



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 12, 2022

5:45 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. March 8, 2022 Finance-Personnel Meeting Minutes

3) License applications

Action requested: review and approve

a. April Licenses

b. Operator License Appeal

4) Vouchers Paid

a. March 2022 Vouchers Paid List

5) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 3937** A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2020

b. **RESOLUTION 3938** A Resolution Approving a Side Letter Agreement Between the City of Mequon and the Mequon Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time Paramedic/Firefighters Upon Hire

c. **RESOLUTION 3939** A Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of \$52,200

d. **RESOLUTION 3940** A Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler Technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS)

e. **RESOLUTION 3941** A Resolution Approving a Contract for Streetscape Design on Port Washington Road Between Mequon and County Line Roads with Harwood Engineering Consultants, Milwaukee, Wisconsin, in the Amount of \$24,000

f. **RESOLUTION 3942** A Resolution Ratifying the Recording of \$79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road

- g. **RESOLUTION 3944** A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022

6) Information Items

- a. Finance & Personnel Work Plan

7) Adjourn

Dated: April 12, 2022

/s/ John Wirth, Chair

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

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

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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, March 8, 2022

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Alderman Jeffrey Hansher

Alderman Glenn Bushee

Mayor John Wirth

Alderman Robert Strzelczyk -- **Absent**

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Kim Tollefson, Community Development Director, Brian Sajdak, City Attorney, Kathleen Schilling, Ozaukee County, Brian Roemer & Lisa Trebatoski from Ehlers & Associates

2) Approve Meeting Minutes

a. February 8, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee

ABSENT: Strzelczyk

3) Vouchers Paid

a. February 2022 Vouchers Paid List

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Hansher

Attachment: 030822 (7197 : March 8, 2022 Finance-Personnel Meeting Minutes)

AYES: Hansher, Bushee
ABSENT: Strzelczyk

4) Resolutions

- a. **RESOLUTION 3920** A Resolution Awarding the Sale of \$9,490,000 General Obligation Promissory Notes, Series 2022A; Providing the Form of the Notes; and Levying a Tax in Connection Therewith

Finance Director Engroff introduced Brian & Lisa from Ehlers & Associates to talk about the note sale that took place on March 8, 2022.

Brian noted that there were seven bids and the low bidder was Northland Securities, Inc. from Minneapolis, MN. Their low bid percentage was 1.8371. The principal amount is \$9.49M and the total Net Principal & Interest is \$10,586,398. The notes maturing March 1, 2030 and therefore callable March 1, 2029 or any date thereafter.

Brian talked about the financing cost of this sale as well as reviewed the debt service levy. He also mentioned about the cost of the ratings call with S&P rating agency and the fact that the price of the call paid for itself versus being non-rated.

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

AYES: Hansher, Bushee
ABSENT: Strzelczyk

- b. **RESOLUTION 3921** A Resolution Approving the First Amendment to a Lease Agreement with United States Cellular Operating Company LLC, in Connection with Installation of Additional Telecommunications Equipment on the City's Water Tower Located Along North Weston Drive

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

AYES: Hansher, Bushee
ABSENT: Strzelczyk

- c. **RESOLUTION 3922** A Resolution Approving a First Amendment to the Cell Tower License Agreement with United States Cellular LLC Extending the License Term at 11830 North Port Washington Road Through 2047

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

AYES: Hansher, Bushee
ABSENT: Strzelczyk

- d. **RESOLUTION 3923** A Resolution Authorizing a Fifth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.

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

AYES: Hansher, Bushee
ABSENT: Strzelczyk

- e. **RESOLUTION 3924** A Resolution Approving a Revolving Fund Loan in the Amount of \$100,000 for Mind+ Neurology, a Medical Clinic, Located at 12200 Corporate Parkway

Community Development Director Tollefson & Ozaukee County Economic Development Director Schilling explained the basis of the loan. Director Schilling helps the City administer the program. Mind+Neurology is a new medical clinic. The request for the loan is to assist with leasehold improvements. The applicant will be required to create a minimum of five full time equivalent positions as part of the loan application. The applicant expressed they are going to fill over 20 positions. In addition there will be \$1.4M in tenant improvements.

The balance of the Revolving Loan Fund is \$405,000. Director Schilling reviewed the credit history of the shareholders, and secondarily, Trish McEnerney from BMO Harris reviewed the credit as well. Both recommended approval.

The Economic Development Board recommended approval on February 22, 2022 by a vote of 5 - 1.

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

AYES: Hansher, Bushee
ABSENT: Strzelczyk

- f. **RESOLUTION 3917** A Resolution Approving a Third Amendment to the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC

Community Development Director Tollefson explained this request is from Foxtown Ventures (owners of the Town Center Foxtown Master Planned Project) for a one year delay of their completion of Building D. The project team was delayed during construction due to poor structural condition of the original building's framing and roof structure. It was supposed to be completed at the end of 2021, and now they are requesting an extension to the

end of 2022. Director Tollefson explained this does not have a negative fiscal impact on the City.

In addition, Foxtown Ventures seeks approval to delay the completion date of Building E-3 from 12.31.2022 to 12.31.2026 (four year delay). This does have a potential negative fiscal impact on the City. Staff recommends the following contingencies in response to the developer request:

1. During construction, the area of Parcel 3/Building E-3 has been used for construction storage and staging. Given the proposed delay in construction, this development agreement amendment requires Parcel E be cleared of all materials, then graded (final grade), seeded and function as green space by June 1, 2022.
2. In addition to a completion date for Building E-3 of December 31, 2026, this development agreement amendment requires Parcel F (23 pocket homes) complete construction of 80%, or 18 homes, and achieve final occupancy by December 31, 2026.
3. This amendment provides the City 30% of collection of the tax revenue in 2023 based on a project value of \$50M despite the projected value of \$45.9M, in order to achieve the City's expected return on investment. The Developer will receive the remaining tax revenue less administrative fees and the entire project's base improvement value, which result in less than the 70% otherwise provided in the original development agreement.
4. The amendment also provides the right to the City to withhold future tax reimbursements if the Developer defaults in the new completion dates for Parcel E/Building E-3 or Parcel F at 80%. Both parties continue to have the right to cure any default.

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

AYES:	Hansher, Bushee
ABSENT:	Strzelczyk

5) Information Items

a. Comp Study

Assistant City Administrator Schoenemann explained the last time the City engaged with an outside vendor on a Compensation Study was 2014. This study is recommended every four to five years to make sure the City is providing salaries that are appealing to applicants while staying competitive in the current job market.

Alderman Bushee wanted to make sure if the City spends the money for the study, the City will follow through with the results.

b. Finance & Personnel Work Plan

6) Adjourn

Alderman Bushee made a motion to adjourn the meeting at 6:27PM, seconded by Alderman Hansher. Both voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director



11333 N. Cedarburg Road
Mequon, WI 53092-1930
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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: April 7, 2022
SUBJECT: April Licenses

Following are recommended approvals:

CLASS B BEER AND CLASS C WINE LIQUOR LICENSE - NEW - For the period April 13, 2022 to June 30, 2022 - Contingent upon passing all inspections

Kong Suwai LLC DBA
Kha Sushi Land
6005 W. Mequon Rd.
Agent: Khine Su Wai Pyae

Following are recommended denials:

None.



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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: April 4, 2022
SUBJECT: Appeal of Operator License Denial of Tyler Lee Wurtinger

Background

On February 10, 2022, an Operator's License application from Tyler Lee Wurtinger was submitted to the Clerk's Department which was promptly forwarded to the Mequon Police Department for investigation and recommendation. In the letter dated February 10, 2022, Chief Pryor issued a letter recommending denial and subsequently the license was denied by the Clerk. A letter was sent to the applicant informing him that his license would not be issued. He responded to this by requesting an appeal hearing before the Finance-Personnel Committee.

Analysis

Below is the State Statute pertaining to Operator licenses that caused the Police Chief to recommend denial:

Wis. Stat. §125.04(5)(b) Criminal offenders. No license or permit related to alcohol beverages may, subject to ss. 111.321, 111.322 and 111.335, be issued under this chapter to any person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned.

In addition, attached is the City of Mequon Alcohol Beverage Licenses Enforcement Policy Guidelines, in which Guideline 1 applies to this applicant. Please keep in mind that if the denial stands, Mr. Wurtinger is still able to be employed selling/serving alcohol, however he would be restricted from working unsupervised.

Fiscal Impact

None.

Recommendation

It is the recommendation of the City of Mequon Police Chief to deny this license.

Attachments:

Alcohol Guidelines (DOC)

CITY OF MEQUON
ALCOHOL BEVERAGE LICENSES
ENFORCEMENT POLICY GUIDELINES

Intent. As it is the responsibility of the Finance-Personnel Committee (“Committee”) of the Mequon Common Council to screen applications for alcohol beverage licenses within the City of Mequon and to make recommendations thereupon to the Common Council for its decision under the licensing authority granted by Chapter 125 of the Wisconsin Statutes and Chapter 14 of the Municipal Code of the City of Mequon, the Committee recommends and the Common Council adopts the following guidelines in order to specify the reasons for denying, non-renewing or revoking an alcohol beverage license. If a decision is made to deny, revoke, suspend or non-renew a license, the Council is required to provide that person with a written reason for the denial. These guidelines are adopted to assist the Committee in its reviews and recommendations and the Common Council in its decision-making, to meet that requirement.

The following guidelines are established by the Common Council to provide a framework for which persons are eligible for issuance of an alcohol beverage license (*i.e.* grounds for denial) and a framework for suspension, revocation or non-renewal. **There is broad discretion retained on behalf of the Committee and the Common Council to consider each case on an individual basis. Deviation from the guidelines may be allowed if unusual, exaggerated or mitigating circumstances exist, which may include, but are not limited to, the particular circumstances documented or the length of time that has expired since the offense.**

Since alcohol beverage license holders must act in cooperation with law enforcement to enforce the alcohol beverage laws, drunk driving laws, and assist with minimizing disturbances of the peace and maintaining the safety of the community, individuals with a past history of negative or uncooperative contacts with police agencies should be scrutinized; provided, however, that the Committee and the Common Council shall not discriminate against such applicants based on a prior arrest or conviction record, pursuant to Wis. Stat. §§ 111.321, 111.322, 111.335 and 125.12(1)(b), unless said arrest or conviction record substantially relates to the circumstances of the particular licensed activity. It is with these goals in mind, as well, that these guidelines are adopted.

For purposes of these guidelines, an “alcohol beverage license,” “license” or “permit” constitutes a retail license or an operator’s license. Additionally, the definition of “person” shall be as defined in Wis. Stat. § 125.02(14) of the Wisconsin Statutes. Therefore, these guidelines also apply to corporations, limited liability companies, agents, and partnerships. A corporation or limited liability company with an arrest or conviction record may be issued a license if the corporation or limited liability company has terminated its relationship with all the individuals whose actions directly contributed to the conviction. **Furthermore, to the extent Wis. Stat. Ch. 125 or Mequon Ordinances provide additional grounds for denial, suspension, revocation or non-renewal, the Committee may also rely on such provisions.**

The Common Council will only deny renewal of, suspend or revoke a current alcohol beverage license under these guidelines, or other justification provided by law, if the person committed an offense substantially related to the licensed activity within the license year period immediately preceding the year for which the person is seeking renewal or within the license year period in which suspension or revocation is sought, unless the Police Chief demonstrates that previous offenses were not considered in the approval of the current license. In the event the person is considered for non-renewal, suspension or revocation as the result of such an offense, the Committee and Common Council shall consider all offenses, regardless of when they occurred, to determine application of these guidelines.

Additionally, with respect to a non-natural person, such person's license may be revoked, suspended or non-renewed in the event a new officer, director, member, or manager, is named and such person does not qualify under these guidelines; with the exception that a corporation or limited liability company may retain its license if it terminates its relationship with all the individuals whose actions directly contributed to the conviction. With respect to successor agents, see Wis. Stat. § 125.04(6).

Notwithstanding the above, the following violations may not be used as grounds for suspension, revocation or non-renewal of an existing license:

1. Furnishing alcohol beverages to underage persons (unless the licensee has committed two (2) violations within a one (1) year period, or has committed a single violation in two consecutive years); or
2. Violations punishable under Wis. Stat. § 945.03(2m), 945.04(2m) or 945.05(1m) (relating to commercial gambling and gambling devices).

A copy of these guidelines shall be provided to each person who applies for a license.

GUIDELINES

Guideline 1. Provided the offense is **substantially related to the circumstances of the licensed activity**, any person who has been convicted of any felony, unless duly pardoned, does not qualify for an alcohol beverage license. (To the extent the other guidelines reference a specific offense, this guideline shall apply if the offense constitutes a felony.)

Guideline 2. Provided the offense is **substantially related to the circumstances of the licensed activity**, any person who has been convicted of, released from incarceration in a State or Federal Prison System, or a county jail for, or released from parole or probation status, or has a current charge pending, for two (2) or more offenses, **arising out of separate incidents**, within the last ten (10) years in the following subcategories, does not qualify for an alcohol beverage license:

- (a) Violent crimes against the person of another, including but not limited to homicide, aggravated battery, sexual assault, injury by negligent use of a weapon, injury by negligent use of a vehicle, or injury by intoxicated use of a vehicle.
- (b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, obstructing a police officer, resisting arrest, bribery of public officers or employees, misconduct in public office, bomb scares, or acts or threats of terrorism.
- (c) Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; possessing with intent to manufacture, distribute or deliver, a controlled substance or a controlled substance analog.

Guideline 3. Provided the offense is **substantially related to the circumstances of the licensed activity**, any person who has been convicted of, released from incarceration in a State or Federal Prison System, or a county jail for, or released from parole or probation status, or has a current charge pending, for two (2) or more offenses, **arising out of separate incidents**, within the last seven (7) years in the following subcategories, does not qualify for an alcohol beverage license:

- (a) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.
- (b) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or Mequon Ordinance Ch. 14 - excluding administrative violations such as “failure to post license under glass”) **(furnishing alcohol beverages to underage persons shall not be used as grounds for suspension, revocation, or non-renewal of an existing license unless the licensee has committed two (2) violations within a one (1) year period, or committed a single violation in two consecutive years).**
- (c) Perjury or false swearing, wherein the offense involves an incident at a place that is or should have been licensed under Wis. Stat. Ch. 125.
- (d) Possessing a controlled substance, controlled substance analog or drug paraphernalia.
- (e) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (f) Operating a motor vehicle with a BAC in excess of .08% by weight.
- (g) Open intoxicants in public places or in a motor vehicle.

Guideline 4. Provided the offenses are **substantially related to the circumstances of the licensed activity**, any person who is a habitual law offender does not qualify for an alcohol beverage license. To constitute a habitual law offender there need not have been a trial or conviction for each or any offense. What is required is that the offenses were committed, that the law has been violated, and that the fact of such violations can be shown. *See Smith v. City of Oak Creek*, 139 Wis. 2d 788 (1987). For purposes of these guidelines, a habitual offender includes, but is not limited to a person who has committed two (2) or more offenses, each a separate incident, within the immediately preceding five (5) years.

Guideline 5. In addition to the other provisions under these guidelines, pursuant to Wis. Stat § 125.12, a person’s alcohol beverage license may be denied, non-renewed, suspended or revoked if the person:

- (a) Keeps or maintains a disorderly or riotous, indecent or improper house.
- (b) Sold or has given away alcohol beverages to known habitual drunkards.
- (c) Does not possess the qualifications under Chapter 125 of the Wisconsin Statutes and Chapter 14 of the Municipal Code of the City of Mequon to hold a license.
- (d) Was issued a license in conjunction with a warning letter as to any future law violations, regardless of whether the basis for the warning letter was conduct occurring earlier or outside of any of the time limits set forth in Guidelines 2., 3. and 4. above, and has committed a law violation subsequent to the issuance of the warning letter.

Guideline 6. Any person who materially falsifies an application for an alcohol beverage license will not be eligible to re-apply for an alcohol beverage license for a period of twelve (12) months from the **date of denial** of such application. The Committee within its review and recommendation process and the Common Council may waive the provisions of this paragraph, allow the applicant to submit a corrected application, with the appropriate fee, and grant an alcohol beverage license to the person, if it appears to the Common Council that any falsifications on the application were the

result of inadvertence, excusable neglect or mistake.

Guideline 7. In the event that any person's alcohol beverage license is denied, non-renewed, suspended or revoked based upon the person's conviction record, the person shall be allowed the opportunity to show evidence of rehabilitation and fitness to engage in the licensed activity. If the person shows competent evidence of sufficient rehabilitation and fitness to perform the licensed activity, the Committee may not refuse to license the person or bar or terminate the person from licensing based on that conviction record unless the conviction is for an exempt offense under Wis. Stat. § 111.335(4). Competent evidence of sufficient rehabilitation and fitness to perform the licensed activity may be established by the production of any of the following:

- (a) The person's most recent certified copy of a federal department of defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the U.S. armed forces for military service rendered following conviction for any offense that would otherwise disqualify the person from the license sought, except that the discharge form is not competent evidence of sufficient rehabilitation and fitness to perform the licensed activity if the person was convicted of any misdemeanor or felony subsequent to the date of the honorable discharge or separation from military service.
- (b) A copy of the local, state, or federal release document; and either a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or other evidence that at least one year has elapsed since release from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.
- (c) In addition to the above documentary evidence, the Committee will consider any of the following evidence presented by the individual:
 - i. Evidence of the nature and seriousness of any offense of which he or she was convicted.
 - ii. Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
 - iii. The age of the person at the time the offense was committed.
 - iv. The length of time that has elapsed since the offense was committed.
 - v. Letters of reference by individuals who have been in contact with the person since the person's release from any local, state, or federal correctional institution.
 - vi. All other relevant evidence of rehabilitation and present fitness presented.

Severability. If any section, subsection, sentence or phrase of this Policy is for any reason held to be invalid or unconstitutional by reason of a decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase.

Conflict. Any impermissible conflict between Wis. Stat. Ch. 125, Ch. 14 of the Municipal Code of the City of Mequon and this policy shall be decided on the order of precedence which shall be the order listed in this sentence.

These policy guidelines will go into effect on the 1st day of October, 2019.

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

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	599,975.20
SPECIAL REVENUE FUND	0.00
PARKS & OPEN SPACE	0.00
REVOLVING LOAN FUND	0.00
SPECIAL FEDERAL GRANT FUND	0.00
DEBT SERVICE FUND	0.00
DEBT SERVICE TIF 2 FUND	0.00
DEBT SERVICE TIF 3 FUND	0.00
CAPITAL PROJECT FUND	109,832.74
SEWER UT FUND	115,365.65
WATER UT FUND	78,236.95
TAX FIDUCIARY FUND	1,980.75
TOTAL	<u><u>905,391.29</u></u>

IN THE AMOUNT OF \$ 905,391.29 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

4/4/2022

WILLIAM JONES
CITY ADMINISTRATOR

Attachment: Voucher List (7212 : March 2022 Vouchers Paid List)

		Grand Total		905,391.29			
Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
Arterial Road Projects	11864	B & L COPIES & MORE LLC	2022 ANNUAL ROAD MAINTENANCE-GSB-88 SIGNS	300.00	03/18/2022	410781	720017
Arterial Road Projects	10230	CONLEY PUBLISHING GROUP LTI	ADS FOR 2022 SANITARY WORK (#3-ROAD PROGRAM	289.31	03/18/2022	410781	720017
Arterial Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ANNUAL ROAD PROGRAM ADVERTISEMENT	260.67	03/18/2022	410781	720017
Arterial Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ANNUAL ROAD PROGRAM GSB-88 ADVERTISEMENT	245.14	03/18/2022	410781	720017
Arterial Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ROAD IMPROVEMENTS MAINTENANCE-CRACK SEAL	234.78	03/18/2022	410781	720017
Arterial Road Projects	10639	SCHOESSOW, CARY A.	2022 ANNUAL ROAD MAINTENANCE - GSB-88	84.00	03/18/2022	410781	720017
Arterial Road Projects Total				1,413.90			
Assessor	11365	ASSESSMENT TECHNOLOGIES OF WISCONSIN LLC	ASSESSOR 2022 CONTRACT FEBRUARY	11,625.00	03/04/2022	110119	683201
Assessor	11365	ASSESSMENT TECHNOLOGIES OF WISCONSIN LLC	ASSESSOR 2022 CONTRACT INSTALLMENT #3	11,625.00	03/18/2022	110119	683201
Assessor	11304	WIS DEPT OF REVENUE 930208	MANUFACTURING PROPERTY CHARGE	7,196.53	03/04/2022	110119	683201
Assessor Total				30,446.53			
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - SAFETY BLD - MARCI	2,891.00	03/18/2022	110326	683201
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL-MARCI	2,635.00	03/18/2022	110326	683201
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC-FEBRUARY	1,764.00	03/18/2022	110326	683201
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - DPW-MARCI	1,250.00	03/18/2022	110326	683201
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANI	REPAIR WIRE SHORT IN PD GARAGE	630.87	03/18/2022	110326	686502
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	400.35	03/18/2022	110326	680504
Building Maintenance	11330	WIS STEAM CLEANER	REPAIRS & ANNUAL PM FOR DPW PR	305.00	03/18/2022	110326	683201
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	REPAIR OF PARKS OVERHEAD DOOR @ DPW	302.00	03/18/2022	110326	686503
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	LABOR FOR BLOWER FAN REPLACEMENT	301.00	03/04/2022	110326	686503
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANI	REPAIR & UPGRADE CH FRONT WALL SCONCES	267.50	03/18/2022	110326	686501
Building Maintenance	12692	STAR CRANE & HOIST SERVICE - WISCONSIN, INC	ANNUAL CRANE INSPECTION-FLEET SHOPS	225.00	03/18/2022	110326	683201
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES-CITY HALL	176.30	03/18/2022	110326	680504
Building Maintenance	11330	WIS STEAM CLEANER	REPAIRS & ANNUAL PM FOR DPW PR	154.73	03/18/2022	110326	686503
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCC	MOP CONTRACT-FEB	139.93	03/18/2022	110326	683201
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCC	MOP CONTRACT DEC 21	136.55	03/18/2022	110326	683201
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT-FEBRUARY	115.00	03/18/2022	110326	683201
Building Maintenance	12883	PB HAHN & CO INC	LASER TAPE MEASURER-DUSTING SUPPLIE	79.99	03/04/2022	110326	680401
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANI	REPAIR & UPGRADE CH FRONT WALL SCONCES	57.47	03/18/2022	110326	686502
Building Maintenance	12883	PB HAHN & CO INC	BLDG SUPPLIES	14.92	03/04/2022	110326	680302
Building Maintenance	12883	PB HAHN & CO INC	LASER TAPE MEASURER-DUSTING SUPPLIE	9.99	03/04/2022	110326	680302
Building Maintenance Total				11,856.60			
City Administrator	12663	MIDWEST LEADERSHIP INSTITUTE	SPRING 2022 SEMINAR	4,251.00	03/18/2022	110111	683501
City Administrator	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLUB	QTRLY MEMBERSHIPS & ADMIN FEE JONES/ZELLMAN	65.00	03/04/2022	110111	680501
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	34.83	03/18/2022	110111	680504
City Administrator Total				4,350.83			
City Clerk	12532	GRANICUS, LLC	MARCH 2022 SUBSCRIPTION	1,228.50	03/18/2022	110112	683201
City Clerk	10894	PITNEY BOWES 371887	POSTAL LEASE 1/18/22-4/17/22	967.65	03/18/2022	110112	680401
City Clerk	10894	PITNEY BOWES 371887	INSERTER 1/5/22-4/4	367.17	03/18/2022	110112	680401
City Clerk	10230	CONLEY PUBLISHING GROUP LTI	1/30/22-2/26/22 PUBLICATIONS	141.67	03/18/2022	110112	680502
City Clerk Total				2,704.99			
Common Council	12941	SBRAND SOLUTIONS	POWER POINT ONE DAY RETREAT 2/11/22	9,000.00	03/04/2022	110101	683101
Common Council	10221	COMMUNITY FUN EVENTS INC	SPONSORSHIP FAMILY FUN BEFORE THE 4TH	7,500.00	03/04/2022	110101	683702
Common Council	12651	AMAZON CAPITAL SERVICES, INC	STRATEGIC PLANNING MEETING SUPPLIES	361.96	03/04/2022	110101	680101
Common Council Total				16,861.96			
Communications	12979	SAVANT LEARNING SYSTEMS	DISPATCH TRAINING	450.00	03/18/2022	110237	683501
Communications	10834	OFFICE DEPOT *	OFFICE SUPPLIES	54.72	03/04/2022	110237	680101
Communications Total				504.72			
Community Development	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER	1,512.00	03/04/2022	110578	683201
Community Development	11012	SCG & ASSOCIATES, LLC	LANDSCAPE CONSULTANT	500.00	03/04/2022	110578	683102
Community Development	10230	CONLEY PUBLISHING GROUP LTI	PUBLIC NOTICES	186.56	03/18/2022	110578	680502
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	51.10	03/18/2022	110578	680504
Community Development Total				2,249.66			
Elections	12270	KOHL, STEPHANI	ELECTION SERVICE 2/15/22	225.00	03/04/2022	110113	683201
Elections	11599	BARBARA D STRUCK	ELECTION SERVICE 2/15/22	155.00	03/04/2022	110113	683201
Elections	12677	DEANNA BOGIE CONATY	ELECTION SERVICE 2/15/22	155.00	03/04/2022	110113	683201
Elections	12780	JOHN RICHMOND	ELECTION SERVICES 2/15/22	155.00	03/04/2022	110113	683201
Elections	12952	MADELINE HENRY	ELECTION SERVICE 2/15/22	155.00	03/04/2022	110113	683201
Elections	11992	KAREN D. KRCHMA	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12092	PALUBISKI, BARBARA D	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12194	BARNES, RICHARD E.	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12266	DERNEHL, LOUISE E	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12425	JULIE A. STUHLMACHEF	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12438	MARILYN K HART	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12501	BRIAN LAWLESS	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12713	DANA KEEGAN	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12725	BARRY S. WERNER	ELECTION SERVICES 2/15/22	145.00	03/04/2022	110113	683201
Elections	12819	NANCY GUY	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	12962	CATHERINE SEASHOLES	ELECTION SERVICE 2/15/22	145.00	03/04/2022	110113	683201
Elections	11600	CARLA C BARTLETT	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12200	GIFFORD, THOMAS M.	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12206	TITUS, GRETCHEN Z.	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12581	LAURA JILL GRAUPI	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12712	LEE WUESTHOFF	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12803	LYNN CLARK	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12808	WALTER GEILFUS	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12811	JOEL HUFFMAN	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12956	NATALIE LOHR	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12976	GREG WITTERHOLT	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	12977	COLLEEN WITTERHOLT	ELECTION SERVICE 2/15/22	135.00	03/04/2022	110113	683201
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	96.48	03/04/2022	110113	680101
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	93.53	03/04/2022	110113	680101
Elections	12093	BUCHAN, MARTHA S.	ELECTION SERVICE 2/15/22	92.50	03/04/2022	110113	683201
Elections	12818	PATRICIA ZAMORA	ELECTION SERVICES 2/15/22	92.50	03/04/2022	110113	683201
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	83.81	03/04/2022	110113	680101
Elections	11615	CAROL E BUTZKE	ELECTION SERVICE 2/15/22	82.50	03/04/2022	110113	683201
Elections	11718	MYERS, JOANN L	ELECTION SERVICE 2/15/22	82.50	03/04/2022	110113	683201
Elections	12435	SANDRA JEAN LINNEMASTONS	ELECTION SERVICES 2/15/22	82.50	03/04/2022	110113	683201
Elections	12721	SUELLEN M. DOMENCICI	ELECTION SERVICE 2/15/22	82.50	03/04/2022	110113	683201
Elections	12812	SALLY LYNE	ELECTION SERVICES 2/15/22	82.50	03/04/2022	110113	683201
Elections	12877	MARSHA MILLEF	ELECTION SERVICES 2/15/22	82.50	03/04/2022	110113	683201
Elections	12957	TOBY LUKOFF	ELECTION SERVICE 2/15/22	82.50	03/04/2022	110113	683201
Elections	12970	ROBERT MILLER	ELECTION SERVICE 2/15/22	82.50	03/04/2022	110113	683201
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	80.70	03/04/2022	110113	680101
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	80.69	03/04/2022	110113	680101
Elections	11582	MARY J THORNBURG	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	11588	JEAN C CLINE	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	11594	VALERIE A LUTZEN	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	11628	INGRID A BADER	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	11641	MARY K MELROSE	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	11998	JEAN HALE JOHNSON	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12268	ERNEST, DONALD FRED	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12591	ELEANOR L PIPKORN	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12676	SARAH ELIZABETH RIEMEYER	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12680	MARK R JACOBSON	ELECTION SERVICES 2/15/22	72.50	03/04/2022	110113	683201
Elections	12726	DIANNE WENNIGER	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12779	ERIC NEUSEN	ELECTION SERVICES 2/15/22	72.50	03/04/2022	110113	683201
Elections	12782	CASEY O'BRIEN	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12813	DANA PETERSON	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12820	LINDA OEHLKE	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12822	CYNTHIA BOOCK	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12834	STEPHEN SCHEIL	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12955	PATRICIA HILLMAN	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12960	KIM NELSON	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12973	DEBORA BRODZINSKI	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12974	GEORGE BRODZINSKI JR	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201
Elections	12975	MARGARET KNITTER	ELECTION SERVICE 2/15/22	72.50	03/04/2022	110113	683201

4.a.b

Attachment: March 2022 AP Vendor Listing by Dept (7212 : March 2022 Vouchers Paid List)

Department	Vendor	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
Elections	90001	TEMP STAFF REIMB	2/15 ELECTION MILEAGE REIMI	71.96	03/04/2022	110113	680101
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	70.00	03/04/2022	110113	680101
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	63.32	03/04/2022	110113	680101
Elections	12821	THOMAS MARLETT	ELECTION SERVICE 2/15/22	62.50	03/04/2022	110113	683201
Elections	90004	POLL WORKER	2/15 ELECTION REIMB POLLING SITE LUNCI	55.36	03/04/2022	110113	680101
Elections	12677	DEANNA BOGIE CONATY	SPECIAL ELECITON SERVICE REIMI	50.00	03/04/2022	110113	683201
Elections	12678	LUCINDA CHRISTENSEN SHALLOCH	SPECIAL ELECITON SERVICE REIMI	50.00	03/04/2022	110113	683201
Elections	12682	WILLIAM BUCHAN	ELECTION SERVICES 2/15/22	30.00	03/04/2022	110113	683201
Elections	12964	HEATHER TIRRO	ELECTION SERVICE 2/15/22	30.00	03/04/2022	110113	683201
Elections	11599	BARBARA D STRUCK	SPECIAL ELECTION SERVICE REIMI	25.00	03/04/2022	110113	683201
Elections	12093	BUCHAN, MARTHA S.	SPECIAL ELECTION SERVICE	25.00	03/04/2022	110113	683201
Elections	12682	WILLIAM BUCHAN	SPECIAL ELECITON SERVICE REIMI	25.00	03/04/2022	110113	683201
Elections	90003	POLICE RESERVE	SPECIAL ELECITON SERVICE REIMI	25.00	03/04/2022	110113	683201
Elections	11657	JULIE R BURTON	ELECTION SERVICES 2/15/22	20.00	03/04/2022	110113	683201
Elections	11994	LUCY ANNE MARTIN	ELECTION SERVICES 2/15/22	20.00	03/04/2022	110113	683201
Elections	12539	ALICE CONWELL	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	12678	LUCINDA CHRISTENSEN SHALLOCH	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	12706	NANCY JACOBS	ELECTION SERVICES 2/15/22	20.00	03/04/2022	110113	683201
Elections	12714	MONTGOMERY S. HUNT	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	12809	NEIL GLASSTEIN	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	12946	ALISHA CAMPBELL	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	12953	BARBARA HERNANDEZ	ELECTION SERVICE 2/15/22	20.00	03/04/2022	110113	683201
Elections	11601	SHIRLEY L CAMPBELL	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11603	GERALDINE P FEHLHABEF	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11609	BEVERLY A MARTIN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11630	HOLLY D GRASSIN-KREMMEI	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11644	CYNTHIA Q WACHS	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11646	SUSAN G GEBHARDT	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11665	PAMELA P NONKEN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11667	LAURIE A ARNOLT	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11671	OLIVA W HANSEN	ELECTION SERVICES 2/15/22	10.00	03/04/2022	110113	683201
Elections	11717	MORITSCH, DENIS J	ELECTION SERVICES 2/15/22	10.00	03/04/2022	110113	683201
Elections	11821	PETERSON, JOANNE KAY	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	11959	HIMDEN, KATHLEEN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12132	SCHMALE, LINDA L.	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12236	MINKIN, TERRI L.	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12238	WALDEN, SUE A.	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12241	WOLLERSHEIM, LORRAINE M	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12242	WOLLERSHEIM, THOMAS P	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12269	KOCH-HODGERT, KAREN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12272	NOWAK, LYNN EDWARD	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12434	SHARON M KING	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12502	ELIZABETH CLARK	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12536	CLARENE MITCHELL	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12592	JOAN V EWIG	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12675	CHRISTINE L KORJENEK	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12699	MARIA TERESA DHALA	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12701	LAURA RECHCYGL	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12702	TERESA MARIE KENNEDY	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12709	DIANA LYNN LEVY	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12720	MICHAEL KRCHMA	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12775	MARTHA MANSKE	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12805	RICHARD FLECK JR	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12816	JOHN WACHS	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12825	MAURINA PARADISE	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12826	SUSAN HOHN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12827	MIKELENE RAY	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12830	JASON SCHOEFFLER	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12831	MICHAEL KENNEY	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12832	STANLEY TEPLIN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12835	DAVID HARDER	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12836	DEBORAH HARDER	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12945	GARY BALCERZAK	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12948	ANGELA GARVENS	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12949	DAVID GRIFFIN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12950	SHARON HALL	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12951	ROBERT HENDERSON	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12954	DAVID HILL	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12958	KATHLEEN MILLEF	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12959	NANCY MILLER	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12961	DONALD RITT	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12963	ROBERT SHEEHAN	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections	12966	ABBY WILLIAM	ELECTION SERVICE 2/15/22	10.00	03/04/2022	110113	683201
Elections Total				8,073.35			
Engineering	12353	HARWOOD ENGINEERING CONSULTANTS	MEHTA MULTI-TENANT SWMP REVIEW	480.00	03/18/2022	110358	683102
Engineering	12658	SYMBIONT SCIENCE, ENGINEERING AND CONSTRUCTION	GIS ZOING LAYER UPDATES	170.00	03/18/2022	110358	683201
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	146.21	03/18/2022	110358	680504
Engineering	10824	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS - KRIS	38.80	03/18/2022	110358	680301
Engineering	10192	CENTRAL ENGRAVING LLC	ENGRAVED NAME PLATE	20.25	03/18/2022	110358	680301
Engineering Total				855.26			
Fire / EMS	90001	TEMP STAFF REIMB	EMT COURSE & BOOKS REIME	1,130.00	03/18/2022	110236	683501
Fire / EMS	10337	EMERGENCY SERVICES MARKETINC	SUBSCRIPTION	735.00	03/18/2022	110236	683201
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	730.51	03/18/2022	110236	680301
Fire / EMS	10683	MATC	FF EXAMS 4/1/21-2/3/22	560.00	03/18/2022	110236	683501
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	519.43	03/04/2022	110236	680301
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	514.26	03/18/2022	110236	680301
Fire / EMS	12694	AT&T MOBILITY LLC	CELL SERVICE	405.97	03/18/2022	110236	680504
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	GEAR	359.00	03/18/2022	110236	675101
Fire / EMS	90001	TEMP STAFF REIMB	EMT COURSE & BOOKS REIME	277.15	03/18/2022	110236	680503
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	219.52	03/18/2022	110236	680301
Fire / EMS	11172	UNDERWATER CONNECTION, THE	DIVE REPAIR	217.99	03/18/2022	110236	686550
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	208.00	03/04/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	208.00	03/18/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	203.77	03/18/2022	110236	680301
Fire / EMS	11211	VERIZON WIRELESS SERVICES LL	CELL SERVICE	200.05	03/18/2022	110236	680504
Fire / EMS	11172	UNDERWATER CONNECTION, THE	DIVE REPAIR	133.95	03/18/2022	110236	686550
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00	03/18/2022	110236	683201
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00	03/18/2022	110236	683201
Fire / EMS	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLU	QTRLY MEMBERSHIPS & ADMIN FEE JONES/ZELLMAN	65.00	03/04/2022	110236	680501
Fire / EMS	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	59.13	03/18/2022	110236	680504
Fire / EMS	12405	TELECOM ONE, INC	PHONE 2/1-2/28/22	58.06	03/18/2022	110236	680504
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	52.17	03/04/2022	110236	680301
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	35.98	03/04/2022	110236	686550
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	35.58	03/04/2022	110236	680301
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	SCBA REPAIR	35.00	03/18/2022	110236	675101
Fire / EMS	11211	VERIZON WIRELESS SERVICES LL	CELL SERVICE	30.08	03/18/2022	110236	680504
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	THIN POWER CORD	24.95	03/04/2022	110236	680301
Fire / EMS	11172	UNDERWATER CONNECTION, THE	DRYSUIT REPAIR	20.00	03/18/2022	110236	686550
Fire / EMS	10647	LINCOLN CONTRACTORS SUPPLY INC	BLADE	9.38	03/18/2022	110236	680401
Fire / EMS Total				7,245.93			
Fleet Services	10501	HERBST OIL INC	QTY 7,500 DIESEL FUEL	23,817.30	03/04/2022	110355	680402
Fleet Services	12609	QUALITY STATE OIL CO INC	FUEL-NO LEAD GAS	23,055.57	03/18/2022	110355	680402
Fleet Services	10968	RELIENT FIRE APPARATUS INC	MODULE & WHEEL FOR 960	1,544.02	03/04/2022	110355	680301
Fleet Services	10968	RELIENT FIRE APPARATUS INC	VALVE & MODULE FOR 960	1,432.90	03/04/2022	110355	680301
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	STEERING BOX FOR 320	1,432.34	03/18/2022	110355	680301
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	AIR SYSTEM REPAIR TRUCK 304	1,201.90	03/18/2022	110355	686550
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	PLOW TRUCK TIRES	898.38	03/18/2022	110355	680301
Fleet Services	10908	POMPS TIRE SERVICE INC	TIRES FOR 512	855.52	03/18/2022	110355	680301
Fleet Services	10579	K & M PRODUCTS & SERVICES INC	PAINT & HYD HOSE	781.80	03/18/2022	110355	680301
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INJECTOR FOR 320	737.12	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	EMISSION SYSTEM REPAIR 330	725.49	03/18/2022	110355	680301

Attachment: March 2022 AP Vendor Listing by Dept (7212 : March 2022 Vouchers Paid List)

4.a.b

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Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	304 TRUCK REPAIRS	707.68	03/04/2022	110355	686550
Fleet Services	10970	RENNERT'S FIRE EQUIPMENT	FIRE TRUCK VALVE	584.06	03/04/2022	110355	680301
Fleet Services	12472	PROTANIC INC	YEARLY FUEL TANK INSPECTION	575.00	03/18/2022	110355	680402
Fleet Services	11484	TODDS TOOLS	SCANNER UPDATE	549.01	03/04/2022	110355	680401
Fleet Services	10389	FORCE AMERICA DISTRIBUTING INC	AUGER SENSOR	401.54	03/18/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERIES & WASHER FLUID	351.92	03/04/2022	110355	680301
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	HARNES FOR 320	338.30	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	CHIPPER REPAIRS	316.20	03/04/2022	110355	686550
Fleet Services	10968	RELIANT FIRE APPARATUS INC	GAUGE FOR 960	279.35	03/04/2022	110355	680301
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORI	BRAKE PARTS SQUAD 13	276.39	03/18/2022	110355	680301
Fleet Services	10426	GIERACH'S SERVICE INC	TOW 304 TO LAKESIDE	247.50	03/04/2022	110355	686550
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	SENSOR FOR 308	214.23	03/18/2022	110355	680301
Fleet Services	12390	ADVANCE AUTO PARTS	STARTER FOR 602	200.99	03/18/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY FOR 602	187.05	03/18/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	LIGHT BULBS	184.90	03/18/2022	110355	680301
Fleet Services	10968	RELIANT FIRE APPARATUS INC	FIRE TRUCK GAUGE	162.54	03/04/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	AIR DRYER	159.00	03/04/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	154.54	03/18/2022	110355	680301
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORI	BATTERY FOR SQUAD 13	139.95	03/18/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	TRAILER JACK	136.76	03/18/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY & LIGHTS	125.13	03/04/2022	110355	680301
Fleet Services	12390	ADVANCE AUTO PARTS	BATTERY FOR STEAMER	116.57	03/18/2022	110355	680301
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	VALVE FOR 315	109.24	03/18/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TIE RODS FOR SQUAD 18	100.66	03/18/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	FREON	100.42	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	OIL FILTERS	95.40	03/18/2022	110355	680301
Fleet Services	12253	MCMMASTER-CARR SUPPLY COMPANY	BATTERIES	75.42	03/04/2022	110355	680301
Fleet Services	10426	GIERACH'S SERVICE INC	TOWING 363	75.00	03/18/2022	110355	686550
Fleet Services	10823	NORTHERN TOOL & EQUIPMENT CO	CART	74.01	03/04/2022	110355	680401
Fleet Services	10092	BADGER TRUCK CENTER INC	SWITCH FOR 317	70.18	03/18/2022	110355	680301
Fleet Services	10135	BOBCAT PLUS INC	CABLE FOR 420	69.68	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	ROLL PINS	63.07	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	ROLL PINS	58.08	03/18/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	AIR SYSTEM PARTS	57.68	03/04/2022	110355	680301
Fleet Services	10360	JFTCO, INC	FUEL FILTERS	56.95	03/04/2022	110355	680301
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK GAS	52.08	03/04/2022	110355	680301
Fleet Services	10823	NORTHERN TOOL & EQUIPMENT CO	HAND CART	49.98	03/04/2022	110355	680401
Fleet Services	10360	JFTCO, INC	HYD HOSE	48.62	03/04/2022	110355	680301
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK RENTAL	47.04	03/18/2022	110355	680301
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	38.50	03/18/2022	110355	680504
Fleet Services	10360	JFTCO, INC	FILTER	35.40	03/04/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	LIGHTS	32.96	03/04/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	FILTER	29.21	03/04/2022	110355	680301
Fleet Services	12883	PB HAHN & CO INC	PEG BOARD	28.76	03/04/2022	110355	680301
Fleet Services	12390	ADVANCE AUTO PARTS	OIL FILTER TOOLS	22.06	03/04/2022	110355	680401
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	AIR FITTING	18.38	03/18/2022	110355	680301
Fleet Services	10137	BOEHLKE BOTTLED GAS CORP	FITTINGS	11.48	03/18/2022	110355	680301
Fleet Services	12651	AMAZON CAPITAL SERVICES, INC	LEDGER BOOK	8.95	03/04/2022	110355	680101
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORI	SWITCH	8.66	03/18/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	4.95	03/04/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY CORE	-25.00	03/18/2022	110355	680301
Fleet Services	10360	JFTCO, INC	FILTER	-35.40	03/04/2022	110355	680301
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	STEERING BOX CORE	-598.50	03/18/2022	110355	680301
Fleet Services Total				63,674.87			
Forestry	11973	DIAMOND MOWERS, INC.	BLADES FOR BRUSH	658.49	03/04/2022	110363	680401
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM-MARCI	84.00	03/18/2022	110363	688120
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	CHAINSAW CHAIN SHARPENING	71.55	03/18/2022	110363	680351
Forestry	90007	MISC REFUNDS	MAILBOX REIMB / DURING TREE REMOVA	50.00	03/18/2022	110363	680351
Forestry Total				864.04			
General Fund - General Activi	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	3,099.42	03/04/2022	110000	224130
General Fund - General Activi	10707	MEQUON POLICE ASSOCIATION	UNION DUES 3/4/22 P/R	2,220.00	03/04/2022	110000	224160
General Fund - General Activi	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT ID 5956557 7532298 7844747 7657807 P/R 3/4	1,240.09	03/04/2022	110000	224150
General Fund - General Activi	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/18/22	1,240.09	03/18/2022	110000	224150
General Fund - General Activi	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 3/4/2022	800.00	03/04/2022	110000	224160
General Fund - General Activi	10810	NORTH SHORE BANK FSB	DEF COMP 3/4/22 P/R	477.74	03/04/2022	110000	224101
General Fund - General Activi	10810	NORTH SHORE BANK FSB	DEF COMP 3/18/22 P/R	475.00	03/18/2022	110000	224101
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT HIGHLANDER FARMDALE & ASHBURY WOOD	450.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 13930 N HAWKS LANDING RE	373.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT LILAC ORIOLE COUNTRY VIEW & MARIGOLD	240.00	03/18/2022	110000	229102
General Fund - General Activi	90002	PARK REFUNDS	SOMMER PAV DEPOSIT 03/05/22 RENTAL	200.00	03/18/2022	110000	229101
General Fund - General Activi	90002	PARK REFUNDS	SOMMER PAV DEPOSIT 03/06/22 RENTAL	200.00	03/18/2022	110000	229101
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10611 N CONEFLOWER CT	151.00	03/18/2022	110000	229102
General Fund - General Activi	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	139.25	03/04/2022	110000	224163
General Fund - General Activi	90006	PERMIT REFUNDS	REFUND DUPLICATE PAYMENT WELL PERM	122.00	03/04/2022	110000	442104
General Fund - General Activi	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT INSC MARCH	108.10	03/04/2022	110000	224122
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 2727 W COUNTRY CLUB LN	83.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 12833 N ORIOLE LN	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10295 N RANGELINE CT	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 3155 N RANCH RD	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 7119 W FREISTADT RD	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11631 W EUGENE AVE	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10146 N RANGE LINE RE	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 945 W HERITAGE CT #112	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 9948 N OTTO RD	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 943 W SHAKER CIR	61.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11321 N ST JAMES	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 417 E CEDAR LN	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11005 N LAKE SHORE DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11445 N TOWER DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11100 N RIVER TRAIL RE	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 9629 N VALLEY HILL DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10203 N FOXKIRK DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 5200 W SUNNYSIDE DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 2339 W BANCROFT CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 6018 WOODS CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 5200 W SUNNYSIDE DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11711 N SOLAR AVE	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10823 N RIVER RE	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 2293 W RANCH CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 3605 W NORMANDY CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 12337 N FAIRWAY HEIGHTS DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 923 W RANCHITO LN	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 2337 W BANCROFT CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11035 N MEQUON SQ DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 6036 W MEQUON RD	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10650 HIDDEN CREEK DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 7765 W MOURING DOVE LN	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 416 W WOODLYN DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 4420 W COUNTRY VIEW DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10116 N LA CRESTA DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 4305 W RIVER WILLOWS CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11445 N TOWER DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 6518 ASPEN TREE CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 1655 W MEQUON RD	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10618 N RIVER LAKE CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11706 N SOLAR AVE	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 11630 N RIVER RE	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10062 N SUNNYCREST DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 10003 N HOLMES CT	60.00	03/18/2022	110000	229102
General Fund - General Activi	90006	PERMIT REFUNDS	INSP DEPOSIT 9920 W HEATHER DR	60.00	03/18/2022	110000	229102
General Fund - General Activi	10610	L A W HEALTH BENEFIT TRUST	LAW HEALTH BEN 3/18/22 P/R L GRAYCAREK	10.00	03/18/2022	110000	229102

Attachment: March 2022 AP Vendor Listing by Dept (7212 : March 2022 Vouchers Paid List)

4.a.b

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
General Fund - General Activit Total				14,277.69			
Highway	12529	MORTON SALT, INC.	ROAD SALT FOR 2022	81,146.02	03/04/2022	110359	680320
Highway	12529	MORTON SALT, INC.	ROAD SALT FOR 2022	20,268.27	03/04/2022	110359	680320
Highway	12529	MORTON SALT, INC.	ROAD SALT FOR 2022	4,475.70	03/04/2022	110359	680320
Highway	10721	MEYERS PRESSURE CLEANERS INC	FIX BOTH STEAMERS	1,359.95	03/18/2022	110359	680321
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	REPLACEMENT SIGNS	809.53	03/18/2022	110359	680322
Highway	10428	GILLITZER ELEC CO LTD, FRANI	REPAIRS TO BRINE PUMP-PUMP & F	800.00	03/18/2022	110359	686550
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL	541.12	03/18/2022	110359	680321
Highway	10428	GILLITZER ELEC CO LTD, FRANI	REPAIR OF (3) STREET LIGHTS ON CEDARBURG ROAD	450.00	03/04/2022	110359	686550
Highway	10172	CARLIN SALES CORF	DE-ICING CHEMICALS	444.43	03/18/2022	110359	680320
Highway	10172	CARLIN SALES CORF	DE-ICING CHEMICALS-CITY HALI	444.43	03/04/2022	110359	680320
Highway	10428	GILLITZER ELEC CO LTD, FRANI	REPAIRS TO BRINE PUMP-PUMP & F	423.03	03/18/2022	110359	680320
Highway	11195	USIC LOCATING SERVICES INC	LOCATES-FEB	324.12	03/18/2022	110359	683201
Highway	10484	HARTMANN SAND & GRAVEL CO, INC	TREATED SAND QTY 20.09	168.76	03/18/2022	110359	680320
Highway	12861	WRANGLER HOLDCO CORF	RECYCLING FEES-JAN	106.36	03/04/2022	110359	683201
Highway	12861	WRANGLER HOLDCO CORF	RECYCLING FEES-MAR	106.36	03/04/2022	110359	683201
Highway	10137	BOEHLKE BOTTLED GAS CORF	PINS/SOCKET/BROOM	101.52	03/04/2022	110359	680321
Highway	10814	NORTH SHORE PUBLIC WORKS ASSC	ANNUAL DUES	100.00	03/18/2022	110359	680501
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	CHAINS/OIL/STARTRON	86.35	03/04/2022	110359	680321
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	79.76	03/18/2022	110359	680504
Highway	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SUPPLIES-SKUNK POLE	56.35	03/18/2022	110359	680322
Highway	90007	MISC REFUNDS	MAILBOX REIMB PER ORDINANCE 70-1	50.00	03/18/2022	110359	680320
Highway	11006	SAFETYMART	FIRST AID KIT SUPPLIES	48.52	03/04/2022	110359	680321
Highway	11006	SAFETYMART	SAFETY SUPPLIES	13.99	03/18/2022	110359	680321
Highway	11006	SAFETYMART	SAFETY SUPPLIES	13.92	03/18/2022	110359	680321
Highway	10137	BOEHLKE BOTTLED GAS CORF	SEALANT	11.99	03/04/2022	110359	680321
Highway	11006	SAFETYMART	FIRST AID KIT SUPPLIES	9.17	03/04/2022	110359	680321
Highway	12883	PB HAHN & CO INC	CONCRETE MIX	7.49	03/04/2022	110359	680321
Highway Total				112,447.14			
Human Resources	12882	AURORA MEDICAL GROUP INC	9/28/21-12/14/21 SERVICES	2,191.00	03/04/2022	110120	683201
Human Resources	12882	AURORA MEDICAL GROUP INC	Pre-Employment Testine FEBRUARY	1,842.00	03/04/2022	110120	683201
Human Resources	12882	AURORA MEDICAL GROUP INC	Pre-Employment Testing JANUARY	1,336.00	03/04/2022	110120	683201
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Service JANUARY	567.24	03/04/2022	110120	683201
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Service FEBRUARY	430.12	03/04/2022	110120	683201
Human Resources	12673	COLUMBIA ST. MARY'S INC.	Pre-Employment Screening Season	112.00	03/18/2022	110120	683201
Human Resources	10226	CONCENTRA MEDICAL CENTERS	DOT Random Testing 2/28/2022	102.00	03/18/2022	110120	683201
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	HR Specific Supplies PORTABLE HARD DRIVE	89.21	03/04/2022	110120	680101
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	32.62	03/18/2022	110120	680504
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	BOOKLIFT HOLDER	10.99	03/18/2022	110120	680101
Human Resources	12882	AURORA MEDICAL GROUP INC	OVERPAYMENTS \$ 25 - 10.15.2021	-3,693.00	03/04/2022	110120	683201
Human Resources Total				3,020.18			
Information Services	11701	TYLER TECHNOLOGIES INC	Tyler Munis Support Services 3/23/22-3/22/23	9,101.95	03/18/2022	110117	683201
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	7,194.45	03/18/2022	110117	680401
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,	4,373.00	03/04/2022	110117	683201
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,	3,792.00	03/04/2022	110117	683202
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net	1,100.45	03/18/2022	110117	683202
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools MEETING CAMERA	1,021.50	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools	867.92	03/04/2022	110117	680401
Information Services	12589	MARCO HOLDINGS, LLC	Mitel Phone System Updates	810.00	03/04/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	338.00	03/18/2022	110117	680401
Information Services	12405	TELECOM ONE, INC	PHONE 2/1-2/28/22	290.27	03/18/2022	110117	680504
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	170.97	03/18/2022	110117	680401
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC	150.72	03/18/2022	110117	683202
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	113.98	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	101.97	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Amazon - Equipment, Parts & Tools	101.00	03/04/2022	110117	680401
Information Services	90001	TEMP STAFF REIMB	REIMB 2 ANTI DUST DRIVERS	94.95	03/04/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	58.82	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools	42.49	03/04/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools	29.99	03/04/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Amazon - Equipment, Parts & Tool	24.00	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Amazon - Equipment, Parts & Tools	22.98	03/04/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools	9.88	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	8.98	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	CAMERA BAG RETURN	-16.99	03/18/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	RETURN 2 16GB DESKTOP MEMORY	-113.98	03/18/2022	110117	680401
Information Services Total				29,689.30			
Inspections	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER	488.00	03/04/2022	110244	683201
Inspections	12978	GRAPHICOLOR PRINTING INC	STICKERS FOR APPROVAL & FAILEI	330.42	03/04/2022	110244	680301
Inspections	90001	TEMP STAFF REIMB	CONT EDU INSPECTION FOR LICENSES	155.84	03/18/2022	110244	683501
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	123.81	03/18/2022	110244	680504
Inspections	90001	TEMP STAFF REIMB	CONT/EDU UDS ELEC & BLD 3/1-3/3/22 MILEAGE REIMI	94.77	03/18/2022	110244	683501
Inspections	10121	BIASEW	BIASEW - MIKE HADLEY	50.00	03/04/2022	110244	680501
Inspections Total				1,242.84			
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	PROFESSIONAL SERVICE 12/1-13/31/2	5,924.00	03/04/2022	110124	683301
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	Legal Fees LABOR & PERSONNEL JAN SERVICES	2,047.50	03/18/2022	110124	683312
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	MUNICIPAL COURT RETAINER 1/1-1/31/2	1,185.00	03/18/2022	110124	683303
Legal Counsel Total				9,156.50			
Library Services Grant	11133	THIENSVILLE, VILLAGE O	LIBRARY SUPPORT 2ND QTR	265,250.00	03/18/2022	110471	683801
Library Services Grant Total				265,250.00			
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	HIGHLAND ROAD INTERCHANGE	10,265.71	03/18/2022	410780	720011
Local Road Projects	10230	CONLEY PUBLISHING GROUP LTI	ADS FOR 2022 SANITARY WORK (#3-ROAD PROGRAM	157.78	03/18/2022	410780	720017
Local Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ANNUAL ROAD PROGRAM ADVERTISEMENT	141.59	03/18/2022	410780	720017
Local Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ANNUAL ROAD PROGRAM GSB-88 ADVERTISEMENT	133.15	03/18/2022	410780	720017
Local Road Projects	12985	BRIDGETOWER OPCO LLC	2022 ROAD IMPROVEMENTS MAINTENANCE-CRACK SEAL	127.52	03/18/2022	410780	720017
Local Road Projects Total				10,825.75			
Parks	10428	GILLITZER ELEC CO LTD, FRANI	LED CONVERSION REUTER PAVILIO	4,620.00	03/04/2022	110474	686550
Parks	12154	CJ & ASSOCIATES, INC	CHAIRS FOR REUTER	1,927.84	03/18/2022	110474	680301
Parks	12498	ZW USA INC	DOG WASTE SUPPLIES	898.02	03/04/2022	110474	680301
Parks	10691	MENARDS	ROTARY SUPPLIES	98.04	03/18/2022	110474	680340
Parks	12883	PB HAHN & CO INC	LED BULBS FOR RE	86.33	03/04/2022	110474	680342
Parks	10172	CARLIN SALES CORF	PARK MATERIALS	64.08	03/04/2022	110474	680341
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	58.99	03/18/2022	110474	680301
Parks	12883	PB HAHN & CO INC	BUCKETS FOR WALK	44.17	03/04/2022	110474	680340
Parks	10172	CARLIN SALES CORF	PARK MATERIALS	42.72	03/04/2022	110474	680342
Parks	10172	CARLIN SALES CORF	PARK MATERIALS	42.72	03/04/2022	110474	680343
Parks	10172	CARLIN SALES CORF	PARK MATERIALS	42.71	03/04/2022	110474	680340
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	38.50	03/18/2022	110474	680504
Parks	12883	PB HAHN & CO INC	SUPPLIES FOR WALK	37.75	03/04/2022	110474	680340
Parks	10691	MENARDS	SUPPLIES	33.98	03/18/2022	110474	680342
Parks	12883	PB HAHN & CO INC	SUPPLIES ROTARY	33.13	03/18/2022	110474	680340
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	20.69	03/18/2022	110474	680341
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINTING SUPPLIES	14.59	03/18/2022	110474	680301
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.07	03/04/2022	110474	680341
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.07	03/04/2022	110474	680342
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.07	03/04/2022	110474	680343
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.06	03/04/2022	110474	680340
Parks	12883	PB HAHN & CO INC	SUPPLIES	5.03	03/18/2022	110474	680342
Parks	12883	PB HAHN & CO INC	CONCRETE PAINT	4.94	03/04/2022	110474	680340
Parks	12883	PB HAHN & CO INC	CONCRETE PAINT	4.94	03/04/2022	110474	680341
Parks	12883	PB HAHN & CO INC	CONCRETE PAINT	4.94	03/04/2022	110474	680342
Parks	12883	PB HAHN & CO INC	CONCRETE PAINT	4.94	03/04/2022	110474	680343
Parks	12883	PB HAHN & CO INC	KEYS	4.04	03/04/2022	110474	680340
Parks	12883	PB HAHN & CO INC	KEYS	4.04	03/04/2022	110474	680341
Parks	12883	PB HAHN & CO INC	KEYS	4.04	03/04/2022	110474	680342
Parks	12883	PB HAHN & CO INC	KEYS	4.03	03/04/2022	110474	680343
Parks Total				8,169.47			
Police	10189	CEDARBURG, CITY OF	SNIPER AMMUNITION	1,238.50	03/18/2022	110235	680301
Police	10937	PUBLIC SAFETY EQUIPMENT, LLC	RADAR EQUIPMENT / MAINTENANCE	683.00	03/04/2022	110235	686550
Police	11211	VERIZON WIRELESS SERVICES LL	CELL PHONE SERVICE	612.20	03/18/2022		

Attachment: March 2022 AP Vendor Listing by Dept (7212 : March 2022 Vouchers Paid List)

4.a.b

Packet Pg. 18

4.a.b

Attachment: March 2022 AP Vendor Listing by Dept (7212 : March 2022 Vouchers Paid List)

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
Police	12448	THE OFFICE TECHNOLOGY GROUP	COPY MACHINE QUARTERLY CONTRACT	606.93	03/18/2022	110235	683202
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	556.30	03/18/2022	110235	680504
Police	10182	CDW GOVERNMENT INC	SOFTWARE LICENSING	549.75	03/04/2022	110235	683201
Police	10608	KUSTOM SIGNALS INC	SQUAD MAINTENANCE/REPAIRS	437.00	03/18/2022	110235	686550
Police	12405	TELECOM ONE, INC.	PHONE 2/1-2/28/22	232.22	03/18/2022	110235	680504
Police	11354	WI TRAFFIC SAFETY OFFICERS ASSOC	OFFICER TRAINING	225.00	03/04/2022	110235	683501
Police	90001	TEMP STAFF REIMB	K-9 CARE 2/15-2/23/22	225.00	03/04/2022	110235	683702
Police	11244	WAUWATOSA, CITY OF	ALPRS ANNUAL DUES	200.00	03/04/2022	110235	680501
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	170.36	03/18/2022	110235	683201
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	151.80	03/18/2022	110235	675101
Police	12663	WISCONSIN LAW ENFORCEMENT ACCREDITATION GROU	ACCREDITATION FEES	150.00	03/04/2022	110235	683702
Police	90001	TEMP STAFF REIMB	FUEL & WATER CASE #22-5935	113.08	03/18/2022	110235	680402
Police	90001	TEMP STAFF REIMB	K-9 TRAINING MEAL REIMB 11/10/21-3/11/2	104.83	03/18/2022	110235	683501
Police	12768	BONUS INC	HOSPITALITY ACCT #000275	98.52	03/18/2022	110235	680301
Police	11056	SIRCHIE FINGER PRINT LAB INC	DRUG TESTING KITS	86.70	03/18/2022	110235	680301
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	82.95	03/04/2022	110235	686550
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24	03/04/2022	110235	683702
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	69.94	03/18/2022	110235	680101
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	68.46	03/04/2022	110235	680301
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	52.04	03/04/2022	110235	683201
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	52.04	03/18/2022	110235	683201
Police	10885	PERSONNEL EVALUATIONS INC	EMPLOYMENT TESTING	36.00	03/18/2022	110235	683702
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	35.59	03/04/2022	110235	680101
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	35.00	03/04/2022	110235	683201
Police	90001	TEMP STAFF REIMB	SEARCH WARRANT AFFIDAVITS & PROB CAUSE TRAINING	26.24	03/18/2022	110235	683501
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	20.28	03/18/2022	110235	680301
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	15.00	03/04/2022	110235	683201
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R	13.99	03/18/2022	110235	680301
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	7.99	03/18/2022	110235	675101
Police	90001	TEMP STAFF REIMB	FUEL & WATER CASE #22-5935	1.39	03/18/2022	110235	680301
Police Total				7,033.34			
Public Works Other	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AN	9,548.46	03/18/2022	410798	730010
Public Works Other	10137	BOEHLKE BOTTLED GAS CORP	LP FILL AT REUTER PAVILIO	1,786.48	03/04/2022	410798	730011
Public Works Other	12644	BRANCH OUT LAND CLEARING LLC	MOW PATH MMSD PROPERTY	1,600.00	03/04/2022	410798	730016
Public Works Other	10137	BOEHLKE BOTTLED GAS CORP	LP FILL AT REUTER PAVILIO	1,168.15	03/04/2022	410798	730011
Public Works Other	10202	CHOICE CUTS TREE SERVICE LLC	ROADSIDE ASH REMOVALS-3235 RIVERLAND DI	900.00	03/04/2022	410798	730017
Public Works Other Total				15,003.09			
Public Works Vehicles	12854	WOTCO INC	TIRE CHANGER & BALANCER	7,870.00	03/18/2022	410787	725012
Public Works Vehicles Total				7,870.00			
Sewer General activities	12981	BUTOVSKAYA, VIKTORIY A	UB #406900 REFUND DUE TO CUSTOMER ERROR	800.00	03/18/2022	610000	103102
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	250.64	03/04/2022	610000	224130
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT ID 5956557 7532298 7844747 7657807 P/R 3/4	111.46	03/04/2022	610000	224150
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/18/22	111.46	03/18/2022	610000	224150
Sewer General activities	10810	NORTH SHORE BANK FSB	DEF COMP 3/18/22 P/R	60.00	03/18/2022	610000	224101
Sewer General activities	10810	NORTH SHORE BANK FSB	DEF COMP 3/4/22 P/R	57.26	03/04/2022	610000	224101
Sewer General activities	12986	MILLER, RAYMOND I	REFUND UTILITY ACCT 034601	39.37	03/18/2022	610000	103102
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT INSC MARCH	13.46	03/04/2022	610000	224122
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	11.25	03/04/2022	610000	224163
Sewer General activities Total				1,454.90			
Sewer UT Operations	11217	VISU-SEWER INC	SAN REHAB (3804-21) PER RESOLUTION 3844 SANITARY	109,920.94	03/18/2022	610669	740001
Sewer UT Operations	11062	RASMITH, INC	PER RES 3843 INSPECT #3804-CM	1,120.41	03/04/2022	610669	740001
Sewer UT Operations	11062	RASMITH, INC	PER RES 3843 INSPECT #3804-CM	1,100.00	03/04/2022	610669	740001
Sewer UT Operations	11567	C.L. THOMPSON COMPANY	FILTER ELEMENTS FOR PUMPS	669.50	03/04/2022	610669	680301
Sewer UT Operations	11045	SHERWIN WILLIAM	5 GALLONS OF STATION PAINT	228.95	03/04/2022	610669	680301
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	REPAIRED #1 STARTER AT "L"	205.00	03/18/2022	610669	695105
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC	GAS MONITOR SENSOR	193.42	03/04/2022	610669	680301
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC	GAS MONITOR SENSOR	187.00	03/04/2022	610669	680301
Sewer UT Operations	10230	CONLEY PUBLISHING GROUP LTI	ADS FOR 2022 SANITARY WORK (#3-ROAD PROGRAM	128.33	03/18/2022	610669	683201
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR BILLING	56.36	03/18/2022	610669	680504
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	48.94	03/04/2022	610669	680301
Sewer UT Operations	11045	SHERWIN WILLIAM	1 GALLON STATION PAINT	36.99	03/04/2022	610669	680301
Sewer UT Operations	12883	PB HAHN & CO INC	2 TORCH PROPANE BOTTLES	8.98	03/04/2022	610669	680301
Sewer UT Operations	12883	PB HAHN & CO INC	CAULKING	5.93	03/18/2022	610669	680301
Sewer UT Operations Total				113,910.75			
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	TAX REFUND 140040300600	1,980.75	03/04/2022	810000	103105
Tax Fiduciary Fund Total				1,980.75			
TIF 3	12526	MICHAEL BEST & FRIEDRICH LL	PROFESSIONAL SERVICES FOXTOWN DEVEL 1/3-1/31/2	5,720.00	03/04/2022	410803	710318
TIF 3 Total				5,720.00			
TIF 5	12921	D&H DEMOLITION LLC	PLUMBING DEMO TRUCKING & DISPOSAL / PORT ZEDLE	69,000.00	03/04/2022	410805	710502
TIF 5 Total				69,000.00			
Water general Activities	12874	CEDAR GABLES CONDO ASSOCIATION	Refund check Utility Account# 247501 Bill# 369960	3,331.14	03/04/2022	620000	103102
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT ID 5956557 7532298 7844747 7657807 P/R 3/4	111.46	03/04/2022	620000	224150
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 3/18/22	111.46	03/18/2022	620000	224150
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	31.95	03/04/2022	620000	224130
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	UNIT 033302 POLICY 002832L 4/1-4/30/22 LIFE INSC	1.75	03/04/2022	620000	224163
Water general Activities Total				3,587.76			
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER-FEBRUARY	49,334.56	03/18/2022	620679	602001
Water UT Operations	10206	CITY WATER LLC	I-43 WATER MAIN RELOCATIONS PE	11,910.00	03/04/2022	620679	741004
Water UT Operations	10556	ITRON INC	MAINTENANCE CONTRACT	4,345.96	03/18/2022	620679	902003
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING- FEB	2,543.74	03/18/2022	620679	662003
Water UT Operations	10091	BADGER METER INC	12 MODEL 35 METERS & 27 MODEL 55 1" METERS	2,371.98	03/18/2022	620679	741003
Water UT Operations	10091	BADGER METER INC	36 MODEL 25 METERS	2,216.79	03/18/2022	620679	741003
Water UT Operations	10091	BADGER METER INC	12 MODEL 55 1" METERS	1,470.81	03/18/2022	620679	741003
Water UT Operations	10091	BADGER METER INC	6 MODEL 35 METERS	455.35	03/18/2022	620679	741003
Water UT Operations Total				74,649.19			



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Fax: 262-242-9655

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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: March 29, 2022
SUBJECT: RESOLUTION 3937 A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2020

Background

Delinquent personal property taxes are cleared from the City's tax rolls after the end of a two-year collection cycle, as they are unlikely to be paid if collection efforts to date have not resulted in payment. Collection efforts include issuing monthly statements as well as third party efforts through the City's ongoing contract with Waukesha County as approved by council in April of 2021. In addition, coordination continues with the City Clerk's Office to prevent the issuance of liquor licenses if any outstanding obligations exist. Unfortunately, there is currently no other administrative recourse for businesses that do not require these licenses, except for referral to the City Attorney's Office for possible small claims action.

Analysis

Presented below is a table showing summary information by tax year.

	2019	2020
Original Delinquent PP Balance Assumed	\$61,159.88	\$62,220.14
Collections to Date	\$47,809.37	\$50,577.28
Amount to Clear	\$13,350.51	\$11,642.86
City Share of Total	\$2,946.17	\$2,584.64

The attached listing of outstanding 2020 accounts shows the name and address of the business, the status of the account, as well as the total outstanding principal broken down by taxing jurisdiction. Status is defined as follows:

- Open - Business is still a going concern in Mequon.
- Closed - Business reported to the Assessor that it is no longer operating in Mequon.
- Doomage - The owner did not file a Statement of Personal Property Status report timely. Therefore, the City Assessor estimated, or doomed, the account's value.

As some businesses still remain active, City staff will continue working to recover these written off amounts.

Fiscal Impact

The other taxing jurisdictions have been charged back for their proportionate share of the

uncollectible account balances leaving the City's share of 2020 write-offs at \$2,584.64. On an annual basis, the City typically budgets \$3,000-\$5,0000 to account for personal property tax revenue that is deemed to be uncollectible.

Recommendation

Staff recommends the Committee favorably recommend the attached resolution to the Common Council in order to clear the remaining delinquent personal property taxes from the 2020 tax roll.

Attachments:

2020 Delinquent Personal Property (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3937

A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed
Uncollectible for Tax Roll Year 2020

RECITALS

- A. The City of Mequon Finance Department has after considerable collection efforts determined that certain delinquent personal property taxes are deemed uncollectible.
- B. Delinquent personal property taxes for tax roll year 2020 have been charged back to the other taxing entities, thereby limiting the City's exposure to just the City portion of delinquent balances for the years being charged back.
- C. The attached list to clear delinquent taxes for tax roll year 2020 totals \$11,642.86.
- D. Continuing efforts will be made to collect such taxes as appropriate.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the attached list of delinquent personal property taxes for tax roll year 2020 be cleared from the personal property tax rolls by the City Treasurer.

Approved by: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk

2020 Outstanding Personal Property Tax

Parcel Number	Owner	Address	City	State	Zip Code	Status	County	City	School	MATC	Sewer	Total Tax
140000990500	Silver Springs of Mequon Inc	11840 North Silver Avenue	Mequon	WI	53097	Open	100.20	195.83	416.85	72.20	103.20	888.28
140000423700	Get Happy Chocolatier	11295 North Cedarburg Road, Apt 201	Mequon	WI	53092	Closed	21.50	42.02	89.44	15.49	22.14	190.59
140000610000	Landmark Luggage & Gifts	11025 North Port Washington Road	Mequon	WI	53092	Closed	10.46	20.44	43.52	7.54	10.77	92.73
140000000660	9Round Fitness	82B Cheyenne Avenue	Grafton	WI	53024	Open	79.16	154.71	329.32	57.04	81.53	701.76
140000120500	Better Bidders	10650 North Baehr Road Ste E	Mequon	WI	53092	Open	2.30	4.50	9.58	1.66	2.37	20.41
140000139700	Brian Balance Achievement Center	11649 North Port Washington Road	Mequon	WI	53092	Closed	51.77	101.18	215.37	37.30	53.32	458.94
140000180450	Carjo Attn Deb Binder	10750 North O'Connell Lane	Mequon	WI	53097	Doomage	9.19	17.97	38.25	6.62	-	72.03
140000283451	Divine Lash & Beauty Bar	10144 North Port Washington Road	Mequon	WI	53092	Open	100.20	195.83	416.85	72.20	103.20	888.28
140000285050	Diane's Wedding & Floral Design	11203 North Buntrock Avenue	Mequon	WI	53092	Closed	10.86	21.23	45.20	7.83	11.19	96.31
140000345500	F Green Lawnsprinklers & Landscap	4901 West Pioneer Road	Mequon	WI	53097	Doomage	2.58	5.05	10.75	1.86	-	20.24
140000440000	Great Frame Up	1400 West Mequon Road	Mequon	WI	53092	Doomage	25.05	48.96	104.22	18.05	25.80	222.08
140000499060	Home Health Managers LLC	10750 North O'Connell Lane	Mequon	WI	53097	Doomage	66.80	130.56	277.90	48.13	-	523.39
140000544680	Jane E Miller Attorney	1001 West Glen Oaks Lane #242	Mequon	WI	53092	Doomage	20.04	39.17	83.37	14.44	20.64	177.66
140000560700	Kark's Tree Service	8000 West Donges Bay Road	Mequon	WI	53097	Doomage	8.35	16.32	34.74	6.02	8.60	74.03
140000563700	Kathryn Morrison	11516 North Port Washington Road 108	Mequon	WI	53092	Doomage	33.40	65.28	138.95	24.07	34.40	296.10
140000740800	Moro Performance	10410 North Baehr Road	Mequon	WI	53092	Doomage	133.91	261.73	557.12	96.50	137.92	1,187.18
140000817610	Ovation Hand Institute	10532 North Port Washington Road	Mequon	WI	53092	Doomage	281.50	550.19	1,171.13	202.85	289.93	2,495.60
140000883211	Purple Door Ice Cream	6300 West Mequon Road #108	Mequon	WI	53092	Doomage	5.01	9.79	20.84	3.61	5.16	44.41
140000971640	Seibel Law Offices LLC	11520 N Port Washington Rd Unit LL4	Mequon	WI	53092	Doomage	5.85	11.44	24.36	4.22	6.03	51.90
140001114370	Wealth Partners Financial Services	10345 North Port Washington Road #135	Mequon	WI	53092	Closed	2.13	4.16	8.85	1.53	2.19	18.86
140001117810	Wessel Guitars & Amplifiers	11345 North Port Washington Road #101E	Mequon	WI	53092	Closed	8.35	16.32	34.74	6.02	8.60	74.03
140001119161	Westpoint Cleaners & Tailoring LLC	6617 West Mequon Road	Mequon	WI	53092	Closed	3.29	6.42	13.68	2.37	3.39	29.15
140001146110	Yama Yoga Studio	6400 West Mequon Road Suite B	Mequon	WI	53092	Closed	83.50	163.19	347.38	60.17	86.00	740.24
140001160100	Chay's Tae Kwon Do	1220 West Ranchito Lane	Mequon	WI	53092	Closed	5.26	10.27	21.87	3.79	5.41	46.60
140001192100	Soaring Souls LLC	6400 West Mequon Road Suite A	Mequon	WI	53092	Open	48.67	95.13	202.51	35.07	50.13	431.51
140001193000	Sullivan Mfg Corp	10201 N Enterprise Dr	Mequon	WI	53092	Open	3.69	7.21	15.35	2.66	3.80	32.71
140000337100	European Auto House	11020 North Buntrock Avenue	Mequon	WI	53092	Closed	16.70	32.64	69.48	12.03	17.20	148.05
140001139000	Wooden Goose Café	1556 West Mequon Road	Mequon	WI	53092	Closed	182.71	357.10	760.14	131.66	188.18	1,619.79
			Total Delinquent Personal Property				\$ 1,322.43	\$ 2,584.64	\$ 5,501.76	\$ 952.93	\$ 1,281.10	\$ 11,642.86
			Closed Chargedback to Jurisdictions				\$ 396.53	\$ 774.97	\$ 1,649.67	\$ 285.73	\$ 408.39	\$ 3,515.29
			Open/Doomage Send to Waukesha County				\$ 925.90	\$ 1,809.67	\$ 3,852.09	\$ 667.20	\$ 872.71	\$ 8,127.57



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 4, 2022
SUBJECT: RESOLUTION 3938 A Resolution Approving a Side Letter Agreement
Between the City of Mequon and the Mequon Fire & EMS Association,
Establishing an Initial Grant of Medical Leave Time for Full-Time
Paramedic/Firefighters Upon Hire

Background

The City of Mequon included three new full-time Paramedic/Firefighter positions within the 2022 budget. Subsequently, the City updated its collective bargaining agreement with the Mequon Fire and EMS Association (MFEMSA) to add language governing the newly created full-time positions. The contract was signed and approved by both parties in January of this year. Subsequently, during the hiring process, the Fire Department's administration and the Human Resources Division became aware of the need to amend the contract's language governing medical leave to be competitive with other Fire Department agencies.

Analysis

City staff learned that other Fire Departments, even those that offer all-inclusive paid-time-off programs, still provide separate medical leave benefits to their full-time employees. The reasoning is paramedics work in close proximity with ill individuals which puts them at higher risk of becoming sick and departments do not want sick employees reporting to work and transporting patients, especially immunocompromised patients.

The City's PTO system allows employees to transfer unspent PTO into their medical leave bank in order to help cover time away for medical events but does not provide an automatic annual accrual. Alternatively, the City and MFEMSA came to a mutually agreeable solution via entering into the attached side letter that allows the City to front-load full-time paramedic/firefighters with 100 medical leave bank hours. Then going forward employees can accrue more medical leave through year-end transfers of unused PTO into their respective banks.

Fiscal Impact

There is no fiscal impact. The Fire Department's salary budget can absorb any use of medical leave within its existing allocation. It should be noted that medical leave bank hours are not paid out to employees when they end employment from the City other than as part of a temporary retirement benefit.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on April 12.

Attachments:

Medical Leave Bank Side Letter with MFEMSA (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3938

A Resolution Approving a Side Letter Agreement Between the City of Mequon and the Mequon
Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time
Paramedic/Firefighters Upon Hire

RECITALS

A. The City of Mequon and the Mequon Fire & EMS Association entered into a collective bargaining agreement through 2024, which was subsequently amended in January 2022 to incorporate the addition of full-time Paramedics/Firefighters.

B. The City and the Association desire to enter into a side letter allowing for the one-time award of medical leave bank time to newly hired full-time Paramedic/Firefighters.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the Side Letter between the City of Mequon and the Mequon Fire & EMS Association is hereby approved, and the appropriate City officials are hereby authorized to sign this document.

Approved by: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk

**SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF MEQUON
AND
MEQUON FIRE AND EMS ASSOCIATION**

**INITIAL GRANT OF 100 HOURS OF MEDICAL LEAVE TIME FOR FULL-TIME
PARAMEDIC/FIREFIGHTERS UPON HIRE**

WHEREAS, the City of Mequon (City) and the Mequon Fire and EMS Association (Association) are parties to a 2021-2024 Collective Bargaining Agreement (CBA) in effect through December 31, 2024; and

WHEREAS, the Association is the recognized exclusive bargaining agent for the employees of the Fire Department, excluding supervisors, confidential, managerial, professional, and all other City employees; and

WHEREAS, the City of Mequon is in the process of recruiting and hiring full-time paramedic/firefighters and is seeking to maximize the talent pool available for such recruitment and hiring processes; and

WHEREAS, to help attract full-time paramedic/firefighters, the parties have agreed the City will provide a one-time medical leave bank allotment of 100 hours to full-time paramedic/firefighters upon hire; and

WHEREAS, this one-time allotment of 100 hours from the City to newly hired full-time paramedic/firefighters is payable and subject to use in accordance with the parties' CBA; and

WHEREAS, the parties jointly desire, through this Side Letter Agreement, to memorialize this agreement related to granting newly hired full-time paramedic/firefighters a one-time allotment of 100 hours into their medical leave banks under Article 26.10 of the CBA and to memorialize the agreed upon terms related to such allotment.

NOW THEREFORE, the City and the Association, agree as follows:

1. Term and Termination of Side Letter. This Side Letter shall remain in effect from the date of execution through the expiration of the 2021–2024 CBA.
2. Allotment of 100 Hours into Newly Hired Full-Time Paramedic/Firefighter's Medical Leave Bank. For each full-time paramedic/firefighter hired by the City during the Term of this Side Letter (*i.e.*, meaning their start date falls within the Term of this Side Letter of Agreement), the City agrees to immediately allot 100 hours of leave time into their Medical Leave Bank, which is established by Article 26.10 – Medical Leave Bank of the CBA, upon starting full-time employment with the City.

3. Use of 100 Hours of Medical Leave Time. Any Medical Leave Time allotted under this Side Letter of Agreement shall be subject to the terms and conditions of Article 26.10 – Medical Leave Bank of the CBA. This includes, but is not limited to, any limitations or conditions placed on the use or accrual of Medical Leave Time under Article 26.10 – Medical Leave Bank of the CBA.
4. Governing Nature. Upon execution of this Side Letter Agreement, all other terms and conditions of the parties' CBA shall apply. If there are conflicts between the CBA and this Side Letter Agreement, the terms of this Side Letter Agreement shall govern. The parties agree this Side Letter Agreement shall be non-precedent setting for any other circumstances, and this matter is a one-time occurrence.

Dated at Mequon, Wisconsin this day ____ of _____ 2022.

CITY OF MEQUON

MEQUON FIRE AND EMS ASSOCIATION

City Administrator

President

City Clerk

Secretary

Fire Chief

Approved by the City Council on _____, 2022.

Attachment: Medical Leave Bank Side Letter with MFEMSA (RESOLUTION 3938 : FD Side Letter for MLB)



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: April 4, 2022
SUBJECT: RESOLUTION 3939 A Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of \$52,200

Background

In January, Assistant City Administrator Justin Schoenemann and IT Manager Jeff Crawford, began the City's annual review of its cyber security systems. That review led staff to identify the need for an alternative solution for the City's backup system. The proposed solution will fulfill the IT Strategic Plan's requirements and maintain current annual costs.

Analysis

During staff's review of alternative systems, it was determined the City would be well served to bring the backup solution in-house to eliminate the need to coordinate during a recovery event with another outside party and provide staff with better access to the City's data. The top two solutions considered were Datto and Barracuda. The City systems would work well with both systems, but Barracuda is more expensive and lacks a couple of key features offered by Datto.

Fiscal Impact

In March, City staff become aware of a limited-time promotional pricing opportunity for Datto through the Office Technology Group (OTG), which is a contracted service provider for the City. If the City approves a three-year contract with Datto through OTG, the City will receive the necessary hardware for free, a \$7,500 value, and 10% off the monthly cloud subscription cost. The total savings in year one is \$9,240, with a savings of \$1,750 in each of the remaining two years respectively. The annual cost for the Datto subscription is \$17,400, which is \$600 less than the City's current backup solution. It should be noted that there will be overlap between the City's current backup provider and Datto for a limited period of time, but the IT Budget can absorb that expense. Full funding for the City's backup solution is available within the existing IT Budget.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on April 12, 2022.

Attachments:

3-Year Agreeemnt with OTG for the Datto (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3939

A Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of \$52,200

RECITALS

A. The City has reviewed its backup needs and has found the need to implement improvements in its systems to support the requirements of the entire organization.

B. After a review of potential solutions, staff has determined that Datto is the best cost-effective solution to provide the required services.

C. The Finance-Personnel Committee has reviewed the above recommendations and recommends the approval of the attached 3-year agreement with the Office Technology Group for backup and recovery services via Datto, Inc.

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

1. The Agreement for \$52,200 with the Office Technology Group of Milwaukee, Wisconsin, for Datto backup and recovery services 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: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk



Prepared for:
City of Mequon

Prepared by:
Keith Gagnon

Account Executive:
Keith Gagnon

Your OTG prepared quote

36 Month Agreement - Datto Backup
System

Quote # 001602
Version 1



www.theotg.com

P: (414) 773-0722
E: kgagnon@theotg.com

5.c.a

IT Customer Summary

Bill To:

Ship To:

Company	City of Mequon	Company	City of Mequon
Address 1	11333 N. Cedarburg Rd.	Address 1	11333 N. Cedarburg Rd.
Address 2		Address 2	
City, State ZIP	Mequon, WI 53092	City, State ZIP	Mequon, WI 53092
County	Exem	County	Exem
Contact	Justin Schoenemann	Contact	Justin Schoenemann
Phone	(262) 236-2942	Phone	(262) 236-2942
Email	jschoenemann@ci.mequon.wi.us	Email	jschoenemann@ci.mequon.wi.us

Thank you for allowing The Office Technology Group to present our IT expertise as a solution to the business need of City of Mequon. We look forward to the opportunity to earn your continued business and are committed to providing top quality, responsive service, and innovative solutions.

The Office Technology Group has collaborated with businesses in the community since 1991. Our history of success and rapid growth are a direct result of our strong record of total customer satisfaction along with solutions provided at a great value. At The Office Technology Group, we recognize that your confidence is a result of high-quality solutions, fast competent service, and reliable support staff. *Simply put, we strive to provide the best overall value to our clients!*

We pride ourselves on our industry leading response to all customer service requests. Our success is measured by your total satisfaction.

If there is anything I can do to be of service, or if you have any questions, please feel free to contact me at (414) 773-0722 or kgagnon@theotg.com .

Again, I thank you for this opportunity!

Sincerely,

Keith Gagnon, vCIO

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



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Recurring Monthly Services

Description		Recurring	Qty	Ext. Recurri
Recurring Costs				
DATTO	DATTO 12TB LOCAL APPLIANCE & INFINITE CLOUD RETENTION	\$1,450.00	1	\$1,450.
Total per Month				\$1,450.
Pricing is based on 36-Month Contract				
Monthly Subtotal:				\$1,450.

One-Time Costs

Description		Price	Qty	Ext. Pri
One-Time Costs				
DATTO	DATTO S4-E12 HARDWARE APPLIANCE	\$7,500.00	1	\$7,500.
PROMO	PROMO DISCOUNT	(\$7,500.00)	1	(\$7,500.0
Total Cost				\$0.

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



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P: (414) 773-0722
E: kgagnon@theotg.com

36 Month Agreement - Datto Backup System



Prepared by:
The Office Technology Group
Keith Gagnon
(414) 773-0722
Fax (414) 475-0620
kgagnon@theotg.com

Prepared for:
City of Mequon
11333 N. Cedarburg Rd.
Mequon, WI 53092
Justin Schoenemann
(262) 236-2942
jschoenemann@ci.mequon.wi.us

Quote Information:
Quote #: 001602
Version: 1
Delivery Date: 03/23/2022
Expiration Date: 04/22/2022

Monthly Expenses Summary

Description	Amount
Recurring Monthly Services	\$1,450.
Monthly Total:	\$1,450.

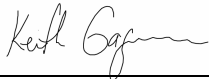
Summary of Selected Payment Options

Description	Amount
IT MNS Contract: 36 Month	
Selected Recurring Payment	\$1,450.
Total of Recurring Payments	\$52,200.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Contract term is 36-Months, pricing is based on 36-Month agreement.

The Office Technology Group

Signature: 
Name: Keith Gagnon
Title: vCIO
Date: 03/23/2022

City of Mequon

Signature: _____
Name: Justin Schoenemann
Date: _____

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



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P: (414) 773-07
E: kgagnon@theotg.com

OTG Master CSA

Master Client Services Agreement

This Master Client Services Agreement (this Agreement) is between The Office Technology Group (Company), and City of Mequon (Client). The Agreement shall be effective as the latest date of the signatures of the parties below (Effective Date). The parties agree as follows:

1. SCOPE OF SERVICES. Company agrees to assist City of Mequon with managed IT services as set forth in the Managed Services Agreement, and as set forth in one or more applicable statements of work (each, a "Statement of Work") that may be executed from time-to-time by both parties under this Agreement (collectively, the "Services"). To be effective, each Statement of Work (if any) shall reference this Agreement and, when executed by both parties, shall automatically be deemed a part of, and governed by the terms of, this Agreement. Each Statement of Work is enforceable according to the terms and conditions contained therein, and in the event of a direct conflict between the language of this Agreement and any Statement of Work, the language of the Statement of Work shall control, but only with respect to that particular Statement of Work. Company shall perform all Services in accordance with the relevant best practices for the managed service provider industry, as well as those service levels explicitly described in any relevant Statement of Work.

2. PAYMENT. Unless otherwise stated in a statement of work, Payment is due within thirty (30) calendar days from the date City of Mequon receives an invoice for Services from Company. For prepaid fees or fees paid pursuant to a service plan, payment must be made in advance of work performed, unless other arrangements are agreed upon in Schedule 1 or a relevant Statement of Work. Late payments shall be subject to interest on the unpaid invoice amount(s) until and including the date payment is received, at the lower of either 1.5% per month or the maximum allowable rate of interest permitted by applicable law. Late payments shall be subject to interest on the unpaid invoice amount(s) until and including the date payment is received, at the lower of either 1.5% per month or the maximum allowable rate of interest permitted by applicable law. City of Mequon shall be liable for all reasonable attorneys' fees as well as costs incurred in collection of past due balances including but not limited to collection fees, filing fees and court costs. TIME IS THE ESSENCE IN THE PERFORMANCE OF ALL PAYMENT OBLIGATIONS BY CLIENT.

3. AUTHORIZED CONTACT PERSON. City of Mequon shall designate one or more authorized contact person(s) (each, an "Authorized Contact") with whom Company will conduct Service-related communications. City of Mequon initial Authorized Contact(s) is/are: Justin Schoenemann. Likewise, City of Mequon may designate one or more Authorized Contacts with respect to individual Statements of Work. Each Authorized Contact shall be a point of contact for Company, and shall be authorized to provide, modify, and approve on behalf of City of Mequon regarding work direction, Statements of Work, and/or Change Orders. City of Mequon understands and agrees that Company shall be permitted to act upon the direction and apparent authority of each Authorized Contact, unless and until Company receives written notice from City of Mequon (as described below) that an Authorized Contact is no longer authorized to act on behalf of City of Mequon. If during the Term of this Agreement, City of Mequon wishes to add or remove an Authorized Contact, or modify an Authorized Contact's information or authority, City of Mequon must notify Company in writing of the change(s) including (in the event of the addition of an Authorized Contact) the Authorized Contact's name, address, email address and telephone number.

4. ACCESS TO PREMISES. To the extent that Services are performed on premises of City of Mequon ("Premises"), City of Mequon hereby grants to Company the right of ingress and egress over the Premises and further grants Company a license to provide the Services described in any Statement of Work within the Premises. To the extent that Services are provided to City of Mequon on property other than the Premises, it shall be the responsibility of City of Mequon to secure, at Client's own cost, prior to the commencement of any Services, any necessary rights of entry, licenses, permits or other permission necessary for Company to provide Services at such location(s). City of Mequon shall provide Company with any passwords or keys (virtual or otherwise) that Company requires in order to provide the Services to City of Mequon. Company shall not be liable for delay in performance or nonperformance of any term or condition of this Agreement directly or indirectly resulting from Client's denial to Company of full and free access to Client's systems and components thereof, or Client's denial to Company of full and free access to Client's personnel or Premises pursuant to this Agreement.

5. WARRANTIES; LIMITATIONS OF LIABILITY. a.) Any third party products provided to City of Mequon pursuant to this Agreement, including but not limited to third party hardware, software, peripherals and accessories (collectively, "Third Party Products") shall be provided to City of Mequon "as is". Company shall use reasonable efforts to assign all warranties (if any) for the Third Party Products to City of Mequon, but will have no liability whatsoever for such third party products. All Third Party Products are provided WITHOUT ANY WARRANTY WHATSOEVER as between Company and City of Mequon, and Company shall not be held liable as an insurer or guarantor of the performance or quality of Third Party Products.

b.) Company assumes no liability for failure of equipment or software or any losses resulting from such failure.

c.) City of Mequon warrants and represents that it shall not use the System for any purposes or activities that violate the laws of any jurisdiction, including the sending of unsolicited, bulk commercial email (i.e., SPAM).

d.) IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INDIRECT, EXEMPLARY OR CONSEQUENTIAL DAMAGES, OR FOR LOST REVENUE, LOSS OF PROFITS, SAVINGS OR OTHER ECONOMIC LOSS ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, ANY STATEMENT OF WORK(S) OR ANY SERVICES PERFORMED OR PARTS SUPPLIED HEREUNDER, ANY LOSS OR INTERRUPTION OF DATA, TECHNOLOGY OR SERVICES, OR FOR ANY BREACH HEREOF OR FOR ANY DAMAGES CAUSED BY DELAY IN FURNISHING SERVICES UNDER THIS AGREEMENT OR ANY STATEMENT(S) OF WORK EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY'S AGGREGATE LIABILITY TO THE OTHER FOR DAMAGES FROM ANY AND ALL CAUSES WHATSOEVER AND REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR NEGLIGENCE, SHALL BE LIMITED TO THE AMOUNT OF THE AGGRIEVED PARTY'S ACTUAL DIRECT DAMAGES NOT TO EXCEED THE AMOUNT OF FEES PAID BY CLIENT TO COMPANY FOR THE SERVICES DURING THE THREE (3) MONTHS IMMEDIATELY PRIOR TO THE DATE ON WHICH THE CAUSE OF ACTION ACCRUED. IT IS UNDERSTOOD AND AGREED THAT THE COSTS OF HARDWARE OR SOFTWARE (IF ANY) PROVIDED TO CLIENT UNDER THIS AGREEMENT SHALL NOT BE INCLUDED IN THE CALCULATION OF THE LIMITATION OF DAMAGE DESCRIBED IN THE PRECEDING SENTENCE.

6. INDEMNIFICATION. Each party (an "Indemnifying Party") hereby agrees to indemnify, defend and hold the other party (an "Indemnified Party") harmless from and against all and all loss, damage, cost, expense or liability, including reasonable attorneys' fees, (collectively, "Damages") that arise from, or are related to the negligent acts, negligent omissions or intentional wrongful misconduct of the Indemnifying Party and/or the Indemnifying Party's employees or subcontractors, and from any Damages arising from or related to the Indemnifying Party's uncured, material breach of this Agreement. The Indemnifying Party further agrees to indemnify, defend, save and hold harmless the Indemnified Party, its offices, agents and employees, from all Damages arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Services; provided however, that such Damages are the direct result of the Indemnifying Party's actions and not due to the Indemnified Party's fault, in whole or in part.

7. COPYRIGHTS AND OTHER INTELLECTUAL PROPERTY. Each party (a "Creating Party") owns and retains all intellectual property rights in and to all of the Creating Party's work authorship, including but not limited to all plans, software or software modifications developed by the Creating Party, and all modules derived or created from such materials

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



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5.c.a

P: (414) 773-07
E: kgagnon@theotg.com

(collectively, "Creating Party's IP"). The Creating Party's IP may not be distributed or sold in any form or manner without the express written consent of the Creating Party. During the term of this Agreement, Client may use and modify any intellectual property provided to Client by Company pursuant to this Agreement, provided that such modifications do not result in or cause the infringement of any intellectual property rights of any third party, (ii) do not require Client to reverse engineer Company's intellectual property, and (iii) do not negatively impact the security or integrity of any of Company's equipment, or the integrity or implementation of the Services. Each party's limited right to use the other party's intellectual property as described herein automatically terminates upon the termination of this Agreement.

8. TERMINATION. a.) Without Cause. This agreement is in effect for the term specified and is non-cancelable.

b.) Consent. The parties may mutually consent, in writing, to terminate this Agreement or any Statement of Work at any time.

c.) Default. In the event that one party (a "Defaulting Party") commits a material breach of this Agreement or a Statement of Work, the non-Defaulting Party shall have the right but not the obligation, to terminate immediately this Agreement or the relevant Statement of Work provided that (i) the non-Defaulting Party has notified the Defaulting Party the specific details of the breach in writing, and (ii) the Defaulting Party has not cured the default within ten (10) days following receipt of written notice from the non-Defaulting Party.

d.) Equipment Removal. Upon termination of this Agreement for any reason, City of Mequon shall provide Company with access, during normal business hours, to Client's premises (or any other locations at which Company-owned equipment is located) to enable Company to remove all Company-owned equipment from such premises (if any).

e.) Transition. In the event this Agreement is terminated for any reason whatsoever, all City of Mequon data held by Company shall be returned to City of Mequon in a commercially reasonable manner and time frame, not to exceed fifteen (15) calendar days following the date of request of the return of such data by City of Mequon. The data shall be returned in a comma separated value (i.e., CSV) format, unless another industry-standard format is mutually agreed upon by the parties. In the event that City of Mequon requests Company's assistance to transition to a new service provider, Company shall do so provided that (i) all fees due and owing to Company under this Agreement are paid Company in full prior to Company providing its assistance to City of Mequon, and (ii) City of Mequon agrees to pay Company its then-current hourly rate for such assistance, with upfront amounts to be paid to Company as agreed upon between the parties. Company shall have no obligation to store or maintain any City of Mequon data in Company's possession or control beyond fifteen (15) calendar days following the termination of this Agreement. Company shall be held harmless for and indemnified by City of Mequon against any and all claims, costs, fees, or expenses incurred by either party that arise from, or are related to, Company's deletion of City of Mequon data beyond the time frame described in this Section.

f.) Impact. Termination of a Statement of Work shall not act as a termination of any other Statement of Work or as a termination of this Agreement as a whole. Termination of this Agreement, however, shall act as a termination of all Statements of Work then pending, unless the parties agree otherwise in writing.

g.) No Liability. Unless expressly stated in this Agreement, neither party shall be liable to the other party or any third party for any compensation, reimbursement, losses, expenses, costs or damages (collectively, "Damages") arising from or related to, directly or indirectly, the termination of this Agreement for any reason, or for Damages arising from or relating to Company's disclosure of information pursuant to any valid legal request to which Company is required to comply. This waiver of liability shall include, but shall not be limited to, the loss of actual or anticipated profits, anticipated or actual sales, and of expenditures, investments, or commitments in connection with such party's or any third party's goodwill or business.

9. UPTIME; REPORTING; REMEDIES. a.) Uptime. Company warrants and represents that the Services shall be available to City of Mequon as indicated on Schedule 1 or any relevant Statement of Work ("Uptime"), except during Scheduled Downtime (defined below), or due to client-side downtime (described below) or when outages or issues occur due to a force majeure event.

b.) Scheduled Downtime. For the purposes of this Agreement, Scheduled Downtime shall mean those hours, as determined by Company but which shall not occur between the hours of 8 AM and 6 PM Monday through Friday without authorization from City of Mequon or unless exigent circumstances exist, during which time Company shall perform scheduled maintenance or adjustments to its network. Company shall use its best efforts to provide City of Mequon with at least forty-eight (48) hours of notice prior to scheduling Scheduled Downtime.

c.) Client-Side Downtime. Notwithstanding any provision to the contrary, Company shall not be responsible for any delays or deficiencies in the Services to the extent that such delays or deficiencies are caused by Client's action or omissions. In the event that such delays or deficiencies occur, Company shall be permitted to extend any relevant deadline Company deems necessary to accommodate such delays or deficiencies.

d.) Reports. Upon the written request of City of Mequon, Company shall make available to City of Mequon service reports that illustrate the Uptime in the prior calendar month. In the event that Company failed to adhere to its Uptime commitments as described in paragraph (a) above, the relevant monthly report shall state (i) the time period in which uptime requirement was not met, and (ii) the reasons (if reasonably known to Company) why the Uptime requirement was not met. f.) Exemption. The parties acknowledge and agree that for the first thirty (30) days following the Effective Date, the Uptime commitment described in this Section shall not apply to Company, it being understood that there may be unanticipated downtime or delays due to Company's initial startup activities with Client (the "Startup Exception").

e.) Remedies; Limitations. Notwithstanding any provision to the contrary, except for the Startup Exception (described below), if Company fails to meet its Uptime commitment given calendar month, then upon written request from City of Mequon, Company shall issue City of Mequon a credit in an amount equal to the period of time of the outage. A request for credit shall be made by City of Mequon no later than thirty (30) days after City of Mequon either (i) reports the outage to Company, or (ii) receives the monthly report showing the outage. Further, if Company fails to meet its Uptime commitment on ten (10) or more occasions over the course of a three (3) contiguous month period, City of Mequon shall have the right to terminate this Agreement immediately for cause by providing Company with written notice of termination, with no further liability to Company whatsoever. The remedies contained in this paragraph and those in Section 10(c) above, are in lieu of (and are to the exclusion of) any and all other remedies that might otherwise be available to City of Mequon for Company's failure to meet any service level during the term of this Agreement.

10. CONFIDENTIALITY. a.) Defined. For the purposes of this Agreement, Confidential Information shall mean any and all non-public information provided to Company by City of Mequon, including but not limited to City of Mequon customer data, customer lists, internal City of Mequon documents, and related information. Confidential Information shall not include information that: (i) has become part of the public domain through no act or omission of Company, (ii) was developed independently by Company, or (iii) is or was lawfully and independently provided to Company prior to disclosure by City of Mequon, from a third party who is not and was not subject to an obligation of confidentiality or otherwise prohibited from transmitting such information.

b.) Use. Company shall keep Client's Confidential Information confidential and shall not use or disclose such information to any third party for any purpose except (i) as expressly authorized by City of Mequon in writing, or (ii) as needed to fulfill Company's obligations under this Agreement. If Company is required to disclose the Confidential Information to any third party as described in part (ii) of the preceding sentence, then Company shall ensure that such third party is required, by written agreement, to keep the information confidential under terms that are at least as restrictive as those stated in this Section.

c.) Due Care. Company shall exercise the same degree of care with respect to the Confidential Information it receives from City of Mequon as Company normally takes to safeguard and preserve its own confidential and proprietary information, which in all cases shall be at least a commercially reasonable level of care.

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



d.) Compelled Disclosure. If Company is legally compelled (whether by deposition, interrogatory, request for documents, subpoena, civil investigation, demand or similar process) to disclose any of the Confidential Information, Company shall immediately notify City of Mequon in writing of such requirement so that City of Mequon may seek a protective order or other appropriate remedy and/or waive Company's compliance with the provisions of this Section. Company will use its best efforts, at Client's expense, to obtain or assist Company in obtaining any such protective order. Failing the entry of a protective order or the receipt of a waiver hereunder, Company may disclose, without liability hereunder, that portion (and only that portion) of the Confidential Information that Company has been advised by written opinion of counsel reasonably acceptable to Company that it is legally compelled to disclose.

11. MISCELLANEOUS. a.) Assignment. This Agreement or any Statement of Work may not be assigned or transferred by Company without the prior written consent of City of Mequon. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their legal representatives, and permitted successors and assigns. Notwithstanding the foregoing, Company may assign its rights and obligations hereunder to a successor in ownership in connection with any merger, consolidation, or sale of substantially all of assets of the business of a party, or any other transaction in which ownership of more than fifty percent (50%) of either party's voting securities is transferred; provided such assignee expressly assumes the assignor's obligations hereunder.

b.) Amendment. No amendment or modification of this Agreement or any Statement of Work (including any schedules or exhibits) shall be valid or binding upon the parties unless such amendment or modification specifically refers to this Agreement, is in writing, and is signed by one of the Designated Contacts of each party.

c.) Time Limitations. The parties mutually agree that any action for breach of or upon a matter arising out of this Agreement or any Statement of Work must be commenced within one (1) year after the cause of action accrues or the action is forever barred.

d.) Severability. If any provision hereof or any Statement of Work is declared invalid by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such invalidity, illegibility or unenforceability so that the remainder of that provision and all remaining provisions of this Agreement or any Statement of Work shall be valid and enforceable to the fullest extent permitted by applicable law.

e.) Other Terms. Company shall not be bound by any terms or conditions printed on any purchase order, invoice, memorandum, or other written communication between the parties unless such terms or conditions are incorporated into a duly executed Statement of Work. In the event any provision contained in this Agreement is held to be unenforceable in any respect, such unenforceability shall not affect any other provision of this Agreement, and the Agreement shall be construed as if such an unenforceable provision or provisions had never been included in this Agreement.

f.) No Waiver. The failure of either party to enforce or insist upon compliance with any of the terms and conditions of this Agreement, the temporary or recurring waiver of any term or condition of this Agreement, or the granting of an extension of the time for performance, shall not constitute an Agreement to waive such terms with respect to any other occurrences.

g.) Merger. This Agreement, together with any Statement(s) of Work, sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements or understandings related to the Services, and no representation, promise, inducement or statement of intention has been made by either party which is not embodied herein. Any document that is not expressly and specifically incorporated into this Agreement or Statement of Work shall act only to provide illustrations or descriptions of Services to be provided and shall not act to modify this Agreement or provide binding contractual language between the parties. Company shall not be bound by any agents or employees' representations, promises or inducements not explicitly set forth herein.

h.) Force Majeure. Company shall not be liable to City of Mequon for delays or failures to perform its obligations under this Agreement or any Statement of Work because of circumstances beyond its reasonable control. Such circumstances include, but shall not be limited to, any acts or omissions of any governmental authority, natural disaster, act of public enemy, acts of terrorism, riot, sabotage, disputes or differences with workmen, power failure, communications delays/outages, delays in transportation or deliveries of supplies or materials, acts of God, or any other events beyond the reasonable control of Company.

i.) Non-Solicitation. Client acknowledges and agrees that during the term of this Agreement and for a period of one (1) year following the termination of this Agreement, City of Mequon will not, individually or in conjunction with others, directly or indirectly solicit, induce or influence any of Company's employees or subcontractors to discontinue or reduce the scope of their business relationship with Company, or recruit, solicit or otherwise influence any employee or agent of Company to discontinue such employment or agency relationship with Company. In the event that City of Mequon violates the terms of the restrictive covenants in this Section 12(j), the parties acknowledge and agree that the damages to Company would be difficult or impracticable to determine, and agree that in such event, as Company's sole and exclusive remedy therefore, City of Mequon shall pay Company as liquidated damages and not as a penalty an amount equal to fifty percent (50%) percent of that employee or subcontractor's first year of base salary with City of Mequon (including any signing bonus).

j.) Insurance. Company and City of Mequon shall each maintain, at their own expense, all insurance reasonably required in connection with this Agreement or any Statement of Work, including but not limited to, workers compensation and general liability. Company agrees to maintain a general liability policy with a limit not less than \$1,000,000 per occurrence, and an automobile liability insurance policy of not less than \$250,000 bodily injury per person, \$250,000 per accident, and \$100,000 property damage liability. All of the insurance policies described herein shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the other party by certified mail. The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Wisconsin with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide: Financial Stability B+ to A+.

k.) Governing Law; Venue. This Agreement and any Statement of Work shall be governed by, and construed according to, the laws of the State of Wisconsin. City of Mequon hereby irrevocably consents to the exclusive jurisdiction and venue of the federal and state courts in Milwaukee County, in the State of Wisconsin, for any and all claims and causes of action arising from or related to this Agreement. THE PARTIES AGREE THAT THEY WAIVE ANY RIGHT TO A TRIAL BY JURY for any and all claims and causes of action arising from or related to this Agreement.

l.) No Third Party Beneficiaries. The Parties have entered into this Agreement solely for their own benefit. They intend no third party to be able to rely upon or enforce this Agreement or any part of this Agreement.

m.) Usage in Trade. It is understood and agreed that no usage of trade or other regular practice or method of dealing between the Parties to this Agreement shall be used to modify, interpret, supplement, or alter in any manner the terms of this Agreement.

n.) Business Day. If any time period set forth in this Agreement expires on a day other than a business day in Milwaukee County, Wisconsin, such period shall be extended to and through the next succeeding business day in Milwaukee County, Wisconsin.

o.) Notices. Where notice is required to be provided to a party under this Agreement, such notice shall be deemed delivered upon receipt by the receiving party, or refusal of delivery, when deposited in the United States Mail, first class mail, certified or return receipt requested, postage prepaid, or one (1) day following delivery when sent by FedEx to the addresses set forth in the opening paragraph of this Agreement, or to such other address(es) as the parties may designate from time to time.

p.) Independent Contractor. Each party is an independent contractor of the other, and neither is an employee, partner or joint venturer of the other.

q.) Subcontractors. Company may subcontract part or all of the Services to one or more third parties provided, however that Company shall be responsible for, and shall



www.theotg.com

5.c.a

P: (414) 773-07
E: kgagnon@theotg.com

guarantee, all work performed by any Company-designated subcontractor as if Company performed such work itself. Notwithstanding the foregoing, Company shall not deleg or subcontract any Services that are expressly designated as being non-delegable by Client on a statement of work.

r.) Counterparts. The parties may execute and deliver this Agreement and any Statement of Work in any number of counterparts, each of which shall be deemed an original and of which, when taken together, shall be deemed to be one agreement. Each party acknowledges and agrees that this Agreement is intended to be executed and transmitted to other party via electronic means. Accordingly, a party may execute and deliver this Agreement (or any Statement of Work) electronically (e.g., by digital signature and/or electronic reproduction of a handwritten signature), and the receiving party shall be entitled to rely upon the apparent integrity and authenticity of such signature for all purposes.

s.) Escalation. Client acknowledges that after the first twelve (12) months of the Term (or any extension or renewal) of any agreements, and at the end of each following twelve (12) month period thereafter, the minimum monthly payments may be increased by an amount equal to or lesser than 15% of the minimum payment in the previous 12 month

Attachment: 3-Year Agreement with OTG for the Datto (RESOLUTION 3939 : Datto Contract Award)



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 4, 2022
SUBJECT: RESOLUTION 3940 A Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler Technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS)

Background

Since 2012, the City of Mequon has utilized Tyler Technologies' MUNIS Enterprise Resource Planning (ERP) System. MUNIS currently manages the City's financials, budgeting process, employee time tracking, reporting, and several human resource activities. Once fully implemented, MUNIS can provide additional software resources to support a number of operations ranging from licensing to operations management across all City departments. The City's current version of MUNIS is housed and operated onsite.

Analysis

As part of reviewing key systems at the end of last year, it was learned the City's current version of MUNIS is six versions behind and will not be supported by Tyler Technologies by the end of October 2022. According to Tyler Technologies, the City would have needed to reserve an upgrade time with its team a year or more ago to secure the transition before the October 2022 deadline. Tyler Technologies' on-premises upgrade team and cloud upgrade team have a limited number of upgrade opportunities each year. The on-premises team is booked for all of 2022. Furthermore, Tyler Technologies has also stated that the latest on-premises version update of the software will be the last version of the software to be implemented. Eventually, all municipalities will have to eventually transition to a cloud-based version of MUNIS.

Alternatively, Tyler Technologies cloud upgrade team still has opportunities for the City to sign-up to transition MUNIS to the latest version of the software in the cloud. While migrating MUNIS to the cloud is being proposed to happen sooner, the transition is recommended by the IT Strategic Plan completed by Avero Advisors at the end of 2021.

The transition to the latest version of MUNIS in the cloud will eliminate a number of recurring software issues, avoid additional hardware costs in 2022, and also provide staff access to the latest tools MUNIS offers to provide better services. Furthermore, upgrading to the cloud version of MUNIS now will eliminate the need to go through this process again within the next two years.

Furthermore, by transitioning Munis to the cloud the City will realize a number of operational benefits. The cloud will provide automatic software updates, increase scalability, improve data

retention and recovery, reduce onsite support requirements, improve software uptime and eliminate local hardware.

Fiscal Impact

The City's current annual costs for licensing and support services for MUNIS is \$44,048 and has a 5% annual premium escalation. After negotiations with MUNIS, the City has been able to secure a discounted price of \$68,498 with a 3% annual escalation rate. However, there will be other savings to help offset the price increase. The City will be able to save \$7,200 annually since four servers will be deactivated and no longer have to secure capital for replacement costs of those servers going forward. Transitioning to the cloud increases licensing costs annually by \$16,250 after considering the hardware savings. A copy of the agreement is on file in the City Administrator's Office as is available upon request.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on April 12, 2022.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3940

A Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler Technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS)

RECITALS

A. Since 2012, The City of Mequon has utilized the MUNIS Enterprise Resource Planning (ERP) System from Tyler Technologies for its finance-related activities.

B. The City's current on-premises version of MUNIS needs updates, and the City is best served to transition to a cloud-based version of MUNIS as part of the upgrade process.

C. The City has negotiated the enclosed Software as a Service (SaaS) agreement for the upgrade of MUNIS with Tyler Technologies.

D. The Finance-Personnel Committee has reviewed the above recommendations and recommends approval of the attached Software as a Service (SaaS) agreement for MUNIS with Tyler Technologies.

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

1. The Software as a Service Agreement (SaaS) for MUNIS with Tyler Technologies, Inc. of Yarmouth, Maine, 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: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2902
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Community Development

TO: Finance-Personnel Committee
FROM: Jac Zader, Assistant Director Community Development
DATE: April 12, 2022
SUBJECT: RESOLUTION 3941 A Resolution Approving a Contract for Streetscape Design on Port Washington Road Between Mequon and County Line Roads with Harwood Engineering Consultants, Milwaukee, Wisconsin, in the Amount of \$24,000

Background

Over the last year, the Economic Development Board has been exploring a number of different options that would help spur redevelopment along south Port Washington Road. At the November 16 meeting, the Board recommended that existing and future unallocated increment in TIF Districts #4 and #5 should be used for the planning and implementation of public improvements along the Port Washington Road corridor from County Line Road to Mequon Road. The recommendation includes the hiring of a consultant to look at design alternatives related to the installation of new lighting, landscaping, signage, and other public amenities. As of 2021, the two TIF districts combined have approximately \$1,000,000 in unallocated increment. In addition, the Port Washington Ad Hoc Design Committee, at their December 9, 2021, meeting also recommended that the City should hire a consultant to design streetscaping improvements along Port Washington Road.

The City issued a Request for Proposals (attached) for design services on February 4 with responses due by March 10. The City received two responses to the RFP and conducted interviews with the two applicants on March 28. City staff (Director Tollefson, Assistant Director Zader and Public Works Director Lundeen) and four members of both the Ad Design Committee and Economic Development Board sat in on the interviews and evaluated and scored each applicant.

Analysis

The two firms interviewed were Harwood Engineering and Ayres and Associates. Both consultants displayed a good understanding of the scope of work and a high level of knowledge and experience. Based on the evaluation and scoring of the nine members of the interview panel, the consultant that scored the highest on this project was Harwood Engineering.

Fiscal Impact

Harwood Engineering has represented their proposal (attached) at a not-to-exceed cost of \$19,875. As with previous contract awards, staff recommends award with a contingency for a total not-to-exceed contract cost of \$24,000. The contract will be funded using existing increment from TIF #4 and #5. For reference, the Ayers and Associates bid was \$49,500.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on April 12, 2022.

Attachments:

Harwood Proposal (PDF)

RFP (DOC)

Contract (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3941

A Resolution Approving a Contract for Streetscape Design on Port Washington Road Between
Mequon and County Line Roads with Harwood Engineering Consultants, Milwaukee,
Wisconsin, in the Amount of \$24,000

RECITALS

A. Staff issued a Request-for-Proposals for Streetscape Design on Port Washington Road.

B. Staff and members of the Ad Hoc Committee and the Economic Development Board received and reviewed two proposals and interviewed both firms for consideration.

C. Staff and members of the Port Washington Road Ad Hoc Committee and Economic Development Board recommend that the contract be awarded to Harwood Engineering Consultants of Milwaukee, Wisconsin based upon the proposal amount of \$19,875.

D. Design Services are eligible for, and therefore shall be funded through, existing funds in TID #4 and #5.

E. To provide for additional services that may result from execution of the contract and proper project design, the contract award amount shall be authorized with a contingency, for a total not-to-exceed cost of \$24,000.

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

1. The Architectural/Engineering Design Services for a Streetscape Design along Port Washington Road is awarded to Harwood Engineering Consultants of Milwaukee, Wisconsin, in an amount not to exceed \$24,000, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

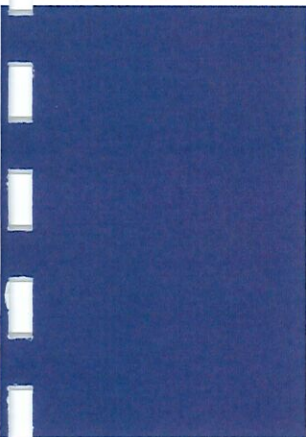
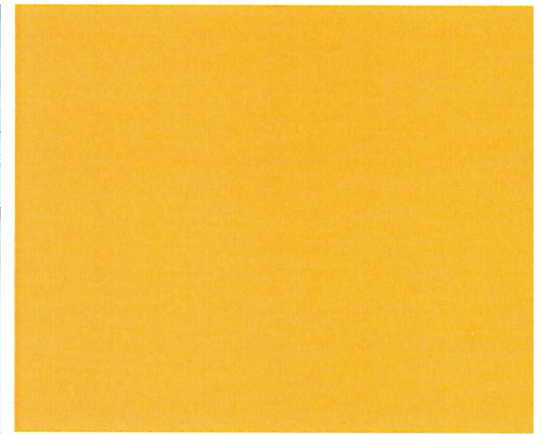
Approved by: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk

Professional Landscape Architectural Services for



Response to Request for Proposal
City of Mequon
TID #4 and #5 Public Improvements
 Design Services for Port Washington Road Streetscaping
 March 10, 2022

255 North 21st Street
 Milwaukee, WI 53233
 P (414) 475-5554
 f (414) 773-9299
 harwood@hecl.com



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COVER LETTER

March 10, 2022

Mr. Jac Zader, Assistant Director of Community Development
Ms. Kristen Lundeen, City Engineer
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

RE: City of Mequon, TID #4 and #5 Public Improvements – Design Services for Port Washington Road Streetscaping

Dear Mr. Zader & Ms. Lundeen,

Thank you for the opportunity to submit our proposal to the City of Mequon for this exciting streetscape planning project. We want to assist the City through a logical, intuitive, and creative process to achieve the goals and build consensus for this project.

We have assembled an experienced team of professional who will develop practical, inviting streetscape enhancements including pedestrian scale elements, artwork, furniture, signage and landscape that will create a distinct identity along the Port Washington Road corridor and also for future enhancements along the northern section of the Port Washington Road corridor.

The Port Washington corridor is currently vehicular orientated consisting of turf medians and terraces. Very tall, commercial grade light poles are located in the center medians for the majority of the corridor along with power lines along the west side. This is a very exciting opportunity to offer design services that will not only create a unified streetscape but to also create a sense of place for the businesses, residents and visitors.

Harwood's landscape architects, civil engineers and lighting designers have strong backgrounds in streetscape designs and community projects. We understand the dynamics of designing a streetscape plan that will meets the needs of the City while also maximizing efficiencies and reducing the maintenance. Our proposal includes our business information, project approach, relevant project experience along with the resumes of our project team and we are confident that our team's proven experience is a good fit for this project. Harwood also has experienced in-house architects, structural engineers, MEP engineers and construction administrators whom we can call upon for technical advice, as needed, throughout the project. Our design team for this project has recently completed two projects for the City of Mequon, City Hall and the library bioswale.

Thank you again for the opportunity to provide our proposal. We are looking forward to working with the City of Mequon to develop a streetscape plan that will provide a realistic vision in a logical cost-effective sequence.

Sincerely,

Harwood Engineering Consultants, Ltd.


Luke Haas, PLA, ASLA
Senior Associate
Director of Landscape Architecture
luke.haas@hecl.com
direct 414.918.1220



Section 1.0: Project Staffing

COMPANY INTRODUCTION

HARWOOD ENGINEERING CONSULTANTS, LTD.

255 North 21st Street

Milwaukee, Wisconsin 53233

P. (414) 475-5554 | F. (414) 773-9299 | www.hecl.com

(Main and only location for business transactions)

Employees: 31/15 Licensed

Organized: 1973

Incorporated: 1983

Total Years In 48

Business:

FEIN No.: 39-1498508

Legal Status: Corporation

WI Professional 2053-11

Registration:





FIRM HISTORY

The roots of HARWOOD ENGINEERING CONSULTANTS date back to 1924 when two engineers, Paul and John Brust, joined the 1906 Brust-Brust established architectural firm of Peter Brust, Architects. In 1938 the firm's new name became Brust & Brust Architecture, Engineering & Planning. In 1983 the firm became Harwood Engineering. In 1989 the firm began adding additional disciplines; Electrical, Mechanical (HVAC), Plumbing and Fire Protection. In 2005 the firm added Civil Engineering, and is now a full-service engineering firm located in the Menomonee Valley in Milwaukee, Wisconsin serving the public and private sectors.

MISSION

Harwood Engineering's mission is to consistently deliver excellent, creative, professional planning and engineering solutions that enhance the quality of human environment while meeting the functional needs and economic goals of the client. Currently Harwood employs over 30 professionals.

COMPANY DIRECTORS



Thomas B. Olejniczak, PE, LEED AP
President | Principal
Director of Civil Engineering
d. (414) 918-1240
Years at Harwood: 17 Other:8



Luke Hass, PLA, ASLA
Senior Associate
Director of Landscape Architecture
d. (414) 918-1220
Years at Harwood: 01 Other:16



Mary Piontkowski, PE, SE (IL)
Vice President
Director of Structural Engineering
d. (414) 918-1205
Years at Harwood: 11 Other:05



Patrick Geraghty, DE
Vice President
Director of Plumbing Design
d. (414) 918-1210
Years at Harwood: 29 Other:13



Tom Peterson, PE, LEED AP
Vice President | Principal
Director of Electrical Engineering
d. (414) 918-1225
Years at Harwood: 26 Other:10



José Franco Jr., PE
Vice President | Principal
MEP Manager
d. (414) 918-1221
Years at Harwood: 21 Other:0.5

PROJECT TEAM

**PRICIPAL IN CHARGE/QC | ESTIMATED TIME: 10%****Thomas B. Olejniczak, PE, LEED AP**

President | Principal | Director of Civil Engineering

tom.olejniczak@hecl.com

d. (414) 918-1240

**LANDSCAPE ARCHITECT/PROJECT MANAGER****MAIN POINT OF CONTACT | ESTIMATED TIME: 65%****Luke Haas, PLA, ASLA**

Senior Associate | Director of Landscape Architecture

luke.haas@hecl.com

d. (414) 918-1220

**CIVIL ENGINEER | ESTIMATED TIME: 25%****Brad Seubert, PE**

Senior Associate | Civil Project Manager

brad.seubert@hecl.com

d. (414) 918-1204

**LIGHTING DESIGNER****Erik Kopp**

Senior Associate | Senior Lighting Design

erik.kopp@hecl.com

d. (414) 918-1234



**THOMAS B. OLEJNICZAK, PE, LEED AP**

President | Principal | Director of Civil Engineering

ROLE ON PROJECT

Principal In Charge

BIOGRAPHY

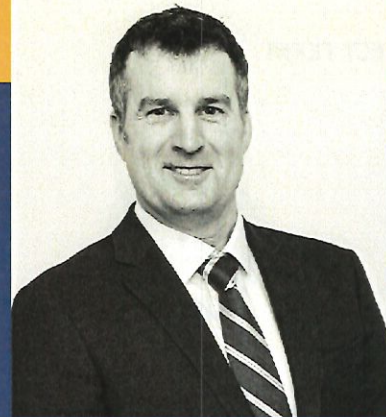
In 2005, Harwood Engineering complemented its firm by adding civil engineering consulting services. Based on Mr. Olejniczak's many years of experience as a local municipal engineer and coordinator of department operations, he was the perfect choice to start up and head the department.

Tom has an extensive background in design, construction management, and project coordination. Tom has managed a number of civil project types, including stormwater management, all forms of site development, subdivision design, municipal entitlement process, grading and erosion control plans, and construction permitting.

Tom was named President of Harwood Engineering in 2019.

PROJECT EXPERIENCE (PARTIAL LIST)

Aurora ADA Upgrades – Sheboygan, WI
 Aurora Clinic ADA Retrofit – Brookfield, WI
 Aurora Clinics – Mount Pleasant, Elkhorn, Racine, Manitowoc, Mukwonago, Crivitz - WI
 Aurora OSK Hospital – New ADA Parking, Oshkosh, WI
 Aurora Psychiatric Campus, ADA Improvements – Wauwatosa
 BMO Harris Bank, ADA Analysis and Upgrades – 50+ Locations
 Children's Clinic ADA Parking and Access - Milwaukee, WI
 City of Brookfield, ADA Review of Sites as Part of Development Review – Brookfield, WI
 Concordia University PTOT - ADA Site Upgrades - Mequon, WI
 Kraemer Cancer Center – West Bend
 Medical College of Wisconsin, ADA Site Improvements – Milwaukee, WI
 New London Library and Museum Study, ADA Accessibility – New London, WI
 Waukesha County, Health and Human Services ADA Improvements – Waukesha, WI
 Waukesha County, Paving and Site Improvements, Various Sites, ADA Revisions and Improvements – Waukesha, WI

**EXPERIENCE**

Years at Current Firm: 16

Years at Other Firm(s): 8

PROFESSIONAL REGISTRATION(S)

Registered Professional Engineer,
 35636-6, Wisconsin, Granted 2002

Also Registered in Illinois

FAA Licensed UAV Pilot

LEED Accredited Professional

Certified Parksmart Advisor

EDUCATION

Bachelor of Science, Civil Engineering,
 dual emphasis in Construction &
 Geotechnical Engineering, University of
 Wisconsin-Platteville (ABET Accredited),
 Platteville, WI, 1997

Leadership Training, Cardinal Stritch
 University, Milwaukee, WI, 2011

MEMBERSHIPS/AFFILIATIONS/ETC.

City of Wauwatosa Streetscape
 Committee Member

City of Milwaukee BID Board #26 Board
 Member

Bear Lake Preservation Association
 Member

NAIOP Member

Order of the Engineer

FUN FACT

We've all heard the expression "If these walls could talk." Well, the walls in Tom's 1800's farmhouse speak to him. During renovation projects, he has found newspaper clippings and someone's hidden homework. His neighbors tell him the house is haunted!

**LUKE HAAS, PLA, ASLA**

Senior Associate | Director of Landscape Architecture

ROLE ON PROJECTLandscape Architect/Project Manager
Main Point of Contact**BIOGRAPHY**

Luke has been in the landscape architectural field for over 16 years, working in numerous sectors from development firms to design/build contractors to design firms. His experience includes master planning, detailed site design and comprehensive landscape plans for commercial and multi-family developments, senior living campuses, courtyards/plazas, streetscapes, and community parks.

Luke conducts site inventory/analysis and creates conceptual and final landscape plans, color Photoshop renderings and 3D Sketchup design models. He also creates project proposals and fees along with construction budgets. Luke has multiple years of experience managing the design and construction of projects. He has the ability to effectively communicate with clients regarding design preferences, contracts and budgets.

PROJECT EXPERIENCE (PREVIOUS EMPLOYERS)

Trinity Woods at Mount Mary University – Milwaukee, WI
 The Charmant Hotel – La Crosse, WI
 The Fortress – Milwaukee, WI
 The Reserve at Mayfair – Wauwatosa, WI
 Consaul Commons Plaza – Whitefish Bay, WI
 Waukesha City Hall – Waukesha, WI
 MIAD Student Plaza and Streetscape – Milwaukee, WI
 Fairway Knoll Senior Living – Germantown, WI
 Towner Crest Senior Living – Oconomowoc, WI
 Mainstreet Transitional Care Facilities – Texas and Arizona
 Coakley Brothers Interiors – Milwaukee, WI
 Belle Square Mixed-Use Development – La Crosse, WI
 The Grove Mixed-Use Development – Madison, WI
 Hiawatha National Bank Headquarters – Plymouth, WI
 The Corridor Streetscape / Entry Features – Brookfield, WI
 Riverfront & Barstow Streetscapes – Waukesha, WI
 Gilbert Riverfront Trail – Menasha, WI
 Sussex Quarry Park – Sussex, WI
 Korb Sports Complex – Cedarburg, WI
 Urban Landscape Design Guide, Code Update – Milwaukee, WI
 Milwaukee Public Library G.I. Improvements – Milwaukee, WI

**EXPERIENCE**

Years at Current Firm:	1
Years at Other Firm(s):	16

PROFESSIONAL REGISTRATION(S)Registered Landscape Architect,
#668 Wisconsin**EDUCATION**Bachelor of Science, Landscape
Architecture, University of Wisconsin-
Madison, Madison, WI, 2005**MEMBERSHIPS/AFFILIATIONS/ETC.**Speaker, "Greening the Edge"
2019 APA – Upper Midwest Planning
Conference**FUN FACT**

Luke enjoys playing golf with his dad and passing the game along to his three kids. Luke has two holes in one to his name. Both in the same year, on the same course and the exact same holes as his grandfather.



**BRADLEY M. SEUBERT, PE**

Senior Associate | Civil Project Engineer Manager

ROLE ON PROJECT

Civil Project Engineer

BIOGRAPHY

Mr. Seubert has been a civil design engineer on numerous types of projects including residential, commercial, and municipal.

Brad is responsible for all aspects of site design such as road and parking layouts, grading plans, utility planning and design, as well as stormwater management plans, and "green" Best Management Practices (BMP).

Brad is proficient in the latest design software, including 3D modelling with AutoCAD Civil 3D.

PROJECT EXPERIENCE (PARTIAL LIST)

Milwaukee County North Hwy Garage - Milwaukee, WI

Brown County Community Treatment Center - Brown County, WI

Brown County Jail Addition & Medical Examiner's Office - Green Bay, WI

East Side Fire Station - Stormwater Certification - Mequon, WI

Fox Cities Exposition Center - Appleton, WI

Glendale, City Hall & Police Department, Addition & Remodeling - Glendale, WI

Mequon City Hall - Parking Lot Redevelopment

Mequon Civic Campus, Bio swale Project - Mequon, WI

Muskego City Hall, MMSD Application, Muskego, WI

New Berlin Utilities Garage, New Addition and Renovation - New Berlin, WI

Rock County Communications Center Addition & Remodeling - Janesville, WI

Rock County Health and Human Services Building - Janesville, WI

South Wood County VA Tenant Buildout - Wisconsin Rapids, WI

Town of East Troy, New Town Hall - East Troy, WI

Trempealeau County, New Justice Center - Whitehall, WI

Upham Woods, Administrative Building - Wisconsin Dells, WI

Walworth County, New Health and Human Services Building - Elkhorn, WI

Waukesha County, Courtyard and Entrance - Waukesha, WI

Waukesha County, Sheriff's Department - Parking Lot Reconstruction - Waukesha, WI Waukesha County, Site Improvement Projects for 2016 - Waukesha, WI

Waukesha County, Site Improvement Projects, 2015 - Waukesha, WI

**EXPERIENCE**

Years at Current Firm: 12

Years at Other Firm(s): 4

PROFESSIONAL REGISTRATION(S)

Registered Professional Engineer, 44238-6, Wisconsin, Granted 2015

EDUCATIONBachelor of Science, Civil Engineering
Michigan State Technological University,
Houghton, MI, 2006**MEMBERSHIPS/AFFILIATIONS/ETC.**

ASCE (American Society of Civil Engineers)

BSA Property Committee

FUN FACT

Brad enjoys woodworking, home remodelling, and furniture making. He has recently taken on the project of designing and building custom kitchen cabinets.



**ERIK KOPP**

Senior Associate | Senior Lighting Designer

ROLE ON PROJECT

Lighting Designer

BIOGRAPHY

Erik has designed lighting for a wide range of projects including high-end commercial and retail, schools and universities, healthcare facilities, municipal buildings, hotels, casinos, water parks, houses of worship, and both single and multi-family residences.

With his architectural background, Erik understands the design intent of a project and how lighting can be integrated into the architecture. He believes lighting is more than just footcandles; it can create drama, set a mood, and enhance the overall architecture of a space.

Erik's attention to detail and aptitude for creative lighting solutions have provided him with the means to create innovative designs. These lighting designs have earned him two IESNA Lighting Design Awards, in 2006 and 2016.

PROJECT EXPERIENCE (PARTIAL LIST)

Milwaukee County, Lindbergh Park Pavilion, Sheridan Park Pavilion, Veterans Park - Milwaukee, WI

Appleton Police Department, New Facility and Garage - Appleton, WI

Calumet County, Highway Garage - Chilton, WI

City of West Bend Police Department and City Hall - West Bend, WI

Kenosha County Public Safety Building, 2nd Floor Fit-Out - Kenosha, WI

Manitowoc County, Courthouse Department of Public Works Exterior Stair & Roof Restoration Lighting of Dome - Manitowoc, WI

Menomonee Falls Fire Station No. 1 and No. 5 - Menomonee Falls, WI

Racine County, Courthouse Entrance Plaza Snow Melting System and Egress/Exit Lighting - Racine, WI Bayside, Village of, 911 Communications Center Expansion - Bayside, WI

Saukville Police Department, New Facility and City Hall - Saukville, WI

Sheboygan County, Law Enforcement Center Combined Dispatch Center Remodel - Sheboygan, WI

Sheboygan Police Department, New Police Dispatch and Court Room - Sheboygan, WI

Onalaska Streetscape Upgrade and Lighting - Onalaska, WI

**EXPERIENCE**

Years at Current Firm: 15

Years at Other Firm(s): 2

EDUCATION

Masters - Architecture, University of Wisconsin-Milwaukee, Milwaukee, WI, 2006

Bachelor of Science - Architecture, University of Wisconsin-Milwaukee, Milwaukee, WI, 2003

MEMBERSHIPS/AFFILIATIONS/ETC.

IESNA (Illuminating Engineering Society of North America) - Milwaukee

FUN FACT

As a youth, Erik's primary mode of transportation was his unicycle. He rode it to school and in parades sporting a clown suit!



Section 2.0: Project Experience

Harwood has extensive experience collaborating with clients to successfully develop both large and small projects for a variety of communities. The experience on streetscape specific projects is limited at Harwood but our Landscape Architect brings his streetscape knowledge and experience from a previous employer. See project list below.

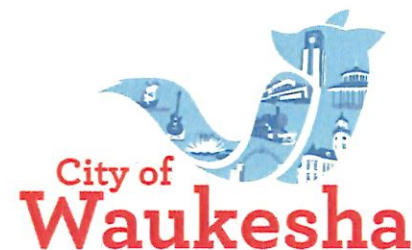
US 51 Historic Streetscape Design – Portage, WI

The project consisted of a stretch of highway running through the historic downtown. A series of image boards and design options were created to enhance the downtown shopping area and reflect the history and culture of Portage. After multiple meetings and presentations, a final design was selected and a cost estimate was prepared. The project is intended to be implemented by the DOT as part of a larger reconstruction project.



Barstow Street & Riverfront Street – Waukesha, WI

The opportunity for streetscape improvements in Waukesha's downtown became possible because of extensive underground utility work. City officials and city engineers saw the disturbance in the roadway as an opportunity to improve the streetscape. Working directly with city engineers and city staff multiple design options were created for two street sections, Barstow Street and Riverfront Street. The overall intent was to create a unified, cohesive aesthetic for the City's downtown. Brick pavers, street trees and landscape were used to create a pedestrian feel along the streets. A portion of Riverfront street was design to be closed off to traffic for city events, concerts and the farmers market.



Belle Square Development – La Crosse, WI

An entire city block was developed in downtown Lacrosse for the project. The project consisted of a multi-use building and a parking structure. A stormwater feature was incorporated into the streetscape showing the visitors/residents how water can be managed. It consisted of a stream bed running along the public sidewalk with bridged walkways to the first-floor retailers. Large planting beds were also incorporated into the streetscape as a way to slow and manage stormwater. Brick pavers, standard concrete, decorative boulders and plantings were all a part of the design.



The Charmant Hotel – La Crosse, WI

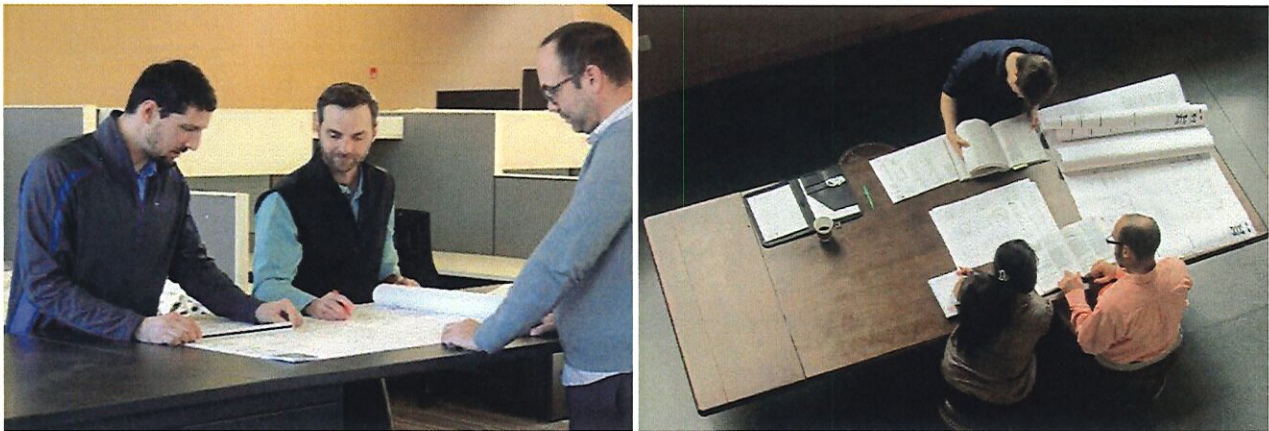
A former candy factory was turned into a luxurious boutique hotel in downtown La Crosse. The streetscape around the historic building needed to reflect the character of the building. The design included historic 300-year-old pavers that were imported from the streets of Belgium and placed around the building and in crosswalks to revive the old-world character. A valet area and outdoor dining area were part of the project. Moveable planters were strategically placed to define spaces and to add color with annual plantings.



Section 3.0: Project Approach, Scope & Schedule

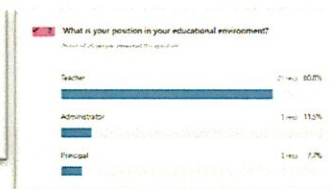
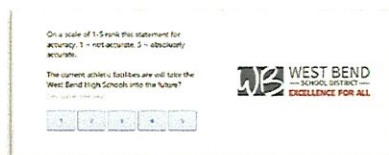
Our planning and design experience on streetscape projects will be a great benefit to the City of Mequon. Harwood has the experience and expertise to provide streetscape options and then a final plan that will be easily transitioned to construction plans and then to construction. We have a local presence and will be easily accessible for in person meetings and site visits throughout the design process.

Prior to any concepts being drafted the Landscape Architects and Civil Engineers at Harwood will meet with city staff, business owners and residents to discuss the existing conditions, what works and what doesn't work along the corridor. We will also take any recommendations for current and future needs. This data gathering is very important to create concepts that first and foremost meet the goals and objectives of the City.



Following the initial staff meeting we will visit the site to observe the traffic patterns and volumes and how pedestrians circulate through the corridor. This will provide effective real-time data on current usage of the corridor and a great stepping stone for design.

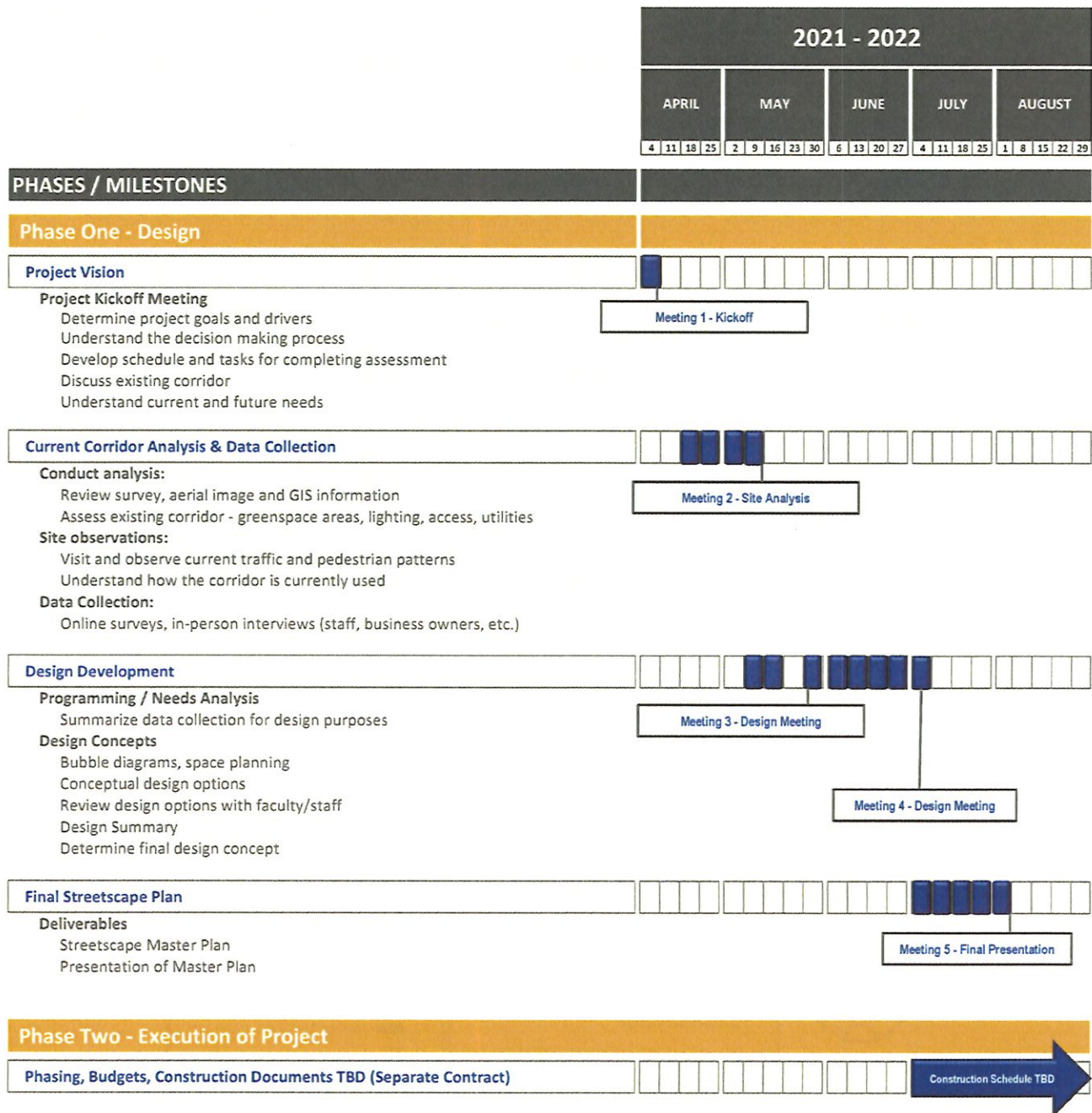
At Harwood we have the ability to conduct and manage online surveys in-house. Online surveys are very beneficial and we have found participation is greatly increased when responders can provide input from anywhere and don't have to be present at a scheduled meeting at a specific time. Some responders are also reluctant to speak in a group setting. The online surveys can also be tailored towards different user groups (staff, business owners, residents, visitors, etc.) and set up in a ranking format to gain the most pertinent data.



Based on all of the data we gather through the observations, interviews and surveys we will put together (3) conceptual designs that will be presented to city staff. The design options will not only have different ideas/themes they will also provide different levels of intensity or cost. After the meeting we will provide a summary to the City in order to gain consensus on the direction moving forward for the final plan. The final plan will be developed with direct input from the city staff and coordination with Ozaukee County and presented to the Common Council for final approval.



A draft of the schedule is presented below. At the start of the project HEC would meet with the team and work to prepare a schedule that aligns with the project goals.



Section 4.0: Landscape Architectural Pricing

As a part of this RFP process we prepared a detailed task spreadsheet to estimate hours and cost for all the project sites. Significant effort was put into identifying tasks and finding efficiencies to minimize cost.

(For PRICING detail, please see sealed envelope labeled "PRICING")



CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
3/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 2725 South Moorland Road New Berlin WI 53151	CONTACT NAME: Laura Brehm PHONE (A/C, No, Ext): 262-439-2171 FAX (A/C, No): 262-785-9753 E-MAIL ADDRESS: laura.brehm@marshmma.com														
INSURED Harwood Engineering Consultants, LTD 255 North 21st St. Milwaukee WI 53233	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B: Valley Forge Insurance Company</td> <td>20508</td> </tr> <tr> <td>INSURER C: Arch Specialty Insurance Company</td> <td>21199</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Continental Casualty Company	20443	INSURER B: Valley Forge Insurance Company	20508	INSURER C: Arch Specialty Insurance Company	21199	INSURER D:		INSURER E:		INSURER F:	
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B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	6020535500																
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project:
City of Mequon
TID #4 and #5 Public Improvements
Design Services for Port Washington Road Streetscaping

CERTIFICATE HOLDER	CANCELLATION
The City of Mequon 11333 N. Cedarburg Road Mequon WI 53092	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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Attachment: Harwood Proposal (RESOLUTION 3941 : RFP Streetscape Design PW Road)



REFERENCES

(Although references were not requested, we have established trusted relationships with different facilities that can speak to our design and management abilities. We have provided a small sampling and would be happy to offer additional relevant references as needed.)

Brandon Schwenn

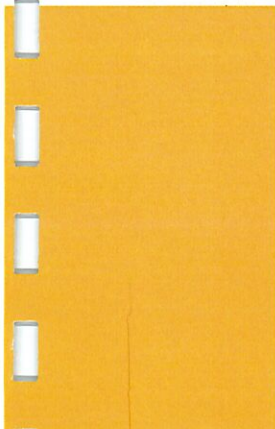
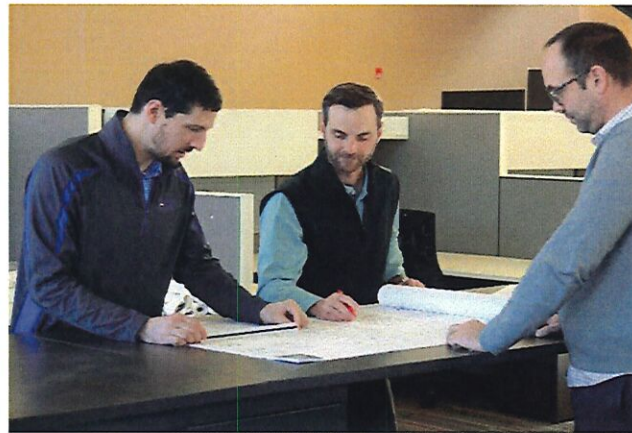
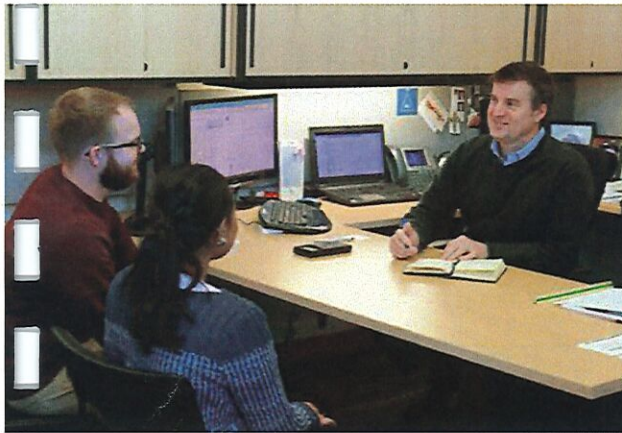
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Department of Public Works
City Hall Annex
130 Delafield Street
Waukesha, WI 53188
262.524.3585
bschwenn@waukesha-wi.gov

Tim Blakeslee

Assistant Village Manager
Village of Whitefish Bay
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Whitefish Bay, WI 53217
Office: 414.962.6690
Direct: 414.755.6539
t.blakeslee@wfbvillage.org

Aaron J. Jahncke, PE

Director of Public Works/City Engineer
City of Portage
115 West Pleasant Street
Portage, WI 53901
608.742.2176, ext. 325
aaron.jahncke@portagewi.gov



"WE PRIDE OURSELVES ON DELIVERING EXCELLENT, CREATIVE, PROFESSIONAL PLANNING AND ENGINEERING SOLUTIONS FOR OUR CLIENTS." Tom Olejniczak/President





City of Mequon
TID #4 and #5 Public Improvements
Request for Proposals
Design Services for Port Washington Road Streetscaping

Attachment: RFP (RESOLUTION 3941 : RFP Streetscape Design PW Road)

Prepared by: Jac Zader

Date: 02/08/22

1 INTRODUCTION

The City of Mequon is requesting proposals from qualified firms to provide conceptual streetscaping plans for the Port Washington Road Corridor; from Mequon Road to County Line Road, including the intersection of Mequon and Port Washington Road and gateway area along Mequon Road, and from the I-43 exit ramp as shown on Exhibit A. In addition, after successful selection and completion of the conceptual plan, initiate and complete construction plans, specifications, and construction estimate.

Please note that Port Washington Road is under the jurisdiction of Ozaukee County, therefore the final design must adhere to county road requirements.

2 BACKGROUND

The goal of these improvements are to help establish a strong identity and create an enduring sense of place which will incorporate expressions of Mequon's history and culture. Additionally, the improvements will serve as a catalyst to attract private investment and to help spur economic development.

3 SCOPE AND OBJECTIVES

The major elements of work include the evaluation, analysis and design of the corridor and the creation of a final plan to be approved by the Common Council including cost estimates for both installation and annual operation and maintenance requirements and final plan set for construction of the following:

1. Landscaping and Hardscape features.
2. Street and pedestrian scale lighting.
3. Wayfinding Elements and signage.
4. Any other Street Amenities including bike and pedestrian facilities.
5. Consideration of the City's existing adopt a median plan.

Task 1: Base Map

Utilizing aerial photographs, cadastral maps, topographic maps and other geographic data to create a base map of the corridor identifying existing infrastructure including the following:

- median islands
- right of way
- signage
- lighting
- utility infrastructure
- existing trees and other landscaping

Task 2: Concept Plans

Prepare a total of three concept plans for the corridor with varying degrees of intensity with cost estimates for all three options. The consultant shall attend at least five meetings to discuss the proposed concept plans as follows:

1. Kick off meeting with staff
2. Preliminary design meeting with Ad Hoc Committee

3. Design review with staff
4. Final design meeting with Ad Hoc Committee
5. Common Council Presentation

Task 3: Design Phase

Initiate and complete construction plans, specifications, and construction estimate.

Construction Management

The initial contract will be negotiated for the execution of design services. If authorized for construction, the City will negotiate a scope of services for construction management of the project. Preference will be given to the design firm.

4 EVALUATION CRITERIA

Evaluation of response to this request will be based upon the following criteria:

- a. Qualified candidates shall include a registered landscape architect with extensive experience in projects resulting in landscape architecture and urban design principles that transform major thoroughfares into a vibrant walkable neighborhood with pedestrian-scaled features and public spaces which provide social interaction, natural security, build economic and cultural value and provoke unique, sophisticated character and architecture.
- b. Provide examples of your firm's projects/designs which are of relevant and similar scale to Mequon's unique character yet introduced walkability, connectivity and a strong sense of community as a priority.
- c. Demonstrate experience in successfully designing streetscapes utilizing sustainable design practices.
- d. Express ability to create low maintenance designs which address the issue of resources/costs.

Please provide qualifications of the key staff persons to be assigned to project, list their scope of work within the project, their experience and any special skills. Six copies of proposal should be submitted, bound in some fashion and clearly indexed.

Proposals can be submitted titled: "TITLE" via mail directed to the attention of Jac Zader in a sealed envelope. Note that a second sealed envelope titled: "PRICING" must also be delivered and should include only the pricing for the services to be provided.

Please address the availability of staff and your firm's ability to complete the design and development of contract documents and plans in a time frame to allow for the bidding prior to September 15, 2022, and construction of the project prior to September, 1 2023.

Responses are to be creative while being formatted in such a fashion as to make the evaluation as straight forward and efficient as possible. Failure to address any of the required evaluation criteria will result in the subject response being disqualified.

5 DESIRED DELIVERABLES

At a minimum the final project deliverable for this effort that will be required from the selected consultant team shall be: 1. A complete set of construction plans including plan, profile, and appropriate details. 2. A complete set of contract specifications to include all necessary bidding documents. 3. An accurate construction estimate. 4. An estimate of annual maintenance costs and level of expectation for operations (mowing, pruning, watering, etc.) 5. Development of applications for all necessary permits. 6. Other discretionary deliverables as determined by the City, 7. Provision of all information to the City in both hard copy and in an acceptable electronic format.

6 SELECTION PROCESS

A Quality Based Selection process will be utilized for the selection of the consultant team for this project. The review / evaluation team will be comprised of Kim Tollefson, Director of Community Development, Jac Zader, Deputy Community Development Director, Kristen Lundeen P.E., City Engineer and Director of Public Works and the Port Washington Road Ad Hoc Design Committee.

A two-step selection process will be used. The first step will consist of evaluation of qualifications and technical information submitted by the consultant team and will result in a short list of firms who are considered best qualified based upon the evaluation process described below. The second step will consist of opening of the priced proposals from the short-listed firms. Interviews will be scheduled with the top firms.

The individual criteria listed above will each be evaluated and scored independently by each team member as to how well the submitted request for proposals addressed those criteria. A total score is then established by summing the individual scores for each criteria. The team will then confer and decide upon the top firms to be asked in for an interview / presentation. Based upon the interview / presentation a top firm will be selected. A definitive project scope will then be jointly established by the City and the top selected firm. Once a definitive scope is agreed upon the selected firm will develop a fee proposal for performance of the project scope of services and tasks and submit the fee proposal to the City of Mequon for review. The City of Mequon and the selected firm will then meet to discuss, modify, and agree to the fee for performance of the project scope of services and tasks. Once a fee is agreed to a contract for the performance of the project scope of services and tasks will be jointly developed by the City of Mequon and the selected firm. Should the City of Mequon and the first selected firm fail to come to terms on a fee negotiation will be terminated and the City of Mequon will enter into negotiations with the next firm / consultant team.

7 SCHEDULE

The desired overall schedule for this endeavor is as follows:

January 18	Ad Hoc Committee review of RFP
February 11	Forward RFP to Ozaukee County for review and input
February 8	Finance and Personnel approval RFP
March 10	RFPs due to the City of Mequon
March 18	Selection of top firms / teams made
March 28-31	Interviews / Presentations

April 4-8	Project scope and fee established
April 12	Common Council approves design contract
May: Date TBD	Initial presentation to Ad Hoc Committee
June: Date TBD	Final presentation to Ad Hoc Committee
July 12	Common Council review and approval of design
August 30	Construction contract documents completed
September 15	Advertise project
December 13	City approves construction contract
Spring 2023	Contractor begins construction
Fall 2023	Construction substantially completed

8 SUBMISSION

Responses to this request shall be provided to Jac Zader, Assistant Director of Community Development no later than March 10, 2022. Questions pertaining to this request can be submitted up until one week prior to the submission deadline and will be responded to three days prior to the submission deadline. Questions shall be directed to either Jac Zader at 262-236-2904 or jzader@ci.mequon.wi.us or Kristen Lundeen, City Engineer at 262-236-2933 or klundeen@ci.mequon.wi.us.



civil . landscape design . structural . mechanical . electrical . plumbing / fire protection . lighting design . security technologies

April 5, 2022

Mr. Jac Zader, Assistant Director of Community Development
 Ms. Kristen Lundeen, City Engineer
 City of Mequon
 11333 N. Cedarburg Road
 Mequon, WI 53092

**RE: CITY OF MEQUON, TID #4 AND #5 PUBLIC IMPROVEMENTS – DESIGN SERVICES FOR
 PORT WASHINGTON ROAD STREETSCAPING**

Hello Jac and Kristen:

Harwood Engineering Consultants, Ltd. (HECL) is pleased to submit our proposal for Professional Landscape Architectural and Engineering Consulting Services for the above referenced project. We are very excited to work with you on this project and we have provided our scope and fees.

Project Understanding

The Port Washington corridor is currently vehicular orientated consisting of turf medians and terraces. Very tall, commercial grade light poles are located in the center medians for the majority of the corridor along with power lines along the west side. This is a very exciting opportunity to offer design services that will not only create a unified streetscape but also create a sense of place for the businesses, residents and visitors.

Prior to any concepts being drafted, the Landscape Architects and Civil Engineers at Harwood will meet with city staff, business owners and residents to discuss the existing conditions, what works, and what doesn't work along the corridor. We will also take any recommendations for current and future needs. This data gathering is very important to create concepts that first and foremost meet the goals and objectives of the City.

Based on all of the data we gather through the observations, interviews and surveys, we will put together (3) conceptual designs that will be presented to city staff. The design options will not only have different ideas/themes, they will also provide different levels of intensity or cost. After the meeting we will provide a summary to the City in order to gain consensus on the direction moving forward for the final plan.

The final plan will be developed with direct input from the city staff and coordination with Ozaukee County and presented to the Common Council for final approval.

If requested, final landscape architecture and engineering will occur after the conceptual design included in this proposal has been completed. A separate fee and proposal will be prepared at that time. It is also understood that the project will require a detailed site survey in order to move into Construction Documents.

Schedule

Harwood Engineering Consultants, Ltd. will work with the client to set a mutually agreed schedule for project completion. Harwood shall provide information requests in a timely manner.

Attachment: Contract (RESOLUTION 3941 : RFP Streetscape Design PW Road)



April 5, 2022

City of Mequon

**TID #4 and #5 Public Improvements
Mequon, WI**

Page 2 of 6

Project Scope

LANDSCAPE ARCHITECTURE

- The conceptual designs will utilize Ozaukee County GIS information and any information provided by the Owner as the base information for the conceptual designs.
- Initial design meeting with client and ad hoc committee to determine project goals and objectives.
- Inventory and analysis of current site conditions including a site visit to observe circulation (vehicular and pedestrian) through and around the corridor, assessment of existing pavement/curbing, and a general assessment of the existing landscape.
- Prepare (3) conceptual plans and graphics. Conceptual designs will be based on initial design meeting.
- Design meeting to review conceptual designs.
- Revise conceptual designs based on client feedback. Prepare final design concepts for preliminary cost estimating and as a basis for future construction plans.
- Final presentation to ad hoc committee and Common Council.

CIVIL ENGINEERING

- Preliminary Engineering will be based off of Ozaukee County GIS data, not a professional survey at this time.
- Review conceptual designs for grading, drainage, pavement types/markings and traffic circulation.

ELECTRICAL / LIGHTING DESIGN

- Review conceptual designs and provide recommendations for lighting fixtures and coverages.

ARCHITECTURAL (Zimmermann Architectural Studios)

- Review conceptual designs and provide recommendations for architectural elements.

Attachment: Contract (RESOLUTION 3941 : RFP Streetscape Design PW Road)



April 5, 2022

City of Mequon
TID #4 and #5 Public Improvements
Mequon, WI

Page 3 of 6

Project Limits

South of Donges Bay Road



North of Donges Bay Road

Base Fees

Professional Design Services **\$19,875**

(See below for hourly breakdown of disciplines)

DESIGN SERVICES							
	Site Analysis	Base Plan	Conceptual Plans (3)	Final Plan	Meetings		
PROJECT TEAM							
	Hourly Rate						Totals
Principal in Charge - Civil Engineer	\$180	2	0	4	2	0	8
Project Manager - Landscape Architect	\$135	8	12	36	18	5	79
Project Architect	\$145	0	0	4	2	0	6
Civil Engineer	\$100	4	4	12	8	5	33
Technician - Civil/Landscape	\$90	0	8	24	8	0	40
Design Hours		14	24	80	38	10	166
Design Cost		\$1,840	\$2,740	\$9,520	\$4,600	\$1,175	\$19,875

255 North 21st Street, Milwaukee, Wisconsin 53233 p 414.475.5554 f 414.773.9299 hecl.com

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April 5, 2022

City of Mequon

**TID #4 and #5 Public Improvements
Mequon, WI**

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Meetings / Site Visits

The following table summarizes the number of meetings, presentations, and site visits that are included in the fee proposal:

Phase	Landscape Architecture	Civil / Lighting Engineer
Design Meetings (Local or Virtual)	5	5
Site Visits	2	1

Please ADD \$135.00 per hour plus reimbursable expenses for any required additional trips for each discipline.

Supplemental Services

Harwood Engineering Consultants, Ltd. has the capability to offer a full range of additional engineering services. Should supplemental services be requested due to changes in the Scope of Services, we shall proceed with said services upon your approval and invoice on a negotiated fee or hourly basis. The following is a list of supplemental services that are beyond the scope of the basic fee proposal:

GENERAL (APPLICABLE TO ALL DISCIPLINES)

- Detailed construction cost estimates
- Additional project meetings or site visits.
- BIM using REVIT or other similar program, including 3D drafting.
- Meetings with Code Officials in the Municipality or State in which the project is located.

CIVIL

- Construction documents
- Intersection design or signalization
- Utility work including but not limited to stormwater, sanitary, electric, etc.
- Existing utility infrastructure capacity studies
- Work required that is offsite or on adjacent properties
- Environmental permitting issues (e.g. wetlands, floodplain, contaminated sites, Historic Fill Development Exemptions, Environmental Corridor Permitting, Chapter 30, etc.).

LANDSCAPE

- Construction Documents
- Site amenities and/or outdoor furniture specifications
- Lighting Specifications
- Conceptual irrigation design and/or performance specification

255 North 21st Street, Milwaukee, Wisconsin 53233 p 414.475.5554 f 414.773.9299 hecl.com



April 5, 2022

City of Mequon

**TID #4 and #5 Public Improvements
Mequon, WI**

Page 5 of 6

Standard Hourly Rates

When extra services are approved by the client to be invoiced on an hourly basis, the following rate schedule shall apply.

Principal/Vice President	\$160 - \$215
Senior Project Manager	\$175
Senior Engineer	\$170
Senior Designer	\$145
Project Manager	\$145
Project Engineer	\$120
Senior Design Documentation Specialist	\$115
Design Documentation Specialist.....	\$ 95
Administrative Support	\$ 90

Reimbursable Expenses

Reimbursable Expenses are in addition to Compensation for Basic and Additional Services and include actual expenditures made by HECL, its employees, and/or Professional consultants in the interest of the Project and subject to prior written consent. Reimbursable Expenses shall be paid by consultant who is to be reimbursed at cost x 1.0.

Additional Conditions

In the event the scope of the project is altered, Harwood Engineering Consultants, Ltd. (HECL) reserves the right to negotiate appropriate compensation for engineering such changes.

Should the project be delayed or cancelled, an invoice proportional to the amount of work completed up to the time of the project delay or cancellation shall be issued and is payable upon receipt. If the project resumes after being suspended for more than three months, compensation shall be equitably adjusted for remobilization costs.

Attachment: Contract (RESOLUTION 3941 : RFP Streetscape Design PW Road)



April 5, 2022

City of Mequon
TID #4 and #5 Public Improvements
Mequon, WI

Page 6 of 6

Conclusion

This summarizes our understanding of what is required for this project. Please call us if you have any questions or comments. We thank you for this opportunity and look forward to working with you.

Sincerely,

Harwood Engineering Consultants, Ltd.

Luke J. Haas, PLA
 Senior Associate
 Director of Landscape Architecture

LJH/cb

For: **City of Mequon**

 Signature

 Title

 Date

Attachment: Contract (RESOLUTION 3941 : RFP Streetscape Design PW Road)



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: April 12, 2022
SUBJECT: RESOLUTION 3942 A Resolution Ratifying the Recording of \$79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road

Background

In late 2019, the City issued a Raze or Repair Order (the “Order”) for the property known as the Port Zedler Motel at 10036 N. Port Washington Road (the “Property”), because the buildings on the property had become so damaged, dilapidated and out-of-repair that they are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation. Following litigation around the Order, the City obtained a judgment authorizing it to enter onto the Property and to raze the existing structures.

To complete the demolition, staff issued a Request-for-Proposals for the razing of the structures on the Property. The lowest proposal received was from D & H Demolition, LLC. Resolution No. 3853 authorized the execution of an agreement with D & H Demolition in the amount of \$78,452 plus the cost charged by We-Energies for the disconnection of the gas and electric meters on the Property. However, the Resolution did not identify a funding source for the cost of the contract.

The majority of the work on the property has been completed (D & H Demolition will return to the Property this spring to complete the work consisting mostly of grading and seeding any exposed land area) and the City has received invoices for the work completed. Staff have recorded the payments for these invoices to the TID No. 5 Special Fund, as site demolition is an eligible project cost under the TID No. 5 Project Plan. However, sound financial practice dictates that the determination to record these expenses to the TID No. 5 Special Fund be approved by the Common Council.

Discussion

The default for spending within the City when a specific source is not identified would be the general fund. In this case, an unbudgeted amount from the general fund would likely be covered through the use of reserve funds unless there were budget savings during the course of the year that could be allocated to cover the expenditure. In the case of the City’s costs expended pursuant to a raze order, Wisconsin law provides that the City can charge the amounts expended to the property as a special charge. In short, this means that the costs are placed on the property tax bill for the property and, if the costs are unpaid, become a lien against the property. This lien is usually satisfied out of the proceeds of any sale on the property; however, the City could also seek to foreclose on the lien as well. These reimbursements could take a while depending on how

long it takes for the property to sell or for it to proceed through the foreclosure process.

The Property here is within Tax Increment District No. 5. The Project Plan for this TID indicates that demolition costs are an eligible project cost for which tax increment dollars could be expended, although paying for demolition outright would be slightly unusual. Under the adopted policy for incentives within TID 5, a developer would be eligible for what is called a “fast-track incentive.” This incentive would reimburse a developer through increment generated by the development for the costs necessary to return the property to the equivalent of a “greenfield” development site, including demolition of existing structures.

It is anticipated that a developer who would purchase the Property would seek from the City either (a) a release of the City’s lien for the demolition costs at the time of purchase, or (b) to include the cost of paying the lien in the fast-track incentive to have that cost reimbursed. In either event, tax increment generated in TID 5 would pay for this expense. Based on this, staff have initially recorded the expense to the TID No. 5 Special Fund based upon its qualification as an eligible project cost.

Budget Impact

As a project cost of the TID, the demolition cost will be recovered through increment generated in the TID. Adding this cost has the potential of reducing the total available increment to accomplish other projects in the TID, especially if no redevelopment of the Property is completed. In the event that the TID fails to generate sufficient increment to cover this expense, the expense at the time of closure of the TID would become payable through the general fund. The current fund balance for the TID No. 5 Special Fund (without accounting for the demolition costs) is \$989,943.75.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on April 12, 2022.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3942

A Resolution Ratifying the Recording of \$79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road

RECITALS

A. On November 8, 2019, the City issued a Raze or Repair Order (the “Order”) for the property known as the Port Zedler Motel at 10036 N. Port Washington Road (the “Property”) because the buildings on the property had become so damaged, dilapidated and out of repair that they are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation.

B. Following litigation around the Order, the City obtained a judgement authorizing it to enter onto the Property and to raze the existing structures.

C. Staff issued a Request-for-Proposals for the razing of the structures on the Property and Received a Responsive Proposal from D & H Demolition, LLC in Milwaukee in the amount of \$78,452 plus the cost charged by We-Energies for the disconnection of the electric (\$1,450), which was the lowest of the four proposals received.

D. Resolution No. 3853 authorized the execution of an agreement with D & H Demolition, however, a funding source was not immediately identified.

E. The majority of the work on the property has been completed (D & H Demolition will return to the Property this spring to complete the work consisting mostly of grading and seeding any exposed land area) and the City has received invoices for the work completed.

F. Staff have recorded the payments for these invoices to the TID No. 5 Special Fund, as site demolition is an eligible project cost under the TID No. 5 Project Plan.

G. Sound financial practice dictates that the determination to record these expenses to the TID No. 5 Special Fund be approved by the Common Council.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the recording of \$79,902 in expenses to the TID No. 5 Special Fund for the demolition of the Port Zedler Motel is ratified, authorized and approved.

Approved by: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk



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

www.ci.mequon.wi.us

Office of Public Works

TO: Finance-Personnel Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: April 12, 2022
SUBJECT: RESOLUTION 3944 A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022

Background

The proposed amendments to the City's current fee schedule for 2022 include a number of fees omitted from the current fee schedule. Those fees, in addition to several identified since a comprehensive update of the schedule was last completed in 2020, are summarized below and recommended for approval. Please see the attached document including only those fees that are proposed for amendment.

Analysis

The proposed fee schedule amendments include fees across a number of Department of Public Works and Utility disciplines, as follows:

Public Works

The recently adopted sign ordinance included a provision for blue signs which included both an initial and an annual fee. Previously, blue signs were billed for actual costs. The fee schedule amendment proposes a flat fee of \$250 for installation and a \$100 annual fee.

The proposed amendment also memorializes the practice of billing for signs lost due to damage or accident. As indicated, those are on the basis of procurement cost plus shipping, as well as an administrative fee.

Pool

Staff identified a potential revenue source by allowing for pool rentals outside of public pool hours. The proposed fee covers the cost of required pool staff and pool operations for a 2-hour rental, and varies by the number of people in attendance, which triggers additional staffing requirements. Staff proposes the fee be utilized for the 2022 pool season and reevaluated in future years based upon documented fees and utilization.

Parks

A number of existing park fees, including security deposits, non-resident fees, additional setup/cleanup charges and tournament fees were not included in previous versions of the fee schedule. These fees are now included, as well as updates to holding tank fees at two price levels and an adjustment for current charges.

The fee schedule also proposes the field use fees that coordinate with the field management

services contract also proposed for award on April 12. The per use fee is based upon the total number of uses in 2021. User groups pay these fees at the start of the season with their rental agreements. The final due will be adjusted at the end of the season and prorated accordingly. The per use field fee includes both the City of Mequon Park System user fee and the field management contract fee. This fee will be updated annually and replaces the previous memorandum of understanding utilized for the same. If the user groups determine in the future, they no longer desire City administered field management services, any such fee(s) will be reduced accordingly.

Water Utility

All fees included in the Water Utility section of the proposed amendments are previously established and not proposed for modification. Approval will simply allow the fees to be included in the fee schedule, rather than residents and rate payers utilizing other documents to identify these fees.

Water Utility user fees are defined in the tariff, which includes Connection Rules, as well as through the annual adoption of the Water Utility budget. To date, these fees have not been included in the City's fee schedule. Previous staff memos and the Water Connection Policy discussed the idea of these fees being included in the fee schedule for transparency purposes.

In the future, if the Water Utility fees change, the Water Utility Commission approval will be followed with a fee schedule amendment to include any such adjustments.

Sewer Utility

Annual adoption of the Sewer Budget includes the following standard language in the resolution, "The Sewer Utility District Commission. . .reviewed a schedule of sewer user fee rates for YEAR necessary to support the sewer budget and has recommended approval of such." However, those utility fees have not historically been included in the fee schedule.

In the future, the fee schedule will be updated with the establishment of the annual sewer fees.

Fiscal Impact

Incorporation of fees not previously identified in the fee schedule are net neutral. The revenue and expenditures were previously identified in the budget process.

The Parks Fees are a net neutral but do require a budget amendment to address the increase in the contracted services account to pay for the field management services and a corresponding increase in the Parks Revenue for the fees collected.

The blue signs were previously paid for by the applicant, therefore it is anticipated that the installation cost will be net neutral. Going forward, a marginal revenue increase is expected in future years, in connection with the establishment of this annual fee.

Recommendation

Staff recommends that the Finance-Personnel Committee favorably endorse, and the Common Council approve the amendment to the fee schedule, as included in the attached document.

Attachments:

DRAFT City of Mequon Fee Schedule Amendment (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3944

A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022

RECITALS

A. Since mid-2020, City staff has identified fees that are not listed within the City's established fee schedule.

B. The majority of the fees are legacy charges that were not included with previous fee schedules but are consistent with the City's current billing practices.

C. The proposed amendments include the establishment of fees for blue signs included in the recent adoption of the sign ordinance, and establishment of fees for the field management services at various athletic fields throughout the City of Mequon Park System.

D. City staff has reviewed the schedule and recommends the attached amendments to the fee schedule for implementation on April 12, 2022.

E. The Finance-Personnel Committee has reviewed the attached fee schedule and has recommended its adoption to the Common Council.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the attached amendments to fees within the City's Annual Fee Schedule are approved and authorized for implementation beginning April 12, 2022, until further amended.

Approved by: John Wirth, Mayor

Date Approved: April 12, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on April 12, 2022.

Caroline Fochs, City Clerk



AMENDED FEE SCHEDULE

(Only Proposed Amendments Shown – All other Fees Remain Intact)

FEE DESCRIPTION		FEE AMOUNT
PUBLIC WORKS		
Blue Sign		
	Installation Fee (Initial or Replacement)	\$250.00
	Annual Fee	\$100.00
All Other Signs (New or Accident Replacement)		Procurement Cost Plus Shipping, Plus \$20.00 Admin Fee

FEE DESCRIPTION				FEE AMOUNT
POOL				
Pool Rental Fee				
Number of Attendees	Mequon Resident	Thiensville Resident	Non-Mequon/Thiensville Resident	
1-50 attendees (2 hours)	\$210.00	\$230.00	\$310.00	
51-99 attendees (2 hours)	\$260.00	\$280.00	\$385.00	
100+ attendees (2 hours)	\$310.00	\$330.00	\$460.00	

Attachment: DRAFT City of Mequon Fee Schedule Amendment (RESOLUTION 3944 : Fee Schedule Amendment)

FEE DESCRIPTION		FEE AMOUNT
PARKS		
Park Rental*		
	Non-Mequon/Thiensville Resident Rental Upcharge	\$100.00
	Outdoor Concessions (Per Tent/Table)*	\$25.00
	Additional Setup/Cleanup (4 hours)	\$100.00
Lemke Park *		
	Lemke Pavilion‡	\$150.00
	Lemke Pavilion – Security Deposit	\$50.00
Rotary Park*		
	Reuter Pavilion‡ – Under 150 People	\$475.00
	Reuter Pavilion‡ – Corp. or Over 150 People	\$500.00
	Reuter Pavilion‡ – Concessions Only	\$225.00
	Reuter Pavilion – Security Deposit	\$200.00
	Rotary Pavilion‡	\$225.00
	Rotary Pavilion or Gazebo – Security Deposit	\$100.00
	Gazebo Only	\$225.00
	Gazebo with Pavilion Rental	\$100.00
	Holding Tank Pumping Fee per 5,000 gallons*	\$135.00
	Holding Tank Pumping Fee per 10,000 gallons*	\$270.00
	Portable Restroom Service*†	\$90.00
River Barn Park*		
	River Barn Pavilion‡	\$475.00
	River Barn Security Deposit	\$200.00
	River Barn Concessions Only	\$225.00
Athletic Field Use (2 Hours)*		
	Non-Mequon/Thiensville User Upcharge-One Time Fee Per Season	\$100.00
	<i>Season User Fee Deposit Per Field</i>	
	0-20 Field Use Deposit	\$100.00
	20-40 Field Use Deposit	\$200.00
	40-60 Field Use Deposit	\$300.00
	60-80 Field Use Deposit	\$400.00
	80-100 Field Use Deposit	\$500.00
	Lacrosse Field Per Use	\$80.00
	Soccer/Football Field Per Use	\$80.00
	River Barn Field 1 Per Use	\$47.00
	River Barn Field 2 Per Use	\$43.00
	River Barn Field 3 Per Use	\$43.00
	Rotary Schmit Per Use	\$72.00
	Rotary South Per Use	\$42.00
	Rotary Central Per Use – No Maintenance (off season)	\$10.00

	Rotary Central Per Use – With Field Maintenance (In Season)	\$55.00
	Rotary North West	\$40.00
	Rennicke Per Use	\$143.00
	Lemke Orange Per Use	\$10.00
	Lemke Blue Per Use	\$10.00
	Mequon/Thiensville User Tournament Fee ^o	\$600.00
	Non-Mequon/Thiensville User Tournament Fee ^o	\$975.00
<i>*Plus applicable taxes for non-exempt groups</i>		
<i>†Required for Events with over 200 people</i>		
<i>‡Per Rental Agreement, Pavilion Rentals Include 2-hour Setup and 1-Hour Cleanup</i>		
<i>^oTournaments at Rotary Park require Holding Tank Pumping in addition to the Tournament Fee</i>		

FEE DESCRIPTION		FEE AMOUNT
Water Utility		
Late Payment Charge		1% per month
Standard Revenue Credit		
Reconnection Charges		
	Normal Business Hours [†]	\$50.00
	After Normal Business Hours [†]	\$75.00
Standard Street Lateral Costs*		
	1 ¼ inch	\$5,000.00
	1 ½ inch	\$5,500.00
	2 inch	\$6,000.00
	4 inch	\$7,500.00
	6 inch	\$10,500.00
Standard Local Delivery Main Costs (per Residential Equivalent Unit)		\$2,398.95
Standard System Costs (per Residential Equivalent Unit)		\$1,080.48
Standard Revenue Credit (per Residential Equivalent Unit)		Equals Standard System Costs
Standard Local Delivery Main Extension and Connecting Main Costs (applies to non-developer main extensions of 1,000 feet or less)		Cost per foot or each Low/Med/High
Water main – spoil backfill		
	8 inch	\$80/\$95/\$115
	12 inch	\$90/\$110/\$135
	16 inch	\$120/\$140/\$160
Water main – granular backfill		
	8 inch	\$105/\$135/\$160
	12 inch	\$115/\$145/\$180
	16 inch	\$120/\$160/\$200
Water main – slurry backfill		
	8 inch	\$135/\$155/\$175
	12 inch	\$150/\$165/\$200
	16 inch	\$225/\$250/\$275
Water main – directional drilled		
	8 inch	\$170/\$190/\$225
	12 inch	\$200/\$225/\$270
	16 inch	\$220/\$270/\$324
Water main – bore and jack		
	8 inch	\$500/\$600/\$700
	12 inch	\$600/\$700/\$800
	16 inch	\$700/\$800/\$900

Restoration (based on 6 foot wide trench)		
	Turf	\$10/\$15/\$20
	Asphalt Roadway	\$40/\$45/\$55
	Asphalt Driveway	\$30/\$45/\$55
	Concrete Roadway	\$37/\$45/\$53
	Concrete Driveway	\$18/\$20/\$30
	Sidewalk	\$20/\$25/\$30
	Gravel Shoulder	\$5/\$10/\$15
	Concrete Curb & Gutter	\$30/\$35/\$40
	Erosion Mat	\$1.50/\$3/\$4
	Heavy Duty Erosion Mat	\$3/\$4/\$5
Erosion Control		
	Silt Fence	\$2.40/\$3/\$4
	Rock Bag Ditch Check	\$92/\$115/\$138
	Sediment Logs	\$240/\$300/\$360
	Hay Bales	\$12/\$15/\$18
Hydrant Assembly		\$5,600/\$7,000/\$8,400
Valve & Valve Box		
	8 inch	\$1,750/\$2,000/\$2,500
	12 inch	\$2,150/\$2,700/\$3,250
	16 inch	\$3,000/\$3,500/\$4,200
Connection to Existing Main		
	6 inch	\$5,000/\$5,400/\$6,500
	8 inch	\$5,000/\$5,400/\$6,500
	10 inch	\$6,000/\$6,500/\$7,800
	12 inch	\$7,000/\$7,500/\$9,000
	16 inch	\$8,000/\$8,750/\$10,500
Public Fire Protection		
	5/8 inch	\$30.29
	3/4 inch	\$45.47
	1 inch	\$75.88
	1 ½ inch	\$151.47
	2 inch	\$242.51
	3 inch	\$454.38
	4 inch	\$757.30
	6 inch	\$1,514.59
	8 inch	\$2,423.05
	10 inch	\$3,634.73
	12 inch	\$4,846.11
Service Charge		
	5/8 inch	\$31.31
	3/4 inch	\$41.15
	1 inch	\$64.70

	1 ½ inch	\$119.27
Service Charge (cont'd)	2 inch	\$178.90
	3 inch	\$274.31
	4 inch	\$393.59
	6 inch	\$629.14
	8 inch	\$980.97
	10 inch	\$1,469.97
	12 inch	\$1,958.96
Quarterly Volume Charges		
	First 150,000 gallons each quarter	\$5.17/1,000 gallons
	Next 350,000 gallons each quarter	\$4.87/1,000 gallons
	Over 500,000 gallons each quarter	\$4.37/1,000 gallons
Quarterly Private Fire Protection Charges		
	2 inch	\$34.08
	3 inch	\$63.90
	4 inch	\$106.50
	6 inch	\$213.00
	8 inch	\$340.80
	10 inch	\$511.20
	12 inch	\$681.60
	14 inch	\$852.00
	16 inch	\$1,022.40
†Normal business hours are Monday through Friday from 8 a.m. to 4:30 p.m., excluding the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day (1/2 day).		
*Costs are based on 30 feet average		

FEE DESCRIPTION		FEE AMOUNT
Sewer Utility		
Connection Fees		
	City installed sanitary sewer; lateral available to property line	\$600.00
	City installed sanitary sewer; no lateral available to property line	\$400.00
	If paid by the Developer at Final Plat	\$0.00
Residential User Charge (Quarterly)		\$74.00
Non-Residential User Charge Rate		\$6.844/1,000gal

2022 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
April	- Hearing of Operator License Denial Appeal – Tyler Lee Wurtinger - Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Years 2020 - Resolution Approving a Side Letter Between the City of Mequon and the Mequon Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time Paramedic/Firefighters Upon Hire - Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of \$52,000 - Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS) - Resolution Approving a Contract for Streetscape Design on Port Washington Road from Mequon Road to County Line Road in the Amount of \$24,000 - Resolution Ratifying the Recording of \$79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road - Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022

Future Agenda Topics

- Financial Policy and City Ordinance Reconciliation - Compensation Plan Analysis - Investment Portfolio Review by DANA	- User Fee Financial Policy - Life Insurance Review - Credit Card Processing Discussion
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2022 Completed Items

- Resolution Ratifying the City of Mequon's COVID-19 Emergency Medical Leave Policy Between January 1 - March 31, 2022 - Resolution Authorizing Execution of a Contract for Network Upgrades with Office Technology Group, Milwaukee, Wisconsin for a Not-to-Exceed Cost of \$43,866 - Resolution Approving a Second Amendment to the Cell Tower Lease Agreement with United States Cellular LLC Extending the License term at 11830 North Port Washington Road	- Resolution Authorizing a Town Center TID No. 3 Incentive with P2 Development, in Connection with Construction of a Planned Unit Development Located at 11040 and 11110 North Buntrock Avenue - Resolution Awarding the Sale of \$9,490,000 General Obligation Promissory Notes Series 2022A; Providing the Form of the Notes; and Levying a Tax in Connection Therewith - Resolution Approving a Revolving Loan Fund Application for \$100,000 for Mind+ Neurology, a medical clinic, located at 12200 Corporate Parkway
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• Resolution Approving a Third Amendment to the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC • Resolution Authorizing a Fifth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.	• Resolution Approving the First Amendment to a Lease Agreement with United States Cellular Operating Company LLC, in Connection with Installation of Additional Telecommunications Equipment on the City's Water Tower Located Along North Weston Drive
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