation is below the newly revised ranges for Fiscal Year 2023.

Looking ahead, the study proposes additional near-term and longer-term implementation steps to address wages for the City's longer-term employees, and to advance staff members through their pay bands based on performance. City staff will present initial concepts for the implementation of these additional steps at the Finance-Personnel Committee meeting in April and gather feedback for refinement of these next steps. City staff will then work to bring forward a conceptual implementation plan for Common Council consideration later this year.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on February 11, 2023.

Attachments:
Exhibit A - Current Pay Plan (PDF)
Exhibit B - Proposed Pay Plan (PDF)
Compensation Study Final Report (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4038

A Resolution Adopting a Revised Fiscal Year 2023 Compensation Plan for Non-Represented Employees, and Allocating $49,215 to Align Various Salaries with the New Pay Grades Contained Therein

A. The City has completed a classification and compensation study for all non-represented positions that has resulted in a new pay plan for employees who fall within this classification.

B. In accordance with the study, City staff is recommending wages of employees with compensation below the minimum of their pay grade be adjusted to the minimum of their grade, and employees whose wages are within their pay grade be placed as such in the new pay plan.

C. The 2023 budget contains $50,000 in funds to finance the increase in wages for employees below their pay band minimums as of January 1, 2023.

B. The Finance-Personnel Committee has reviewed and recommended to the Common Council the updated 2023 Compensation Plan (Exhibit B) for all non-represented positions and approves the necessary wage adjustments for employees below their pay grade minimum.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the 2023 Compensation Plan for non-represented employees and associated wage adjustments is approved.

Approved by: Andrew Nerbun, Mayor

Date Approved: April 11, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 11, 2023.

Caroline Fochs, City Clerk

Exhibit A

CITY OF MEQUON, WISCONSIN

CURRENT FY2023 EMPLOYEE COMPENSATION PLAN

	2023 Pay Ranges					JOB POSITION
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	
1	$29,213	$31,791	$34,369	$36,946	$39,524	CUSTODIAN
2	$31,551	$34,335	$37,119	$39,903	$42,687	
3	$34,075	$37,081	$40,088	$43,094	$46,101	
4	$36,801	$40,048	$43,295	$46,542	$49,789	
5	$39,746	$43,253	$46,760	$50,266	$53,773	
6	$42,924	$46,712	$50,500	$54,288	$58,075	ACCOUNTING ASSISTANT ADMINISTRATIVE SECRETARY ADMINISTRATIVE CLERK ASSESSMENT TECHNICIAN DEPUTY CLERK HUMAN RESOURCES COORDINATOR PERMIT COORDINATOR RECORDS CLERK UTILITY CLERK
7	$46,359	$50,449	$54,540	$58,630	$62,720	
8	$50,068	$54,486	$58,903	$63,321	$67,739	BUILDINGS MAINTENANCE WORKER EXECUTIVE ASSISTANT FORESTRY WORKER HIGHWAY EQUIPMENT OPERATOR HIGHWAY WORKER HIGHWAY/PARKS WORKER MECHANIC PARKS WORKER SEWER WORKER
9	$54,074	$58,845	$63,616	$68,386	$73,157	ENGINEERING TECHNICIAN I HIGHWAY FOREMAN SEWER FOREMAN

Exhibit A

CITY OF MEQUON, WISCONSIN
CURRENT FY2023 EMPLOYEE COMPENSATION PLAN

	2023 Pay Ranges					
Pay Grades	**Minimum**	**Q1**	**Midpoint**	**Q3**	**Maximum**	**JOB POSITION**
10	$58,398	$63,551	$68,704	$73,857	$79,010	ADMINISTRATIVE COORDINATOR ENGINEERING FIELD COORDINATOR INSPECTOR PUBLIC SAFETY IT SPECIALIST PLANNER
11	$63,071	$68,636	$74,201	$79,767	$85,332	ASSISTANT FINANCE DIRECTOR
12	$68,116	$74,126	$80,136	$86,146	$92,156	BUILDINGS SUPERINTENDENT FLEET SUPERINTENDENT HIGHWAY SUPERINTENDENT INSPECTIONS SUPERVISOR SEWER SUPERINTENDENT PARKS & FORESTRY SUPERINTENDENT
13	$74,686	$80,897	$87,108	$93,319	$99,530	INFORMATION TECHNOLOGY MANAGER
14	$79,451	$86,461	$93,471	$100,482	$107,492	
15	$81,518	$90,161	$98,804	$107,447	$116,091	ASSISTANT CITY ADMINISTRATOR ASSISTANT CITY ENGINEER ASST. DIRECTOR - COMMUNITY DEVELOPMENT CITY CLERK DEPUTY DIRECTOR OF UTILITIES DEPUTY DIRECTOR OF PUBLIC WORKS POLICE CAPTAIN
16	$92,670	$100,848	$109,025	$117,202	$125,380	
17	$107,877	$116,394	$124,911	$133,429	$141,946	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS FINANCE DIRECTOR POLICE CHIEF
18	*Established by Employment Contract*					CITY ADMINISTRATOR

Attachment: Exhibit A - Current Pay Plan (RESOLUTION 4038 : Pay Plan)

Exhibit B

CITY OF MEQUON, WISCONSIN
REVISED FY2023 EMPLOYEE PAY PLAN

	2023 Pay Ranges						
Pay Grade	Minimum	Q1	Midpoint	Q3	Maximum	Position Score	POSITION
1	$43,260	$47,045	$50,831	$54,616	$58,401	Up to 345	
2	$47,586	$51,750	$55,914	$60,077	$64,241	350-400	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist
3	$52,345	$56,925	$61,505	$66,085	$70,665	405-455	Accounting Specialist Buildings Maintenance Worker Equipment Operator Forestry Worker Highway Worker Human Resource Coordinator Parks Worker Permit Coordinator Sewer Maintenance Worker
4	$58,710	$63,847	$68,984	$74,121	$79,259	460-510	Administrative Coordinator Engineering Field Coordinator Engineering Technician Executive Assistant - Communications Highway Section Foreman Mechanic Sewer Section Foreman
5	$63,407	$68,955	$74,503	$80,051	$85,599	515-565	Associate Planner Inspector Public Safety IT Specialist
6	$68,479	$74,471	$80,463	$86,455	$92,447	570-620	Assistant to the Finance Director Fleet Superintendent
7	$73,958	$80,429	$86,900	$93,372	$99,843	625-675	Buildings Superintendent Highway Superintendent Inspections Supervisor Parks & Forestry Superintendent Sewer Superintendent
8	$84,975	$93,473	$101,970	$110,468	$118,965	680-730	Assistant City Engineer Assistant Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	$101,970	$112,167	$122,364	$132,561	$142,758	735-785	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	*Established by Contract*					790+	City Administrator

Attachment: Exhibit B - Proposed Pay Plan (RESOLUTION 4038 : Pay Plan)

City of Mequon

CLASSIFICATION AND COMPENSATION STUDY

FINAL REPORT

March 2023

GovHR USA
GovTemps USA

Table of Contents

TABLES

APPENDICES

I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the City of Mequon on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified and experienced employees, the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Mequon for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

A. Scope of Work

The scope of work called for GovHR to carry out the following:

Job Evaluation Analysis and Job Classification System

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings**. Met with the Assistant City Administrator to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure. GovHR also met with Department Heads to review the project and scope of work.
- **Material distribution**. Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were allowed about ten (10) days to complete the questionnaire. The completed questionnaires were then reviewed by each employee's Supervisor and/or Department Head. The JAQs were returned to GovHR within approximately three (3) weeks of distribution.

- **Determined comparable communities and collected compensation data.** GovHR determined a logical survey sample of "like" communities that impact the compensation market of Mequon. Then, GovHR designed and sent out the survey for the benchmark positions covered in the Study. The final list of comparable communities was reviewed in advance with Assistant City Administrator, Department Heads, and the Common Council.

- **Job Evaluation Analysis and Establishment of a Classification Plan**. Upon return of the JAQs by the City, GovHR performed the following:

  - Read each JAQ and corresponding Job Description in its entirety.
  - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
  - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
  - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

Salary Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the City of Mequon to the salary ranges of its comparable communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the City and the gathered data, developed salary ranges that would establish Mequon as a payer at the 50th percentile of the salary data from the comparable communities, which is consistent with past practice.

- Based on the above data, developed, and recommended new salary schedules and recommended new Job Titles for some positions.

- Analyzed and summarized the FLSA classifications.

Draft and Final Report Preparation

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the Assistant City Administrator and Department Heads.

- A draft report was prepared by GovHR and sent electronically to the City.

- A presentation of the draft findings was conducted for the City Council.

- This final report has been prepared and transmitted electronically.

II. EXECUTIVE SUMMARY

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, GovHR has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the City. Second, it assures external equity/competitiveness by comparing the compensation of Mequon employees against market data.

A. Internal Equity - Classification Plan Development

The Study developed a new Classification Plan for approximately fifty-five (55) non-union positions in the City and Library. To complete this task, the Consultant completed a Job Evaluation. The Job Evaluation included the completion of a questionnaire by all employees covered in the Study and interviews with at least one (1) employee working in each position covered by the Study (see Appendix A). Upon the completion of those tasks, the Consultants assigned a numerical value to each position so that like positions within the organization would be grouped together in a classification to produce an internal equity hierarchy. Nine (9) factors were used for the evaluation of Mequon's positions:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

The product of this internal ranking is shown in Table 1, which lists the City's positions with their Position Score, also known as a Classification Plan. The higher the Job Evaluation Score, the higher the position is within the Classification Plan. Positions are listed in alphabetical order within each grade.

B. Job Title Changes

After conducting the Job Evaluation noted above, the Consultants observed some inconsistencies with the market and the actual duties assigned to some positions. Therefore, the following Job Title changes have been recommended based on clarification of duties and market trends.

Current Title	Proposed New Title
Sewer Foreman	Sewer Section Supervisor
Highway Section Foreman	Highway Section Supervisor
Records Clerk	Records Specialist

C. External Equity – Market Competitiveness

The next component of the Classification and Compensation Study involved establishing external competitiveness. A group of communities comparable to the City was established. The Consultants started with all cities and villages in Ozaukee, Washington, Sheboygan, Fond Du Lac, Dodge, Jefferson, Waukesha, and Milwaukee Counties, plus the communities of Sun Prairie, Middleton, and Pleasant Prairie with a population between 8,000 and 75,000. After that, a specific set of comparison criteria (e.g., total equalized value, property tax levy per capita, basic spending, etc.) was applied to each community (see Appendix B). Based on the results of this analysis, eighteen (18) communities with a total compatibility score of seventy-four (74) or greater were deemed to be most comparable to the City. In addition, the City added Grafton, Pleasant Prairie, and Sheboygan to the list because they have been used as comparables in the past and are competitors in the marketplace. The full list of the twenty-one (21) chosen comparable is listed below.

Grafton*	Brookfield	Brown Deer*
Cedarburg*	Franklin*	Germantown*
Greendale	Greenfield*	Menomonee Falls*
Middleton*	Muskego*	New Berlin*
Oak Creek*	Oconomowoc*	Pewaukee City*
Pleasant Prairie*	Sheboygan*	Sun Prairie*
Wauwatosa*	West Bend*	Whitefish Bay*

**Communities shown above with an asterisk responded to the survey or supplied GovHR with a copy of their Compensation Plan.*

Salary Data

GovHR then prepared and distributed a salary survey to the twenty-one (21) comparable communities. The nineteen (19) communities shown above with an asterisk responded to the survey either by directly responding to the survey or supplying GovHR with a copy of their most recent Compensation Plan. The salary summary results can be found in Table 2 and the detailed salary data can be found in Appendix C. To provide external competitiveness for the City's salaries, the salary ranges derived from this data collection were used to help establish the proposed Compensation Plan. In some cases where there was not enough salary range data, actual salaries were used. The recommended pay ranges are contained within Table 3 of the report.

Proposed Classification and Compensation Plan

The goal of this Study was to recommend a Classification and Compensation Plan that is internally equitable and externally competitive. To accomplish this, a Compensation Plan was developed using the 50th percentile comparison of the salary ranges that were acquired through the salary survey. There are three (3) separate plans: a plan for the non-union City positions, a plan/recommended compensation for the non-union Fire positions; and a plan for the Library positions.

The resulting Classification and Compensation Plan for the City consists of ten (10) pay grades; one (1) being lowest and ten (10) being highest and is broken down into three (3) bands: Grades 1 – 3, Grades 4 – 7, and Grades 8 – 10. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 1 – 3; an 8% gradation between Grades 4 – 7; and a 20% gradation between Grades 8 – 9. Grades 1 – 7 have a 35% range spread from minimum to maximum and Grades 8 – 9 have a 40% range spread from minimum to maximum. Grade 10 is reserved for the City Administrator whose pay is established by contract.

The Classification and Compensation Plan for the Library consists of five (5) pay grades; one (1) being lowest and five (5) being highest and is broken down into four (4) bands: Grades 1, Grades 2 – 3, Grade 4, and Grade 5. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 2 – 3. Grades 1 – 4 have a 35% range spread from minimum to maximum and Grade 5 has a 40% range spread from minimum to maximum.

The Classification and Compensation Plan for the non-union Fire positions consists of five (5) pay grades; one (1) being lowest and five (5) being highest and is broken down into two (2) bands: Grades 1 – 2, and Grades 3 – 5. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 1 – 2 and a 35% range spread. Grades 3 - 5 have a 40% range spread from minimum to maximum.

Future Administration of the Classification and Compensation Plan

Within the body of this report, GovHR has outlined how the City can maintain the Classification and Compensation Plan. GovHR will supply the City with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the City remains competitive with the market in the years to come.

III. JOB EVALUATION

GovHR's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other, based upon the same factors.

In conducting the Job Evaluation exercise, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel he/she should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel he/she does more tasks than a similar employee in another Department, but these are not valid determinants for a position.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Mequon's positions are as follows:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, GovHR conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then assigned to each factor by selecting the description that best fits the appropriate level of compliance. In other words, a position that requires a master's degree would receive more points under the "Preparation and Training" factor than positions that did not require this advanced degree. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Job Factor Analysis (JFA) scores and Position Score levels. Table 1 contains the Classification Plan, including the Position Title, the Proposed New Title (if applicable), the Position Score, and proposed Grade for the evaluated positions. Positions are listed in alphabetical order within each grade.

As part of the service provided in the Compensation Study, GovHR makes Job Title change recommendations to either reflect a better description of the job being performed or to be consistent with trends in the organization or the marketplace. Based on this, GovHR recommends the following Job Title changes:

Current Title	Proposed New Title
Sewer Foreman	Sewer Section Supervisor
Highway Section Foreman	Highway Section Supervisor
Records Clerk	Records Specialist

A. Determination of Fair Labor Standards Act Designation

The Fair Labor Standards Act (FLSA) imposes certain minimum wage and overtime pay requirements on employers for jobs that are covered under the Act. Most jobs, including the majority of public-sector jobs, are covered under the Act and entitled to overtime pay. But certain positions, mostly office jobs, are "exempt" from coverage under the Act and therefore not entitled to overtime pay.

Employers often misclassify employees as exempt (and therefore not entitled to overtime pay) because of a misunderstanding of the law or unfamiliarity with the rules. An incorrect determination regarding whether certain positions within an organization are entitled to overtime pay can subject an employer to back pay, penalties and expensive fines if the employees file a complaint with the Department of Labor and if the Department decides to file a lawsuit against the employer. Thus, it is very important to make the proper determination regarding the status of each job within the organization, and whether that job is entitled to the rights and protections afforded to workers under the FLSA.

Before any determination can be made, it is important to become familiar with the many rules, regulations and exceptions contained in the Fair Labor Standards Act. These rules can be complex, and the determination regarding whether a particular position is covered by the Act is not always clear-cut. GovHR began its analysis by having employees complete a questionnaire that has been specifically designed to elicit responses from the employees regarding the types of duties they are required to perform on a regular basis (see Appendix A). The answers provided were generally sufficient for GovHR to determine if the position was or was not exempt under the Act. GovHR also gathered additional information during the employee interviews, including concrete examples of the types of policies the employees had been involved in formulating, or whether the employees had significant input or sole discretion on things such as hiring, firing and discipline of other employees in their departments.

It is important to note that the FLSA provides certain minimum standards that the employer must provide, and that cannot be waived or reduced by the nonexempt employee either individually or through a collective bargaining agreement. The employer can, of course, choose to also apply minimum wage and overtime pay requirements to otherwise exempt employees, or to exceed the minimum requirements for some or all of its employees by agreement.

As a result of a review of the positions covered by the Study, GovHR recommends further review by the City of the following positions to determine if the FLSA assignment of is correct:

Administrative Coordinator	Non-Exempt (currently exempt)
Inspector	Exempt (currently non-exempt)

IV. THE CLASSIFICATION PLAN

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Administrative Assistant), contains a specific set of duties and responsibilities and that is the objective of the classification process – not the person currently holding that job. A classification is a grouping of positions which have similar levels of knowledge, skills and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some work forces to use the Classification Plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. Longevity is not a classification factor and the Classification Plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions which have taken on (or in some cases reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of management's continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders, as well as opportunities for lateral career development, are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

V. SALARY DATA

The City initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Section III) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Mequon.

To determine which municipalities should be used for survey purposes, GovHR first considered all cities and villages in Ozaukee, Washington, Sheboygan, Fond Du Lac, Dodge, Jefferson, Waukesha, and Milwaukee Counties, plus the communities of Sun Prairie, Middleton, and Pleasant Prairie with a population between 8,000 and 75,000. Then, GovHR applied the following criteria:

Criterion	Total Possible Points	Factor Weight
1. Population	20	20%
2. Total Equalized Value	15	15%
3. Property Tax Revenue	15	15%
4. Basic Spending Per Capita	15	15%
5. Shared Revenues	15	15%
6. Per Capita Debt	10	10%
7. Proximity	10	10%
	100	100%

Within each of the seven (7) categories, ranges of compatibility were established. For example, the closer a community was to matching Mequon's estimated population, the closer the community would be to receiving the maximum of one hundred (100) points. A community whose population was significantly larger or smaller than the City's population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the City of Mequon. A community with zero (0) points was therefore determined to be the least comparable to Mequon. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

A cut-off of seventy-four (74) points was established to select the communities most similar to Mequon across the seven (7) categories. After applying the seven (7) criteria, eighteen (18) communities achieved seventy-four (74) or more compatibility points on the comparison scale with Mequon. In addition, the City added Grafton, Pleasant Prairie, and Sheboygan to the list because they have been used as comparables in the past and are competitors in the marketplace. The full list of the twenty-one (21) chosen comparable is listed below.

Brookfield	Brown Deer*	Cedarburg*
Franklin*	Germantown*	Grafton*
Greendale	Greenfield*	Menomonee Falls*
Middleton*	Muskego*	New Berlin*
Oak Creek*	Oconomowoc*	Pewaukee City*
Pleasant Prairie*	Sheboygan*	Sun Prairie*
Wauwatosa*	West Bend*	Whitefish Bay*

**Communities listed above with an asterisk responded to the salary survey or supplied GovHR with a copy of their Compensation Plan.*

In addition, to the data collected above, GovHR also incorporated data from the Economic Research Institute's Salary Assessor tool as a private sector data point for specific positions that can be found in the private sector and available on their tool for the Mequon, WI region.

B. Salary Survey

After identifying the comparable communities, the Consultants then prepared and distributed a salary survey to the twenty-one (21) comparable communities. Nineteen (19) of the communities responded to the survey or supplied GovHR with a copy of their Compensation Plan/Union Contracts. Table 2 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix C. It is important to make a few observations regarding Table 2 and Appendix C.

1) The salary data is information that was available as of October and November 2022. The new recommended salary ranges for the City were developed using this salary data from the comparable communities.
2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
3) Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix C, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

C. Appraisal and Use of Salary Data

While comparing Mequon's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the economic downturn forced organizations to "do more with less", compelling staff to take on more

duties and responsibilities than they had in the past. Therefore, it becomes increasingly harder to compare "like" positions within organizations.

2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.

VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

A. Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

1) Providing for equal compensation for work of equivalent job content and responsibility.
2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

B. Compensation Plan Options for the City's Consideration

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

1) Defined Increment Plan: This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
2) Open Range Merit Plan: This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by the City.
3) Blended Merit Plan: This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each Plan are summarized below.

Defined Increment Plan

Advantages

City: A Defined Increment Plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a Defined Increment Plan because it offers security and predictability for advancement through the range. Another advantage of this Plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this Plan are all being treated the same.

Disadvantages

City: The City may feel that a Defined Increment Plan simply rewards compensation increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the City can be assured that only employees with acceptable performance will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative notion is to allow an employee with a superior performance evaluation to get a two (2) increment increase. This, however, would be the exception and not the rule. Most employees would be considered “average” performers and receive a one (1) increment increase.

Open Range Merit Plan

Advantages

City: The Open Range Merit Plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the City. This Plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this Plan as they can earn a higher percentage salary increase.

Disadvantages

City: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the City can fund a "merit increase pool" for all Open Range Merit Plan employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: An Open Range Merit Plan can create a perceived inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this Plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

Blended Merit Plan

There are positives and negatives for both Defined Increment and Open Range Merit Plans. However, it is also possible to design a pragmatic salary system that uses elements of both Defined Increment and Open Range Merit Plans. It is becoming increasingly common for organizations to have a Blended Merit Plan for various levels of positions that reflects the particular circumstances and culture of the organization. A Plan of this type is customizable to the needs of the organization. It is also the preferred Plan for organizations that are transitioning from a Defined Increment Plan to an Open Range Merit Plan. The following is one example of a Blended Merit Plan:

Exempt: All exempt employees are in an Open Range Merit Plan.

Non-exempt: Non-exempt employees are in a Blended Merit Plan. In this Plan, salary ranges begin at the minimum with, for example, three (3) defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal hiring/promoting rate. Increments two (2) and three (3) would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the City (e.g., increment two (2) after the initial evaluation and increment three (3) after an additional year of employment.) After that, the employee may advance through the open range as a result of a successful performance evaluation.

C. Recommendation: Open Range Merit Plan

GovHR is recommending that the City adopt an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and City Administration. Advancement of employees in an Open Range Merit Plan is not based on longevity within a position or years of service with the City.

The Open Range Merit Plan also allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Mequon's goal to recruit, reward and retain motivated, high-performing employees, the Open Range Merit Plan has been selected for recommendation.

D. Pay Philosophy and Proposed Compensation Plan

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the City. GovHR worked with the City to develop a proposed Plan at the 50th for consideration. In addition, the proposed plan has a FY 2023 implementation option with an additional 3% COLA included in the ranges to stay current with the market.

Proposed Compensation Plan and Structure

The next step in this process is to combine the Position Score included in Tables 1 and 2 with the proposed salary ranges in Table 3. There are three (3) separate plans: a plan for the non-union City positions; a plan/compensation recommendations for the non-union Fire positions; and a plan for the Library positions.

The Classification and Compensation Plan for the City consists of ten (10) pay grades; one (1) being lowest and ten (10) being highest and is broken down into three (3) bands: Grades 1 – 3, Grades 4 – 7, and Grades 8 – 10. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 1 – 3; an 8%

gradation between Grades 4 – 7; and a 20% gradation between Grades 8 – 9. Grades 1 – 7 have a 35% range spread from minimum to maximum and Grades 8 – 9 have a 40% range spread from minimum to maximum. Grade 10 is reserved for the City Administrator and is established by contract.

The Classification and Compensation Plan for the Library consists of five (5) pay grades; one (1) being lowest and five (5) being highest and is broken down into four (4) bands: Grades 1, Grades 2 – 3, Grade 4, and Grade 5. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 2 – 3. Grades 1 – 4 have a 35% range spread from minimum to maximum and Grade 5 has a 40% range spread from minimum to maximum.

The Classification and Compensation Plan for the non-union Fire positions consists of five (5) pay grades; one (1) being lowest and five (5) being highest and is broken down into two (2) bands: Grades 1 – 2, and Grades 3 – 5. All proposed pay ranges are open ranges. There is a 10% gradation between Grades 1 – 2 and a 35% range spread. Grades 3 - 5 have a 40% range spread from minimum to maximum.

Note 1: Different compensation grades may have different ranges from minimum to maximum compensation. It is appropriate for the lower grades in a Compensation Plan to have a smaller spread from minimum to maximum as it is likely that new employees would start at the minimum compensation of the range. Conversely, it is more likely that more experienced employees or Department Head level employees may be hired at a rate above the minimum compensation of a range, thus it is necessary to have a greater spread from minimum to maximum compensation.

Note 2: Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 2 in the City’s Plan is 10% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 2 combines all of the classification and compensation data at the 50th percentile.

Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the City to adopt and only occurs one time, at the implementation of the new Classification and Compensation Plan. If the City wishes to consider such a program, an example is illustrated below:

Service	Adjustment
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

Employee Advancement through the Ranges

To implement the new Compensation Plan, GovHR recommends that the starting salary of the range (minimum through 1st or 2nd quartile) is the general hiring/promoting rate. However, exceptions to this starting point can be permitted in limited situations involving:

1) Applicants with exceptional background and qualifications.
2) A promotion in which the employee's current compensation is higher than the minimum of the new range.
3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the City's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the City. Cost of living adjustments (COLA) could be given annually when the ranges are adjusted and would be outside of the 1-3% merit increase. In addition, the City could choose to apply market rate adjustments to positions at the implementation of this plan and every x number of years (i.e., every five (5) years market rate adjustments would be made to ensure employees are progressing steadily through the ranges based on their position and the market).

The City may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as $500 for meeting expectations and $1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's base compensation and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

It is recommended that the City set aside a "merit pool" every year, to fund increases for employees in this Plan. This money would then serve as the pool for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more important, is that supervisors are adequately trained to perform the formal performance evaluation process.

E. Future Administration of the Compensation Plan

To maintain competitive salary levels there should be an annual review of the City's salary ranges. The twenty-one (21) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Mequon can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of October and November 2022. It is GovHR's recommendation that an annual survey of these communities be conducted to determine the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The City may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the compatibility of the municipalities after five (5) years.

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: abolition of a position, creation of a position, or a revision of a position.

1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. City Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the City to grade a newly created or revised position. GovHR provides scoring assistance in such cases free of charge for one (1) year after the delivery of this report.

Appreciation

GovHR has appreciated the opportunity to work with the City of Mequon on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the Assistant City Administrator for the significant amount of work and support dedicated to the project.

Current Job Title	Recommended Job Title Change	Grade	Position Score
City Administrator		10	790+
Assistant City Administrator		9	735-785
Director of Community Development			
Director of Public Works/City Engineer			
Finance Director			
Police Chief			
Assistant City Engineer		8	680-730
Assistant Community Development Director			
City Clerk			
Deputy Director of Public Works			
Deputy Director of Utilities			
IT Manager			
Police Captain			
Buildings Superintendent		7	625-675
Highway Superintendent			
Inspections Supervisor			
Parks & Forestry Superintendent			
Sewer Superintendent			
Assistant to the Finance Director		6	570-620
Fleet Superintendent			
Associate Planner		5	515-565
Inspector			
Public Safety IT Specialist			
Administrative Coordinator		4	460-510
Engineering Field Coordinator			
Engineering Technician			
Executive Assistant - Communications			
Highway Foreman	Highway Section Supervisor		
Mechanic			
Sewer Foreman	Sewer Section Supervisor		
Accounting Specialist		3	405-455
Buildings Maintenance Worker			
Equipment Operator			
Forestry Worker			
Highway Worker			
Human Resource Coordinator			
Parks Worker			
Permit Coordinator			
Sewer Maintenance Worker			
Accounts Receivable Specialist		2	350-400
Administrative Assistant			
Administrative Clerk			
Assessment Technician			
Deputy Clerk			
Librarian			
Records Clerk	Records Specialist		
No Positions in Grade		1	Up to 345

City of Mequon, WI
Table 2 - Comprehensive Table 50th Percentile City Positions

Job Title	New Grade	Position Score	50th Percentile Salary Survey Data		Current Salary Range		Current Salary	Proposed Salary Range 50th Percentile			Proposed Salary Range 50th Percentile for 2023 Implementation		
								Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
City Administrator	10	790+						*Established by Contract*			*Established by Contract*		
Assistant City Administrator	9	735-785	100,160	140,192	79,143	112,709	97,273	99,000	118,800	138,600	101,970	122,364	142,758
Director of Community Development			93,309	116,899	104,735	137,812	128,282						
Director of Public Works/City Engineer			95,153	125,311	104,735	137,812	130,267						
Finance Director			95,254	118,856	104,735	137,812	128,125						
Police Chief			102,711	138,088	104,735	137,812	129,930						
Assistant City Engineer	8	680-730	75,863	97,487	79,143	112,709	79,088	82,500	99,000	115,500	84,975	101,970	118,965
Assistant Community Development Director			75,497	97,999	79,143	112,709	110,454						
City Clerk			79,360	102,699	79,143	112,709	98,373						
Deputy Director of Public Works			76,980	100,612	79,143	112,709	92,032						
Deputy Director of Utilities			76,980	100,612	79,143	112,709	85,779						
IT Manager			78,617	103,016	72,511	96,631	85,000						
Police Captain			91,437	115,688	79,143	112,709	106,800						
Buildings Superintendent	7	625-675	68,686	93,994	66,132	89,471	72,000	71,804	84,369	96,935	73,958	86,900	99,843
Highway Superintendent			68,058	93,399	66,132	89,471	80,496						
Inspections Supervisor			75,372	97,099	66,132	89,471	80,017						
Parks & Forestry Superintendent			65,255	88,094	66,132	89,471	78,709						
Sewer Superintendent			73,931	96,882	66,132	89,471	81,698						
Assistant to the Finance Director	6	570-620	67,454	84,240	61,234	82,846	67,442	66,485	78,120	89,754	68,479	80,463	92,447
Fleet Superintendent			66,126	89,473	66,132	89,471	74,137						
Associate Planner	5	515-565	62,976	79,477	56,697	76,709	75,001	61,560	72,333	83,106	63,407	74,503	85,599
Inspector			64,501	89,419	56,697	76,709	76,710						
Public Safety IT Specialist			60,053	81,071	56,697	76,709	63,000						
Administrative Coordinator	4	460-510	51,855	69,722	56,697	76,709	66,726	57,000	66,975	76,950	58,710	68,984	79,259
Engineering Field Coordinator			58,927	79,030	56,697	76,709	72,779						
Engineering Technician			53,467	72,159	56,697	76,709	67,662						
Executive Assistant - Communications			55,327	74,888	48,406	65,766	54,350						
Highway Section Supervisor			56,166	74,318	52,499	71,027	66,186						
Mechanic			52,572	70,546	48,406	65,766	65,770						
Sewer Section Supervisor			56,586	74,214	52,499	71,027	68,910						
Accounting Specialist	3	405-455	48,516	63,617	41,674	56,384	50,003	50,820	59,714	68,607	52,345	61,505	70,665
Buildings Maintenance Worker			48,443	65,374	48,406	65,766	48,609						
Equipment Operator			50,024	66,213	48,406	65,766	55,141						
Forestry Worker			49,211	67,894	48,406	65,766	49,525						
Highway Worker			46,049	60,996	48,406	65,766	48,610						
Highway/Parks Worker			45,883	60,939	48,406	65,766	48,610						
Human Resource Coordinator			57,668	78,447	41,674	56,384	51,168						
Parks Worker			45,718	60,882	48,406	65,766	48,610						
Permit Coordinator			44,224	57,420	41,674	56,384	53,955						
Sewer Maintenance Worker			51,091	67,255	48,406	65,766	65,770						
Accounts Receivable Specialist	2	350-400	42,952	56,000	41,674	56,384	44,013	46,200	54,285	62,370	47,586	55,914	64,241
Administrative Assistant			43,964	58,273	41,674	56,384	46,238						
Administrative Clerk					41,674	56,384	56,181						
Assessment Technician			44,044	57,828	41,674	56,384	42,993						
Deputy Clerk			51,210	70,727	41,674	56,384	46,301						
Records Specialist			41,184	52,728	41,674	56,384	49,129						
No Positions in Grade	1	Up to 345						42,000	49,350	56,700	43,260	50,831	58,401

Attachment: Compensation Study Final Report (RESOLUTION 4038 : Pay Plan)

50th Percentile - Proposed Pay Ranges Implementation 2023			
20% Between Each Grade and a 40% Range Spread			
Grade	Minimum	Midpoint	Maximum
10	*Established by Employment Contract*		
9	101,970	122,364	142,758
8	84,975	101,970	118,965
8% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
7	73,958	86,900	99,843
6	68,479	80,463	92,447
5	63,407	74,503	85,599
4	58,710	68,984	79,259
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
3	52,345	61,505	70,665
2	47,586	55,914	64,241
1	43,260	50,831	58,401

50th Percentile - Proposed Pay Ranges Original			
20% Between Each Grade and a 40% Range Spread			
Grade	Minimum	Midpoint	Maximum
10	*Established by Employment Contract*		
9	99,000	118,800	138,600
8	82,500	99,000	115,500
8% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
7	71,804	84,369	96,935
6	66,485	78,120	89,754
5	61,560	72,333	83,106
4	57,000	66,975	76,950
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
3	50,820	59,714	68,607
2	46,200	54,285	62,370
1	42,000	49,350	56,700

City of Mequon, WI
Table 2 - Comprehensive Table 50th Percentile Fire Positions

Job Title	New Grade	Position Score	50th Percentile Salary Survey Data		Current Salary Range		Current Salary	Proposed Salary Range 50th Percentile			Proposed Salary Range 50th Percentile for 2023 Implementation		
								Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Fire Chief	5	735-785	102,167	129,299	104,735	137,812	136,962	99,000	118,800	138,600	101,970	122,364	142,758
Deputy Chief	4	680-730	87,235	118,691	79,143	112,709	108,637	82,500	99,000	115,500	84,975	101,970	118,965
Battallion Chief	3	625-675	85,940	109,864	77,137	104,361	95,838	77,137	92,564	107,992	79,451	95,341	111,232
Administrative Assistant	2	350-400	43,964	58,273	41,674	56,384	46,238	46,200	54,285	62,370	47,586	55,914	64,241
No Positions in Grade	1	Up to 345						42,000	49,350	56,700	43,260	50,831	58,401

50th Percentile - Proposed Pay Ranges Implementation 2023			
40% Range Spread			
Grade	Minimum	Midpoint	Maximum
5	101,970	122,364	142,758
4	84,975	101,970	118,965
3	79,451	95,341	111,232
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
2	47,586	55,914	64,241
1	43,260	50,831	58,401

50th Percentile - Proposed Pay Ranges Original			
40% Range Spread			
Grade	Minimum	Midpoint	Maximum
5	99,000	118,800	138,600
4	82,500	99,000	115,500
3	77,137	92,564	107,992
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
2	46,200	54,285	62,370
1	42,000	49,350	56,700

Job Title	New Grade	Position Score	50th Percentile Salary Survey Data		Current Salary	Proposed Salary Range 50th Percentile			Proposed Salary Range 50th Percentile for 2023 Implementation		
						Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
Library Director	5	680-730	82,760	110,033	98,850	82,500	99,000	115,500	84,975	101,970	118,965
Access Services Manager - Library	4	460-510	54,444	74,069	57,000	57,000	66,975	76,950	58,710	68,984	79,259
Patron Services Manager - Library			62,405	82,456	68,557						
Business Manager - Library			50,461	66,504	62,130						
Librarian	3	405-455	50,597	67,689	50,561	50,820	59,714	68,607	52,345	61,505	70,665
Access Services Technician - Library	2	350-400			20.34	46,200	54,285	62,370	47,586	55,914	64,241
Access Services Associate - Library			34,747	49,859	15.45 and 16.17	22.21	26.10	29.99	22.88	26.88	30.89
Patron Services Associate - Reference Associate					16.22 and 19.29						
Library Page	1	Up to 345			10.00 and 10.50	10.50	12.34	14.18	10.82	12.71	14.60

City of Mequon, WI
Table 3 - Proposed Pay Ranges Library Positions

50th Percentile - Proposed Pay Ranges Implementation 2023

8.5% Between Each Grade and a 40% Range Spread			
40% Range Spread			
Grade	Minimum	Midpoint	Maximum
5	84,975	101,970	118,965
35% Range Spread			
Grade	Minimum	Midpoint	Maximum
4	58,710	68,984	79,259
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
3	52,345	61,505	70,665
2	47,586	55,914	64,241
35% Range Spread			
Grade	Minimum	Midpoint	Maximum
1	10.82	12.71	14.60

50th Percentile - Proposed Pay Ranges Original

40% Range Spread			
Grade	Minimum	Midpoint	Maximum
5	82,500	99,000	115,500
35% Range Spread			
Grade	Minimum	Midpoint	Maximum
4	57,000	66,975	76,950
10% Between Each Grade and a 35% Range Spread			
Grade	Minimum	Midpoint	Maximum
3	50,820	59,714	68,607
2	46,200	54,285	62,370
35% Range Spread			
Grade	Minimum	Midpoint	Maximum
1	10.50	12.34	14.18

2023 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
April	• Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection services, in an Amount Not-to-Exceed $91,520 • Resolution Authorizing Contract Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of $91,520 • Resolution Adopting a New Compensation Plan for Non-Represented Employees During Fiscal Year 2023, and Allocating $49,215 to Adjust Various Salaries to Align with the New Pay Grade Contained Therein

Future Agenda Topics

- Financial Policy and City Ordinance Reconciliation
- Compensation Plan Analysis
- GASB 87 Update
- Comprehensive Fee Schedule Review
- Life Insurance Review
- Credit Card Processing Discussion
- Library Review

2023 Completed Items

- Resolution Authorizing a Transfer of $36,661 from the Information Technology Division's 2022 Budget to the Division's Capital Account, in Connection with the Completion of Planned City Network Upgrades in 2023
- Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2021
- Resolution Approving an Amendment to a Development Agreement with P2 Development, in Connection with Completion of a Planned Unit Development Project Located at 11040 and 11110 North Buntrock Avenue
- Resolution Authorizing the Purchase and Implementation of Electronic Poll Books, Supplies and Training in an Amount not to Exceed $90,000
- Resolution Authorizing a Town Center Business Loan for Tamatito's, a Restaurant, Located at 6400 West Mequon Road, the Public Market at Spur 16
- Resolution Approving a Professional Services Agreement for Commercial Plan Review and Consultation Services with E Plan Exam, Brookfield, Wisconsin
- Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2023, Related to State of Wisconsin Commercial Plan Review Fees