



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, May 9, 2023

7:00 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. April 11, 2023 Finance-Personnel Meeting Minutes

3) License Applications

Action requested: review and approve

a. May Licenses

4) Vouchers Paid

a. April 2023 Vouchers Paid List

5) Ordinances

Action requested: review and recommend approval

1. **ORDINANCE 2023-1650** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Per Diem for Employee Travel & Training to \$60 per Day

6) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4047** A Resolution Approving Revisions to the City's Family Medical Leave Act Policy

b. **RESOLUTION 4048** A Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City Sponsored Cell Phone Usage

c. **RESOLUTION 4049** A Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department

7) Information Items

a. 2023 YTD Budget Report as of March 31, 2023

b. 2023 YTD Investment Report as of March 31, 2023

c. Finance-Personnel Work Plan

8) Adjourn

Dated: May 9, 2023

/s/ Andrew Nerbun, Chair

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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, April 11, 2023

6:00 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

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

2) Approve Meeting Minutes

a. February 14, 2023 Finance-Personnel Meeting Minutes

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

Moved BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk
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b. March 14, 2023 Finance-Personnel Meeting Minutes

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

Moved BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk
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3) License Applications

a. April Licenses

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

Moved BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

Attachment: 041123 (8357 : April 11, 2023 Finance-Personnel Meeting Minutes)

AYES: Bushee, Parrish, Strzelczyk

4) Vouchers Paid

a. March 2023 Vouchers Paid List

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk

5) Ordinances

a. **ORDINANCE 2023-1649** An Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection Services, in an Amount Not-to-Exceed \$91,520

This ordinance is in conjunction with resolution 4037. Director Tollefson explained the City hired two new building inspectors at the end of 2022/beginning of 2023 due to two vacancies in the department. Of all the candidates who applied for the positions, none of them had all the qualifications or credentials needed. The department decided to hire two candidates with related field experience and train them so that they can earn their credentials by the end of 2023. This ordinance amends the operating budget, which was approved before the two new inspectors started at the City. The not-to-exceed amount of \$91,520 will be used to pay an independent contractor to help with inspections before the two City employees are fully qualified.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

6) Resolutions

a. **RESOLUTION 4037** A Resolution Approving a Contract for Supplemental Building Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of \$91,520

This resolution is related to ordinance 2023-1649. This approves a contract for supplemental building inspection services with Bella Consulting through the end of fiscal year 2023.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk

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

Assistant City Administrator Schoenemann talked through a PowerPoint presentation regarding the recent compensation study with GovHR. The firm offered several items to consider regarding salary compensation, merit increases, longevity increases and how to move individuals through their respective pay bands. Mr. Schoenemann gauged the Committee members in terms of their thoughts on all pieces moving forward over the next several years.

Alderman Strzelczyk asked if there was data showing how long all the employees who left the City within the last five years were employed. He was in favor of moving employees through their pay band sooner rather than later to not lose good talent.

All Committee members voted to approve the resolution tonight, which was dedicating \$49,215 to employees who are currently below the minimum salary in their respective pay band.

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

AYES:	Bushee, Parrish, Strzelczyk
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7) Information Items

- a. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn at 6:44 PM was made by Alderman Strzelczyk, seconded by Alderman Bushee. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director



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

www.ci.mequon.wi.us

Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: May 4, 2023
SUBJECT: May Licenses

Following are recommended approvals:

**PEDDLER'S, CANVASSER'S, SOLICITOR'S OR TRANSIENT MERCHANT'S
LICENSES - NEW - For the period of May 12, 2023 - August 12, 2023**

Edward Jones
10940 N. Port Washington Rd.
Mequon, WI 53092
Request door-to-door soliciting of financial services.

Applicant Names-Edward Jones

Harmony Rose Tchaikovski

**PEDDLER'S, CANVASSER'S, SOLICITOR'S OR TRANSIENT MERCHANT'S
LICENSES - RENEWAL - For the period of May 17, 2023 - August 17, 2023**

Richmond Investment Services LLC
7702 W. Mequon Rd.
Mequon, WI 53097
Request door-to-door soliciting of financial services.

Applicant Names-Richmond Investment Services LLC

Marcus John Mrugala

**VENDING DISTRIBUTOR LICENSE - RENEWAL - For the period of July 1, 2023 to
June 30, 2024**

Lake States Vending Inc.
N173 W21298 Northwest Passage
Jackson, WI 53037
Owner: Chad Robert Goeman
Machine Location: X-Golf Mequon at 11043 N.
Port Washington Rd.

Reds Novelty Ltd.
1921 S. 74th St.
West Allis, WI 53219
Owner: Jay G. Jacomet Machine
Machine Locations: River Club of Mequon at
12400 N. Ville du Parc Dr., Ferrante's Restaurant
at 10404 N. Port Washington Rd., and Crave Bar
& Food at 10401 N. Port Washington Rd.

**CLASS B BEER AND CLASS B LIQUOR LICENSE - CHANGE OF AGENT ONLY -
For the period of May 10, 2023 to June 30, 2023**

HGC River Club LLC DBA
River Club of Mequon
12400 N. Ville du Parc Dr.
Agent: Courtney Ann Buchach

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

Sybaris Clubs International Inc. DBA
Sybaris
10240 N. Cedarburg Rd.
Agent: Frederick Wahlen

Bonus Inc. DBA
Olsen's Piggly Wiggly #200
6111 W. Mequon Rd.
Agent: Ryan Layton Olsen

**CLASS A BEER LICENSE - RENEWAL - For the period of July 1, 2023 to June 30, 2024 -
Contingent upon passing all inspections**

Roettgers Company Inc. DBA
Mequon Mobil
11155 N. Wauwatosa Rd.
Agent: Michael Miller

**CLASS B BEER LICENSE - RENEWAL - For the period of July 1, 2023 to June 30, 2024 -
Contingent upon passing all inspections**

Barthels Bakery LLC DBA
Barthels Bakery
12246 N. Farmdale Rd.
Agent: Suzanne Michele Knudsen

**CLASS B BEER AND CLASS C WINE LICENSE - RENEWAL - For the period of July 1,
2023 to June 30, 2024 - Contingent upon passing all inspections**

BYB Sports Investments Group LLC DBA
Lakeshore Chinooks
12800 N. Lakeshore Dr.
Agent: Todd P. Kolosso

Kong Suwai LLA DBA
Kha Sushi Land
6005 W. Mequon Rd.
Agent: Khine S. Pyae

Santorini Grill LLC DBA
Santorini Grill
6300 W. Mequon Rd., Unit 104
Agent: Angela Pagoulatos

Kaleidoscope Hospitality LLC DBA
Vietnamese Noodles
1380 W. Mequon Rd.
Agent: Kong Meng Lo

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

Family Entertainment, LLC DBA
North Shore Cinema
11700 N. Port Washington Rd.
Agent: David Jerome Metz

St. Paul Fish Company Mequon LLC DBA
St. Paul Fish Company
6200 W. Mequon Rd.
Agent: Timothy Gladson Collins

Homeplate Asylum LLC DBA
Homeplate Asylum
7520 W. Donges Bay Rd.
Agent: Scott Arthur Gierach

Screaming Tuna Restaurant Mequon LLC DBA
Screaming Tuna
6300 W. Mequon Rd., Unit 102
Agent: Jeff T. Bronstad

Outpost Natural Foods Cooperative DBA
Outpost Natural Foods
7590 W. Mequon Rd.
Agent: Edward Senger

Chancery Restaurant of Mequon, Inc. DBA
Chancery Pub & Restaurant
11046 N. Port Washington Rd.
Agent: George Norbert Flees

Burger Joint LLC DBA
Crave Bar and Food
10401 N. Port Washington Rd.
Agent: Angela Pagoulatos

Howard J. Schroeder Post 457 DBA
Howard J. Schroeder Post 457
6050 W. Mequon Rd.
Agent: Lorna M. Friedlein

HGC River Club LLC DBA
River Club of Mequon
12400 N. Ville du Parc Dr.
Agent: John Robinson

The Landmark Inn LLC DBA
The Landmark Inn
10634 W. Freistadt Rd.
Agent: Amy Kristin Block

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

Lowlands Group LLC DBA
Café Hollander
5900 W. Mequon Rd.
Agent: Eric Gerard Wagner

Good City Brewing LLC DBA
Good City Brewing
6300 W. Mequon Rd., Unit 101
Agent: David Carder Dupee

Mequon Spur 16 DBA
Spur 16
6300 W. Mequon Rd.
Agent: Cynthia K. Shaffer

Following are recommended denials: None.

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID:

GENERAL FUND (0110)	881,656.16
SPECIAL REVENUE FUND (0210)	0.00
PARKS & OPEN SPACE (0220)	4,450.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	25,166.41
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	1,748,783.99
SEWER UT FUND (0610)	23,004.73
WATER UT FUND (0620)	102,630.59
TAX FIDUCIARY FUND (0810)	581.54
 TOTAL	 <u><u>2,786,273.42</u></u>

IN THE AMOUNT OF \$ 2,786,273.42 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

WILLIAM JONES
CITY ADMINISTRATOR

5/9/2023

Attachment: Voucher List (8436 : April 2023 Vouchers Paid List)

			Grand Total	\$2,786,273.42
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Assessor	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	2023 ASSESSOR OFFICE MAILINGS	246.02
Assessor Total				246.02
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - PUBLIC SAFETY	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	GARAGE DOOR REPAIR	2,256.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	VAV BOX REPAIR - PUBLIC SAFETY	1,894.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,764.00
Building Maintenance	11259	WENNIGER ELECTRIC INC	AIR COMPRESSOR CONTRACT	1,491.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPLACEMENTS - DPW BUILDING	1,295.93
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00
Building Maintenance	11145	TOTAL ENERGY SYSTEMS LLC	GENERATOR CONTRACT	1,080.00
Building Maintenance	11145	TOTAL ENERGY SYSTEMS LLC	GENERATOR CONTRACT	957.00
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	BRINE ROOM WORK ELECTRIC	789.15
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	BRINE ROOM WORK ELECTRIC	789.14
Building Maintenance	11145	TOTAL ENERGY SYSTEMS LLC	GENERATOR CONTRACT	779.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPLACEMENTS - DPW BUILDING	727.44
Building Maintenance	13011	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT	593.20
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	BAD PNEUMATIC CONTROS PUBLIC SAFETY BUILDING	569.00
Building Maintenance	11145	TOTAL ENERGY SYSTEMS LLC	GENERATOR CONTRACT	561.00
Building Maintenance	10115	BELL TAPE INC	JANITORAIL SUPPLIES - CITY BUILDINGS	544.68
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	BRINE ROOM WORK ELECTRIC	526.10
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	510.00
Building Maintenance	11145	TOTAL ENERGY SYSTEMS LLC	FAULT ON GENERATOR - PUBLIC SAFETY	471.00
Building Maintenance	13102	RICHLAND RESEARCH CORPORATION	DRAIN TREATMENT	389.85
Building Maintenance	13102	RICHLAND RESEARCH CORPORATION	DRAIN TREATMENT	359.85
Building Maintenance	10321	EGELHOFF LAWN MOWER SERVICE INC	BUILDING TOOL FOR CLEANING	350.00
Building Maintenance	13102	RICHLAND RESEARCH CORPORATION	DRAIN TREATMENT	329.86
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	318.69
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	258.60
Building Maintenance	13082	PERFORMANCE ELEVATOR CONSULTING LLC	ANNUAL ELEVATOR INSPECTION - CITY HALL & SAFETY BU	190.00
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES - CITY HALL	176.30
Building Maintenance	12524	ELLEN J SETZER	SCHEDULED MAINTENANCE INSPECTION - DPW PRESSURE WA	155.00
Building Maintenance	12400	BRAKE & EQUIPMENT CO INC	BATTERY REPLACEMENT GENERATOR	146.86
Building Maintenance	10691	MENARDS	SUPPLIES	137.25
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	HVAC REPAIR PARTS	135.57
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	HVAC REPAIR PARTS	135.56
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST ARREST EXTERMINATING	115.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	HVAC REPAIR PARTS	90.25
Building Maintenance	10074	AT & T CORP	ALARM CIRCUTS	84.30
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	71.15
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	FIREHOUSE BASEMENT	55.49
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	36.49
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	22.58
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	16.52
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	FIREHOUSE BASEMENT	9.99
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	8.81
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	FIREHOUSE BASEMENT	3.69
Building Maintenance Total				27,971.30
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	42.35
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	33.49
City Administrator Total				75.84
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	2/26/23-4/1/23 PUBLICATIONS	260.92
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	RECEIPTS/DISBURSEMENTS	81.10
City Clerk Total				4,342.02
Common Council	10856	OZAUKEE COUNTY ECONOMIC DEVEL	2023 MEMBERSHIP DUES	1,500.00
Common Council Total				1,500.00
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	295.54
Communications Total				295.54
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,134.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PC PUBLIC NOTICES IN NEWSPAPER	79.08
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	51.00
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	50.90
Community Development	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR OFFICE SUPPLIES-FED EX MAILING	31.58
Community Development Total				1,346.56
Elections	10854	OZAUKEE COUNTY CLERK	4-4-23 ELECTION NOTICES, SUPPLIES, BALLOTS ETC	1,552.81
Elections	11634	EVELYN S ZGANJAR	3/27/23 TRAINING, 4/4/2023 ELECTION HELP, 4/10 BOC	195.00
Elections	11773	TURNER, DIANA T	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	185.00
Elections	12270	KOHL, STEPHANI	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	185.00
Elections	12711	NEAL ANDREW LINKON	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	185.00
Elections	11957	BROGHAMMER, KATHLEEN M	3/27/23 TRAINING & 4/4/2023 ELECTION DAY HELP	185.00
Elections	12824	LINDA JANCZAK	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	185.00
Elections	11589	ROBERT GOSEWEHR	3/27/23 TRAINING & 4/4/2023 ELECTION DAY HELP	185.00
Elections	12778	NANCY MARTIN	3/27/23 TRAINING & 4/4/2023 ELECTION DAY HELP	185.00
Elections	90001	TEMP STAFF REIMB	MILEAGE REIMBURSEMENT FOR 2/22, 2/23, 4/6, 4/12/23	168.99
Elections	11843	PIKU, CAROL E	3/27/23 TRAINING, 4/4/2023 ELECTION HELP, 4/10 BOC	145.00
Elections	12828	KAREN HUFFMAN	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00

Attachment: April 2023 AP Vendor Listing by Dept (8436 : April 2023 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Elections	12677	DEANNA BOGIE CONATY	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	12712	LEE WUESTHOFF	3/20/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	11993	ALLEN JON LAVINE	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	13035	CANDACE BURROWS	3/17/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	12952	MADLINE HENRY	3/27/23 TRAINING & 4/4/2023 ELECTION DAY HELP	135.00
Elections	13048	GORDON LEE WOOD	3/20/23 TRAINING & 4/4/2023 ELECTION DAY HELP	135.00
Elections	12823	LAWRENCE JANCZAK	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	12947	AMY CESARZ	3/27/23 TRAINING & 4/4/2023 SPECIAL ELECTION HELP	135.00
Elections	12709	DIANA LYNN LEVY	4/4/2023 ELECTION DAY HELP	125.00
Elections	12206	TITUS, GRETCHEN Z.	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12092	PALUBISKI, BARBARA D.	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12987	NEENA FLORSHEIM	4/4/2023 ELECTION DAY HELP	125.00
Elections	13062	MELISSA JEANINE WILSON	4/4/2023 ELECTION DAY HELP	125.00
Elections	12964	HEATHER TIRRO	4/4/2023 ELECTION DAY HELP	125.00
Elections	12194	BARNES, RICHARD E.	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12435	SANDRA JEAN LINNEMASTONS	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12774	GREGORY LEE	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12803	LYNN CLARK	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	11644	CYNTHIA Q WACHS	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12200	GIFFORD, THOMAS M.	4/4/2023 ELECTION DAY HELP	125.00
Elections	12432	GARY J REDLINGER	4/4/2023 ELECTION DAY HELP	125.00
Elections	12962	CATHERINE SEASHOLES	4/4/2023 ELECTION DAY HELP	125.00
Elections	12950	SHARON HALL	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	13036	VERNETTA JEFFERSON	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12812	SALLY LYNE	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12809	NEIL GLASSTEIN	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	11714	BARNES, ROANNE L	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12725	BARRY S. WERNER	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	11657	JULIE R BURTON	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	13040	ANDREW LAMB	4/4/2023 ELECTION DAY HELP	125.00
Elections	13100	JANE KELLEY	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12714	MONTGOMERY S. HUNT	4/4/2023 ELECTION DAY HELP	125.00
Elections	11646	SUSAN G GEBHARDT	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12782	CASEY O'BRIEN	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12811	JOEL HUFFMAN	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12956	NATALIE LOHR	4/4/2023 ELECTION DAY HELP	125.00
Elections	11594	VALERIE A LUTZEN	4/4/2023 ELECTION DAY HELP	125.00
Elections	12592	JOAN V EWIG	4/4/2023 ELECTION DAY HELP	125.00
Elections	12438	MARILYN K HART	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12953	BARBARA HERNANDEZ	4/4/2023 ELECTION DAY HELP	125.00
Elections	12819	NANCY GUY	4/4/2023 ELECTION DAY HELP	125.00
Elections	12820	LINDA OEHLKE	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12813	DANA PETERSON	4/4/2023 ELECTION DAY HELP	125.00
Elections	12775	MARTHA MANSKE	4/4/2023 ELECTION DAY HELP	125.00
Elections	11992	KAREN D. KRCHMA	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12501	BRIAN LAWLESS	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	12720	MICHAEL KRCHMA	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	11641	MARY K MELROSE	4/4/2023 ELECTION DAY HELP	125.00
Elections	12266	DERNEHL, LOUISE E	4/4/2023 SPECIAL ELECTION HELP	125.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	99.24
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	98.32
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	95.06
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	89.02
Elections	90004	POLL WORKER	REIMBURSEMENT FOR ELECTION DAY 4/4/23 PER DIEM	84.37
Elections	12824	LINDA JANCZAK	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	72.50
Elections	13049	MELISSA EARNEST	3/20/23 TRAINING & 4/4/2023 ELECTION DAY HELP	72.50
Elections	12952	MADLINE HENRY	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	72.50
Elections	12954	DAVID HILL	3/20/23 TRAINING & 4/4/2023 ELECTION DAY HELP	72.50
Elections	12946	ALISHA CAMPBELL	3/27/2023 TRAINING & 4/4/2023 ELECTION HELP	72.50
Elections	12676	SARAH ELIZABETH RIEMER	4/4/2023 ELECTION DAY HELP	62.50
Elections	11601	SHIRLEY L CAMPBELL	4/4/2023 ELECTION DAY HELP	62.50
Elections	12268	ERNEST, DONALD FRED	4/4/2023 ELECTION DAY HELP	62.50
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	4/4/2023 ELECTION DAY HELP	62.50
Elections	12721	SUELLEN M. DOMENCICH	4/4/2023 ELECTION DAY HELP	62.50
Elections	12723	SHERYL ANN REED	4/4/2023 ELECTION DAY HELP	62.50
Elections	11615	CAROL E BUTZKE	4/4/2023 ELECTION DAY HELP	62.50
Elections	13099	CLIFFORD LEE JOHNSON III	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	13033	BARBARA APPEL	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	13046	MARY WATSON BURKE	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	12945	GARY BALCERZAK	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	12581	LAURA JILL GRAUPE	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	12272	NOWAK, LYNN EDWARD	4/4/2023 ELECTION DAY HELP	62.50
Elections	12977	COLLEEN WITTERHOLT	4/4/2023 ELECTION DAY HELP	62.50
Elections	12975	MARGARET KNITTER	4/4/2023 ELECTION DAY HELP	62.50
Elections	12808	WALTER GEILFUSS	4/4/2023 ELECTION DAY HELP	62.50
Elections	12835	DAVID HARDER	4/4/2023 ELECTION DAY HELP	62.50

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Elections	12706	NANCY JACOBS	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	11588	JEAN C CLINE	4/4/2023 ELECTION DAY HELP	62.50
Elections	11582	MARY J THORNBURG	4/4/2023 ELECTION DAY HELP	62.50
Elections	13038	LISA MARIE KLOOSTER	4/4/2023 ELECTION DAY HELP	62.50
Elections	11612	JOANNE K TERRY	4/4/2023 ELECTION DAY HELP	62.50
Elections	12779	ERIC NEUSEN	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	11718	MYERS, JOANN L	4/4/2023 ELECTION DAY HELP	62.50
Elections	12958	KATHLEEN MILLER	4/4/2023 ELECTION DAY HELP	62.50
Elections	12425	JULIE A. STUHLMACHER	4/4/2023 ELECTION DAY HELP	62.50
Elections	12826	SUSAN HOHN	4/4/2023 ELECTION DAY HELP	62.50
Elections	12825	MAURINA PARADISE	4/4/2023 ELECTION DAY HELP	62.50
Elections	12976	GREG WITTERHOLT	4/4/2023 ELECTION DAY HELP	62.50
Elections	11628	INGRID A BADER	4/4/2023 ELECTION DAY HELP	62.50
Elections	12836	DEBORAH HARDER	4/4/2023 ELECTION DAY HELP	62.50
Elections	12877	MARSHA MILLER	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	11665	PAMELA P NONKEN	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	12970	ROBERT MILLER	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	12591	ELEANOR L PIPKORN	4/4/2023 ELECTION DAY HELP	62.50
Elections	12818	PATRICIA ZAMORA	4/4/2023 SPECIAL ELECTION HELP	62.50
Elections	11998	JEAN HALE JOHNSON	4/4/2023 ELECTION DAY HELP	62.50
Elections	12677	DEANNA BOGIE CONATY	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	57.50
Elections	12711	NEAL ANDREW LINKON	SPECIAL ELECTION HELP 3/15-3/16/2023	50.00
Elections	12823	LAWRENCE JANCZAK	SPECIAL ELECTION HELP 3/14-3/15/2023	50.00
Elections	11589	ROBERT GOSEWEHR	SPECIAL ELECTION HELP 3/14-3/16/2023	50.00
Elections	11957	BROGHAMMER, KATHLEEN M	SPECIAL ELECTION HELP 3/14-3/15/2023	50.00
Elections	90003	POLICE RESERVE	4/4/2023 SPECIAL ELECTION BALLOT DELIVERY	50.00
Elections	12677	DEANNA BOGIE CONATY	SPECIAL ELECTION HELP 3/15-3/16/2023	50.00
Elections	12824	LINDA JANCZAK	SPECIAL ELECTION HELP 3/14-3/15/2023	50.00
Elections	12823	LAWRENCE JANCZAK	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	42.50
Elections	11843	PIKU, CAROL E	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	40.00
Elections	12699	MARIA TERESA DHALA	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	30.00
Elections	12711	NEAL ANDREW LINKON	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	30.00
Elections	11993	ALLEN JON LAVINE	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	30.00
Elections	13044	SIMON SALAMA	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	30.00
Elections	12778	NANCY MARTIN	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	11957	BROGHAMMER, KATHLEEN M	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	12200	GIFFORD, THOMAS M.	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	12962	CATHERINE SEASHOLES	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	12964	HEATHER TIRRO	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	12721	SUELLEN M. DOMENCICH	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	27.50
Elections	12270	KOHL, STEPHANI	SPECIAL ELECTION HELP 3/16/2023	25.00
Elections	90003	POLICE RESERVE	4/4/2023 SPECIAL ELECTION BALLOT DELIVERY	25.00
Elections	12682	WILLIAM BUCHAN	SPECIAL ELECTION HELP 3/14-3/15/2023	25.00
Elections	90003	POLICE RESERVE	4/4/2023 SPECIAL ELECTION BALLOT DELIVERY	25.00
Elections	12778	NANCY MARTIN	SPECIAL ELECTION HELP 3/16/2023	25.00
Elections	12093	BUCHAN, MARTHA S.	SPECIAL ELECTION HELP 3/14-3/15/2023	25.00
Elections	12200	GIFFORD, THOMAS M.	SPECIAL ELECTION HELP 3/14-3/15/2023	25.00
Elections	90001	TEMP STAFF REIMB	MILEAGE RELATED TO CLRK/ELECTION DUTIES 4/4-4/5/23	22.93
Elections	13038	LISA MARIE KLOOSTER	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	12268	ERNEST, DONALD FRED	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	11773	TURNER, DIANA T	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	12947	AMY CESARZ	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	13100	JANE KELLEY	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	11589	ROBERT GOSEWEHR	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	12946	ALISHA CAMPBELL	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	13099	CLIFFORD LEE JOHNSON III	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	20.00
Elections	12270	KOHL, STEPHANI	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	17.50
Elections	12803	LYNN CLARK	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	17.50
Elections	12581	LAURA JILL GRAUPE	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	17.50
Elections	11641	MARY K MELROSE	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	12.50
Elections	12132	SCHMALE, LINDA L.	CLERKS OFFICE HELP 3/30-3/31/23 & PRENUMBERING 4/2	12.50
Elections	10854	OZAUKEE COUNTY CLERK	2/21/23 ELECTION NOTICES & INSERTS	3.77
Elections Total				14,352.01
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	9,678.00
Engineering	10995	RUEKERT & MIELKE INC	ENCLAVE PH VI UTILITY INSPECTION-RES 4020	4,309.91
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	3,990.00
Engineering	12322	BAXTER & WOODMAN, INC.	TORREY DR SWMP REVIEW	1,387.50
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE PLOTTER LEASE	296.61
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	137.98
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	135.19
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03
Engineering Total				20,041.25
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	2022 AUDIT & TAX REPORT	21,513.00
Finance	12326	KEY BENEFIT CONCEPTS LLC	OPEB VALUATION DATE 12/31/21 SERVICE THROUGH 4/23	6,300.00
Finance	13101	PLAN IT SOFTWARE LLC	PLAN-IT LICENSE EXTENSION CIP SOFTWARE	800.00
Finance Total				28,613.00
Fire / EMS	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	3RD SOFD QUARTERLY FUNDING & CAPITAL FUNDING	338,093.50

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Fire / EMS Total				338,093.50
Fleet Services	10475	HALRON LUBRICANTS INC	LUBRICANTS	4,422.25
Fleet Services	10135	BOBCAT PLUS INC	HYD. PUMP FOR 420	1,953.33
Fleet Services	12867	ADAMS INDUSTRIES INC	STEEL ORDER	1,236.00
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	WORK SUPPLIES	1,186.94
Fleet Services	12980	TEREX USA LLC	BUCKET INSPECTION	1,030.00
Fleet Services	10135	BOBCAT PLUS INC	WORK SUPPLIES	729.48
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	536.75
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	479.06
Fleet Services	11122	TERMINAL SUPPLY INC	ELECTRICAL SUPPLIES	442.86
Fleet Services	12103	BROOKS TRACTOR, INC.	BRAKE REPAIR 339	434.86
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRES	425.00
Fleet Services	11497	LF GEORGE INC	CHIPPER PARTS	352.64
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	326.64
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	307.78
Fleet Services	10523	APPLIED US, L.P.	HYD FITTINGS	303.23
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	273.48
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYCLING	217.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	198.55
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	TODD TOOL ALLOWANCE	144.82
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	144.74
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	143.40
Fleet Services	12542	FPR INVESTMENTS, LLC	HYDRAULIC SUPPLIES	121.10
Fleet Services	10426	GIERACH'S SERVICE INC	TOWING	119.00
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRES	116.03
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR PARTS	114.42
Fleet Services	10426	GIERACH'S SERVICE INC	TOWING	113.00
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	99.46
Fleet Services	12542	FPR INVESTMENTS, LLC	HYDRAULIC SUPPLIES	95.45
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	91.96
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	67.23
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	60.48
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	48.88
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	47.22
Fleet Services	12390	ADVANCE AUTO PARTS	WORK SUPPLIES	44.79
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	33.49
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	32.41
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	31.66
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR PARTS	25.54
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	21.86
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	21.43
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WORK SUPPLIES	15.70
Fleet Services	13073	BOEHLKE HARDWARE & PLUMBING	WORK SUPPLIES	7.59
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	7.58
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	5.08
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	SHIP UPS CREDIT	-20.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	TUBE RETURN CREDIT	-91.96
Fleet Services	10475	HALRON LUBRICANTS INC	TOTE RETURN	-150.00
Fleet Services Total				16,368.21
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	BUILDING TOOL FOR CLEANING	699.99
Forestry	10639	SCHOESSOW, CARY A.	SIGNS FOR ARBOR DAY	576.00
Forestry	12400	BRAKE & EQUIPMENT CO INC	PARTS	341.72
Forestry	12400	BRAKE & EQUIPMENT CO INC	PARTS	210.84
Forestry	10691	MENARDS	CHAIN FOR TOOL CAT TRAILER	160.50
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	45.98
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	31.80
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	28.94
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	13.00
Forestry	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	12.99
Forestry	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	0.66
Forestry Total				2,273.50
General Fund - General Activities	90007	MISC REFUNDS	ESCROW REFUND LANDSCAPING/FENCE (FROEDTERT HOSP)	15,723.95
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	2,900.58
General Fund - General Activities	10707	MEQUON POLICE ASSOCIATION	UNION DUES 4/14/2023	2,220.00
General Fund - General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/28/23	1,240.09
General Fund - General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/14/23	1,240.09
General Fund - General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/14/2023	816.00
General Fund - General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/28/2023	816.00
General Fund - General Activities	10865	OZAUKEE COUNTY TREASURER	2021 AG USE CONVERSION CHARGE COLLECTED-CO PORTION	597.71
General Fund - General Activities	90007	MISC REFUNDS	REFUND HOLDING TANK DEPOSIT FOR 13530 N LAKEWOOD	500.00
General Fund - General Activities	10714	MEQUON TREASURER-PETTY CASH	2023 SEASON POOL BAGS CASH	450.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND PARK RENTAL GAZEBO CANCELLATION 9/16/23	318.72
General Fund - General Activities	90007	MISC REFUNDS	REFUND BOARD OF APPEAL FEE HEARING 3/2/23 NOT HELD	215.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND SECURITY DEPOSIT RIVER BARN RENTAL 4/22/23	200.00
General Fund - General Activities	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9941 N RIVER ROAD	156.00

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	106.40
General Fund - General Activities	12651	AMAZON CAPITAL SERVICES, INC	SOFD BOOKS FOR CLASS	102.00
General Fund - General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MAY 2023	91.60
General Fund - General Activities	90007	MISC REFUNDS	REFUND FIREWORKS FEE FOR CANCELLED EVENT 2/22/23	75.00
General Fund - General Activities	12405	TELECOM ONE, INC	PHONE BILL 4/1-4/30/2023 ACCT 10000501831	64.51
General Fund - General Activities	90006	PERMIT REFUNDS	PERMIT SEC DEP REFUND 3917 W GAZEBO HILL PKWY	60.00
General Fund - General Activities	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	51.80
General Fund - General Activities	90002	PARK REFUNDS	REFUND SECURITY DEPOSIT LEMKE PARK RENTAL 4/16/23	50.00
General Fund - General Activities	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	47.28
General Fund - General Activities	90007	MISC REFUNDS	REFUND FOR DRIVEWAY CULVERT-ROAD PROGRAM	28.67
General Fund - General Activities	90007	MISC REFUNDS	REFUND CULVERT-HIGHLAND RD NOT REPAVED IN 2023	28.67
General Fund - General Activities	90007	MISC REFUNDS	REFUND FOR CULVERT-2 DRIVEWAYS ONLY 1 COMPLETED	28.67
General Fund - General Activities	90007	MISC REFUNDS	REFUND CULVERT-2 DRIVEWAYS ONLY ONE COMPLETED	28.67
General Fund - General Activities	90007	MISC REFUNDS	REFUND OF DENIED BURN PERMIT	20.00
General Fund - General Activities	90002	PARK REFUNDS	REFUND PARK RENTAL GAZEBO CANCELLATION 9/16/23	17.53
General Fund - General Activities	10610	L A W HEALTH BENEFIT TRUST	MEQUON PAYROLL 4/28/2023 GRAYCAREK	10.00
General Fund - General Activities Total				28,204.94
General Government Equipment	12651	AMAZON CAPITAL SERVICES, INC	POOL SCANNERS AND IT NETWORK EQUIPMENT	277.99
General Government Equipment	10182	CDW GOVERNMENT INC	RACKMOUNT IT RM-FR-T15 MOUNTING KIT 19"	116.60
General Government Equipment	10182	CDW GOVERNMENT INC	TRIPP LITE CAT6 SNAGLESS MOLDED PATCH CABLE	71.04
General Government Equipment	10182	CDW GOVERNMENT INC	TRIPP LITE CAT6 SNAGLESS MOLDED PATCH CABLE	64.40
General Government Equipment	10182	CDW GOVERNMENT INC	TRIPP LITE CAT6 SNAGLESS MOLDED PATCH CABLE	57.72
General Government Equipment Total				587.75
General Government Other	12938	COMPLEX SECURITY SOLUTIONS INC	CITY HALL DOOR PROJECT PER RES	10,038.29
General Government Other	12938	COMPLEX SECURITY SOLUTIONS INC	CITY HALL DOOR PROJECT PER RES	3,549.42
General Government Other	10428	GILLITZER ELEC CO LTD, FRANK	ELECTRICAL WORK DOOR PROJECT	2,031.09
General Government Other Total				15,618.80
Highway	12230	COMPASS MINERALS AMERICA INC.	STATE CONTRACT ROAD SALT	32,680.86
Highway	12352	ENNIS PAINT, INC	WHITE AND YELLOW PAINT DRUMS	19,386.12
Highway	12137	POTTERS INDUSTRIES LLC	REFLECTIVE ROAD PAINTING BEADS	2,508.00
Highway	10428	GILLITZER ELEC CO LTD, FRANK	BRINE ROOM WORK ELECTRIC	2,104.40
Highway	10172	CARLIN SALES CORP	LANDSCAPING/TOOLS	1,627.64
Highway	11109	SUPERIOR CHEMICAL CORP	TRUCK CLEANING SOLUTION	619.96
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD PICKUP & DISPOSAL	600.00
Highway	10368	FASTENAL COMPANY	SUPPLIES - SIGNS	464.70
Highway	12524	ELLEN J SETZER	SCHEDULED MAINTENANCE INSPECTION - DPW PRESSURE WA	419.13
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	225.84
Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	REPAIR OF TRAFFIC SIGNALS AT MEQUON RD/BUNTROCK AV	210.00
Highway	10423	GERMANTOWN, VILLAGE OF	TREE REMOVAL	187.24
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	141.81
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	118.12
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	69.28
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	66.86
Highway	12651	AMAZON CAPITAL SERVICES, INC	UNDERBODY PRESSURE WASH SYSTEM	57.99
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	53.94
Highway	90007	MISC REFUNDS	REIMBURSEMENT FOR DAMAGE TO MAILBOX BY CITY PLOW	50.00
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	39.58
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	23.92
Highway	10287	DIGGERS HOTLINE INC	LOCATES	22.62
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	9.33
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	8.23
Highway Total				61,845.77
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	315.65
Human Resources	12882	AURORA MEDICAL GROUP INC	Aurora: Pre-Employment Testing	100.00
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	Amazon: HR Specific Supplies	71.89
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	30.47
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	30.21
Human Resources Total				548.22
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Security, Monitoring, Backup Systems, and Support	7,685.00
Information Services	11701	TYLER TECHNOLOGIES INC	DPW Timeclock from Tyler Tech	2,965.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Dell ProSupport Warranty Renewal	2,066.74
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	1,037.27
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network 3 Buildings	895.00
Information Services	12405	TELECOM ONE, INC	PHONE BILL 4/1-4/30/2023 ACCT 10000501831	322.55
Information Services	10182	CDW GOVERNMENT INC	LENOVO D27-30 LED MONITOR 27" FULL HD	257.88
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network 3 Buildings	186.98
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber for FS2	150.13
Information Services	10182	CDW GOVERNMENT INC	LENOVO D27-30 LED MONITOR 27" FULL HD	118.73
Information Services	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR IT MANAGER CARDS	117.74
Information Services	10182	CDW GOVERNMENT INC	LOGITECH MK320 WIRELESS KEYBOARD & MOUSE SET	103.92
Information Services	10182	CDW GOVERNMENT INC	CORSAIR STREAM DECK MK 2 BROWN BOX-BLACK	91.04
Information Services	10182	CDW GOVERNMENT INC	LOGITECH MK320 WIRELESS KEYBOARD & MOUSE SET	53.70
Information Services	10182	CDW GOVERNMENT INC	LOGITECH MK320 WIRELESS KEYBOARD & MOUSE SET	26.85
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	26.30
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	26.30
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	24.00

Attachment: April 2023 AP Vendor Listing by Dept (8436 : April 2023 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	23.80
Information Services	12651	AMAZON CAPITAL SERVICES, INC	PCI SERIAL ADAPTER CARD CREDIT	-26.30
Information Services Total				16,152.63
Inspections	12523	LAKE COUNTRY INSPECTIONS LLC	March Invoice for Bob Blankenheim	7,900.00
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	366.00
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	115.78
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	115.42
Inspections Total				8,497.20
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2023 LEGAL FEES 3/1/23-3/31/23	7,000.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	2023 LEGAL FEES 2/1/23-2/28/23	6,650.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	2,000.00
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	PROFESSIONAL SERVICES THROUGH 3/31/2023	1,008.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	800.00
Legal Counsel Total				17,458.00
Library Services Grant	11133	THIENSVILLE, VILLAGE OF	2ND QTR LIBRARY SUPPORT PAYMENT 2023	276,679.00
Library Services Grant Total				276,679.00
Local Road Projects	10624	LANGE ENTERPRISES OF WISCONSIN INC	PURCHASE OF REPLACEMENT ROAD SIGNS & HARDWARE	29,517.66
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM	5,290.00
Local Road Projects	12352	ENNIS PAINT, INC	WHITE AND YELLOW PAINT DRUMS	2,778.88
Local Road Projects	90007	MISC REFUNDS	REFUND CULVERT-HIGHLAND RD NOT REPAVED IN 2023	521.33
Local Road Projects	90007	MISC REFUNDS	REFUND FOR CULVERT-2 DRIVEWAYS ONLY 1 COMPLETED	521.33
Local Road Projects	90007	MISC REFUNDS	REFUND CULVERT-2 DRIVEWAYS ONLY ONE COMPLETED	521.33
Local Road Projects	90007	MISC REFUNDS	REFUND FOR DRIVEWAY CULVERT-ROAD PROGRAM	521.33
Local Road Projects Total				39,671.86
Parks	12991	HOMESTYLE CUSTOM UPHOLSTERY LLC	CUSTOM UPHOLSTERY	1,305.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	398.00
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	243.43
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	LANDSCAPING/TOOLS	239.99
Parks	11245	WAYSIDE NURSERIES INC	CHOCOLATE MULCH	175.00
Parks	10691	MENARDS	HARDWARE AND SUPPLIES	148.67
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	135.00
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	130.96
Parks	11245	WAYSIDE NURSERIES INC	CHOCOLATE MULCH	128.00
Parks	11245	WAYSIDE NURSERIES INC	CHOCOLATE MULCH	128.00
Parks	11245	WAYSIDE NURSERIES INC	CHOCOLATE MULCH	128.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	88.61
Parks	11245	WAYSIDE NURSERIES INC	CHOCOLATE MULCH	87.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	53.83
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	47.99
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	MOWER/TRIMMER SUPPLIES	44.70
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	41.38
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	33.49
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	33.27
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	32.41
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	21.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	19.42
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	14.39
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	14.39
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	12.59
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	7.73
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	7.72
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.26
Parks Total				3,726.23
Parks Nature Preserve	11538	MEQUON NATURE PRESERVE, INC	RENT REBATE Q1 2023	4,450.00
Parks Nature Preserve Total				4,450.00
Police	13005	POWERDMS INC	ACCREDITATION SUBSCRIPTION	1,150.00
Police	11778	AXON ENTERPRISE INC	TASER EQUIPMENT	997.20
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	981.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS	677.25
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	565.43
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	POLICE TRAINING	467.57
Police	12558	HALO BRANDED SOLUTIONS, INC.	UNIFORMS	452.00
Police	10204	CINTAS	FIRE EXTINGUISHER MAINTENANCE	397.98
Police	10408	GALLS LLC	UNIFORMS	354.18
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	306.30
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICES	280.00
Police	12405	TELECOM ONE, INC	PHONE BILL 4/1-4/30/2023 ACCT 10000501831	258.04
Police	10408	GALLS LLC	UNIFORMS	198.80
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	198.10
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICES	195.00
Police	10408	GALLS LLC	UNIFORMS	189.18
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT	182.40
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	172.63
Police	11211	VERIZON WIRELESS SERVICES LLC	PHONE RECORDS	150.00
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	135.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	133.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	102.25
Police	10408	GALLS LLC	UNIFORMS	99.99

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT FOR FUEL FOR FUNERAL	91.67
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	79.99
Police	10909	PORT-A-JOHN, INC.	PORT A JOHN RENTAL	76.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	57.24
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/4-4/7/2023	51.15
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	39.99
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/3-4/4/2023	23.64
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/3-4/4/2023	23.64
Police	10695	NELL ENTERPRISES, LLC	HARDWARE	17.98
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	12.99
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	12.69
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT	5.94
Police	10695	NELL ENTERPRISES, LLC	HARDWARE	5.90
Police	10695	NELL ENTERPRISES, LLC	HARDWARE	1.78
Police Total				9,233.58
Public Safety Equipment	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	3RD SOFD QUARTERLY FUNDING & CAPITAL FUNDING	10,000.00
Public Safety Equipment	12938	COMPLEX SECURITY SOLUTIONS INC	CAMERAS	4,619.86
Public Safety Equipment	13103	MPI CORPORATE HOLDINGS INC	PROMOTIONAL PRODUCTS	1,572.78
Public Safety Equipment Total				16,192.64
Public Safety Vehicles	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	3RD SOFD QUARTERLY FUNDING & CAPITAL FUNDING	100,000.00
Public Safety Vehicles	11835	EWALD'S HARTFORD FORD LLC	2 SQUAD CAR PURCHASES (Res 3967)	38,091.00
Public Safety Vehicles	11835	EWALD'S HARTFORD FORD LLC	2 SQUAD CAR PURCHASES (Res 3967)	37,658.00
Public Safety Vehicles Total				175,749.00
Public Works Other	10428	GILLITZER ELEC CO LTD, FRANK	ELECTRICAL FOR AMPLIFIER AND SPEAKER AT RENNKE	2,775.00
Public Works Other Total				2,775.00
Public Works Vehicles	11503	MID-STATE GROUP, INC.	REPLACEMENT FOR UNIT 456 - SCAG TURF TIGER ZERO TU	14,296.00
Public Works Vehicles	12542	FPR INVESTMENTS, LLC	GREASE SYSTEM FOR 2022 PLOW TR	1,128.61
Public Works Vehicles Total				15,424.61
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	259.34
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/28/23	111.46
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/14/23	111.46
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/28/2023	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 4/14/2023	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT MAY 2023	13.76
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	10.40
Sewer General Activities Total				626.42
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	9/1/22-10/31/22 STH 57-VIL BROWN DEER & CITY M	46,771.71
Sewer UT Operations	11133	THIENSVILLE, VILLAGE OF	MATC ANNUAL SEWER CHARGE 2023	5,684.00
Sewer UT Operations	11062	RASMITH, INC	ETS MONITORING (#3780-23)	2,927.75
Sewer UT Operations	10330	ELLSWORTH CO INC, JOHN M	TRASH PUMP HOSES, PARTS	1,848.53
Sewer UT Operations	12607	GREAT LAKES TV SEAL INC	SEAL LS B WITH GROUT #3583	1,581.95
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL WORK (3566-23-E) RES 3973	1,205.75
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	TAMERLANE DR LS O FM (#3491)	1,076.08
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	648.70
Sewer UT Operations	10647	LINCOLN CONTRACTORS SUPPLY INC	MISC SUPPLIES	455.89
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	430.65
Sewer UT Operations	10241	CRANE ENGINEERING SALES INC	STATION SUPPLIES	425.74
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC.	CALIBRATION GAS & SENSORS	363.74
Sewer UT Operations	12355	DAVID MOSGALLER	SEWER LATERAL WORK #3566	325.00
Sewer UT Operations	11145	TOTAL ENERGY SYSTEMS LLC	GENERATOR PARTS	261.99
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTR FEES	258.60
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	2023 WATER & SEWER BILLS	237.14
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	2023 SEWER FLAT BILLS	231.80
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	BATTERIES & MISC	154.08
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	BATTERIES & MISC	121.37
Sewer UT Operations	10647	LINCOLN CONTRACTORS SUPPLY INC	MISC SUPPLIES	94.68
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	79.14
Sewer UT Operations	12482	CITY OF MILWAUKEE-DPW	Q1 2023 SEWER AGREEMENT #2531	78.00
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	68.97
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	63.69
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	60.08
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	60.08
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	53.15
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY SEWER RELAY IN STH 57 (#1953-I-18)	44.58
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	21.39
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	17.01
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	11.69
Sewer UT Operations	12400	BRAKE & EQUIPMENT CO INC	CREDIT FOR HITCHES	-94.24
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY SEWER STH 57 #1953 RES 3700	-43,190.38
Sewer UT Operations Total				22,378.31
Special Federal Grant Fund	12098	NELSON SYSTEMS, INC.	TELEPHONE RECORDING SYSTEM	14,472.90
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	3,992.00
Special Federal Grant Fund	13014	GOVHR USA LLC	COMPENSATION STUDY-CONSULTING	3,840.00
Special Federal Grant Fund	13091	NATIONAL BUSINESS FURNITURE LLC	ERGONOMIC STUDY/ACCOUNTING SPECIALIST DESK	1,519.15
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	1,014.39
Special Federal Grant Fund	12651	AMAZON CAPITAL SERVICES, INC	E POLL BK PRINTER/TAPE	327.97
Special Federal Grant Fund Total				25,166.41

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	POOL MANAGEMNET CONTRACT	2,950.00
Swimming Pool	10321	EGELHOFF LAWN MOWER SERVICE INC	BUILDING TOOL FOR CLEANING	350.00
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	CPO CERTIFICATION - JUSTIN	325.00
Swimming Pool	10691	MENARDS	POOL WORK SUPPLIES	69.90
Swimming Pool	10691	MENARDS	POOL WORK SUPPLIES	49.95
Swimming Pool	12651	AMAZON CAPITAL SERVICES, INC	POOL SCANNERS AND IT NETWORK EQUIPMENT	46.99
Swimming Pool Total				3,791.84
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 150081100600	415.16
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 141440009000	135.92
Tax Fiduciary Fund	90005	TAX CHECK REFUNDS	2022 TAX OVERPAYMENT REFUND 140620403000	30.46
Tax Fiduciary Fund Total				581.54
TIF 3	11248	WE ENERGIES	TC TIF EXPENDITURE	922,905.60
TIF 3	11248	WE ENERGIES	TC TIF EXPENDITURE	260,463.15
TIF 3	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	TC TIF EXPENDITURE	164,123.06
TIF 3	11248	WE ENERGIES	TC TIF EXPENDITURE	125,975.65
TIF 3	10572	JOHNSON'S NURSERY INC	TC TIF EXPENDITURE	8,813.75
TIF 3	12985	BRIDGETOWER OPCO LLC	TC TIF EXPENDITURE	483.12
TIF 3 Total				1,482,764.33
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	1,500.00
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	400.00
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/28/23	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/14/23	111.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	25.91
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 5/1/23-5/31/23	1.60
Water general Activities Total				2,150.43
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	50,648.60
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	14,712.58
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	8,798.27
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	3,221.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	3,200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	2,230.55
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	2,024.02
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	1,280.50
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	1,094.62
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	1,053.31
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	1,012.01
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	700.00
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATES	609.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	600.00
Water UT Operations	10489	CORE & MAIN	SERVICES	519.20
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	500.00
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT	420.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	413.06
Water UT Operations	10803	NEWMAN CHEVROLET INC	DEF INJECTPR CLEANING	412.25
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	350.00
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DISINFECTANT BYPRODUCT AND LEAD AND COPPER, UCMRS	340.74
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	330.45
Water UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MAINTENANCE OF TOWER ELEC	270.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	249.60
Water UT Operations	12232	BAYSIDE PRINTING INC.	2023 WATER & SEWER BILLS	158.09
Water UT Operations	12232	BAYSIDE PRINTING INC.	2023 SEWER FLAT BILLS	154.53
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	125.85
Water UT Operations	12883	PB HAHN & CO INC	PAINTING SUPPLIES	110.66
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	100.00
Water UT Operations	12883	PB HAHN & CO INC	PAINTING SUPPLIES	87.42
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 3/2023	41.31
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	31.60
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations Total				100,480.16

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11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2941
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www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: May 1, 2023
SUBJECT: ORDINANCE 2023-1650 An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Per Diem for Employee Travel & Training to \$60 per Day

Background

In 2016, the City established a standardized meal reimbursement ordinance for employee travel & training. The ordinance details a maximum daily meal per diem of up to \$50, which is broken down as follows: \$10 for breakfast; \$15 for lunch; and \$25 for dinner.

Recently, the Mequon Police Association reached out to inquire if the City would consider increasing its meal per diem, which has prompted the Police Chief and Human Resources Division to bring such before the Common Council for consideration.

Analysis

The \$50 daily per diem limit has remained unchanged since 2016. To determine if the City should consider an amendment, staff looked at the U.S. General Service Administration's website listing per diem rates for locations within Wisconsin where employees commonly attend training or conferences. Below is a table listing the City's current per diem rate and those locations.

	Breakfast	Lunch	Dinner	Incidentals	Maximum Meal Per Diem
Mequon	\$10	\$15	\$25	0	\$50
Appleton	\$13	\$15	\$26	\$5	\$59
Madison	\$14	\$16	\$29	\$5	\$64
Milwaukee	\$14	\$16	\$29	\$5	\$64
Wisconsin Dells	\$13	\$15	\$26	\$5	\$59

The table shows that per diem rates have increased over the last several years. With that in mind, City staff recommends increasing the meal per diem rate to \$60 per day with \$15 for breakfast, \$17 for lunch, and \$28 for dinner to adjust for inflation. Additionally, in light of the varying venues employees attend on City business, staff also recommends increasing the tip limit to up to 18% from the current limit of 15%.

Fiscal Impact

While this ordinance amendment increases the approved meal reimbursement amount, it does not have a direct budgetary impact. Each Department has funds set aside for travel expenses as part of its annual budget. The increase in the per diem for meals would be financed by those funds.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on May 9, 2023.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2023-1650

An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Per Diem for
Employee Travel & Training to \$60 per Day

RECITALS

A. The Common Council previously adopted section 2-236(5) of the Mequon Municipal Code which established a personnel policy related to the reimbursement of meals while employees are traveling.

B. The maximum meal allowances have not been updated by the City since 2016, and the Common Council desires to increase the same.

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

SECTION I

Section 2-236 (5) of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded & double-underlined**):

Meals. Employees traveling on city business shall be reimbursed in the event that the employee pays for their own meal subject to the following policy guidelines. The maximum daily meal allowances are set forth below in Table 1. Claims for meals shall represent actual, reasonable and necessary expenses. Tips are limited to ~~15~~**18** percent. Employees shall submit receipts with their reimbursement request.

Table 1

Breakfast	Lunch	Dinner	Maximum daily meal per diem
\$105	\$157	\$258	\$560

The city shall not provide reimbursement for those meals included within conference registration, ticket cost, or training/tuition fees. Only those meals not covered by such fees shall be reimbursed by the city. The city will not pay for alcoholic beverages.

An employee is entitled the flexibility to combine the daily lunch and dinner allowances as desired, as long as the total allowable for the consecutive meals per day is not exceeded and said meal(s) are not included within conference registration, ticket cost, or training/tuition fees.

Employees will be eligible for 50 percent of the maximum per diem rate for the first day of travel and the last day of travel. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging. Each day is considered separately for application of this policy. The department head shall determine what meals shall be allowed based upon the times and dates of travel.

SECTION II

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

SECTION III

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

SECTION VI

This Ordinance shall be in full force and effect upon its passage and on the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 9, 2023

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 9, 2023.

Caroline Fochs, City Clerk

Published: _____



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Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: May 1, 2023
SUBJECT: RESOLUTION 4047 A Resolution Approving Revisions to the City's Family Medical Leave Act Policy

Background

The City of Mequon is an employer that meets the standards of the Federal and State Family Medical Leave Act (FMLA), which requires organizations of a certain size to provide leave benefits for employees who experience qualifying health events. Qualified events under FMLA include childbirth, child adoptions, foster care placement of a child, and when a serious health condition is suffered by an employee or the employee's parent, child, or spouse. The City's current policy was identified by Labor Counsel at von Briesen as being in need of updating, to better account for the varying types of leaves provided under FMLA. Additionally, the Human Resources Division will also be implementing updated forms to ensure employees are provided with the information they need to utilize leave correctly, and so that supervisors are able to plan for leave when it occurs.

Analysis

The proposed policy was drafted by FMLA experts at von Briesen with the intent of providing a formulaic approach to the application of FMLA leave benefits, while also ensuring compliance with the laws' requirements. Federal and State FMLA laws prescribe the amount of leave employees are entitled to over specified periods of time, which the City is required to follow. The proposed policy follows FMLA leave requirements precisely, except for one enhancement.

On page six, Section 7(2), language was added to allow employees the option to hold 40 hours of Paid Time Off (PTO) or vacation from the mandatory draw down period. This addition intends to afford employees who must take FMLA leave with the option to keep some paid benefit time in reserve for use later in the calendar year for follow-up appointments or vacation, instead of exhausting all their time off benefits during one FMLA leave. This proposed addition is fiscally neutral for the City, as any employee who chooses to keep some time in reserve will then go unpaid during any corresponding period of qualifying FMLA leave. Providing this optional flexibility for employees is common amongst employers, and will help the City retain staff as the organization will be better positioned to provide support through qualifying health situations.

Fiscal Impact

The proposed policy does not have any additional financial impact on the organization. The City already accounts for FMLA leave through accrued benefits, such as PTO, vacation, and medical leave bank, that are all supported within the City's annual budget.

Recommendation

A recommendation is forthcoming by the Finance-Personnel Committee on May 9, 2023.

Attachments:

City of Mequon Proposed FMLA Policy (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4047

A Resolution Approving Revisions to the City's Family Medical Leave Act Policy

RECITALS

A. The City of Mequon meets Federal and State Family Medical Leave Act (FMLA) standards, requiring the organization to provide leave for qualified employees experiencing qualifying health events.

B. Labor Counsel has indicated that the City's current policy requires updating to better comply with the standards of FMLA laws while ensuring equal application of such leave benefits for the City's qualifying employees.

C. The proposed FMLA policy was reviewed and approved by the Finance-Personnel Committee at its May 9, 2023, meeting.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the Family Medical Leave Act Policy, attached hereto as Exhibit A, is approved and adopted for use in the City.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 9, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 9, 2023.

Caroline Fochs, City Clerk

Exhibit A
City of Mequon, Wisconsin
Family and Medical Leave Policy

It is the policy of the City of Mequon (the “City”) to provide family and medical leave as required by State and Federal laws. This Policy does not necessarily incorporate all provisions of such laws directly into the City’s personnel policies. Posters summarizing Federal and State FMLA laws can be found with other employment-related postings.

Leave taken under this Policy may be covered by Federal law, State law, or both. The eligibility and entitlements are defined differently under Federal and State law. When both Federal and State law govern leave taken by an eligible employee under this policy the more generous provisions will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. Certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, time off that is qualifying leave under the Federal FMLA and under the State FMLA, will run concurrently (i.e., at the same time) with leave granted under other City policies.

Employees may be required to provide advance notice and certain information as set forth below to be eligible for leave under this Policy. Employees may also be required to submit leave requests in writing when circumstances and applicable law permit. After an employee provides the City the required information, the City will evaluate it and make a determination as to whether the absence qualifies as FMLA leave. The City will notify the employee of its final determination. If the employee fails to provide the City with the required information within the time specified, the employee’s absence will be unexcused. If the time off is FMLA qualifying, the leave will be designated as such and the employee will receive notice of the designation, along with information on the specifics of the leave, consistent with this policy. Use of other leaves provided by the City for the reasons covered by law, will be treated as use of leave under this Policy whenever applicable law allows.

If it is determined that the leave does not qualify, then any absence shall be subject to the terms of the City’s attendance policy, or attendance policy as specified in a collective bargaining agreement. The City has the right to designate qualifying leave as FMLA whether or not the employee specifically requests it.

Section 1 - Eligibility Requirements

To be eligible for Federal FMLA leave, the employee must have been employed by the City for at least 12 months, must have worked at least 1,250 hours during the 12-month period immediately prior to the start of the requested leave, and must be employed at a worksite where 50 or more employees are employed by the City within a 75-mile radius. To be eligible for leave under the Wisconsin FMLA, the employee must have been employed for more than 52 consecutive weeks and have been paid for at least 1,000 hours.

Section 2 – Amount and Types of Leave Available

Under the guidelines set out in this Policy and in accord with the law, the City will grant an eligible employee up to twelve (12) workweeks of unpaid Federal FMLA leave within a rolling 12-month

period for the following reasons:

- the birth or placement of a child for adoption or foster care
- to care for the employee's covered family member suffering from a serious health condition
- for the employee's own serious health condition
- for any "qualifying exigency" arising as a result of the employee's child, parent or spouse serving on active military duty in support of contingency operations.

In addition, if the employee is eligible for Federal FMLA leave as defined in this policy, the employee may be entitled to take a total of up to twenty-six (26) workweeks of unpaid Federal FMLA leave in a single twelve-month period, to care for a covered service member who has incurred a serious injury or illness in the line of duty ("Military Caregiver Leave"). During that twelve-month period, the employee will be entitled only to a combined total of 26 workweeks of Federal FMLA leave for service member care and for any other Federal FMLA purpose.

When a husband and wife both work for the City, they are limited to an aggregate of 12 workweeks of Federal FMLA leave for birth, adoption/foster care, care of a seriously ill parent, or a qualifying exigency. Up to a combined total of 26 weeks may be used to care for a seriously ill or injured military service member.

Federal FMLA leave will run concurrently, when applicable, with the total of ten (10) workweeks of Wisconsin FMLA leave which is specifically allocated over a calendar year as follows:

- Two (2) workweeks for an employee's own serious health condition;
- Six (6) workweeks related to the birth or adoption of a child for bonding leave; and
- Two (2) workweeks to allow an employee to care for a parent, parent-in-law, spouse, registered domestic partner or child due to their incapacity caused by a serious health condition

Applicable Definitions:

"Domestic Partner" for this purpose includes only those individuals who were registered as domestic partners under Wisconsin Law before April 1, 2018.

"Child" under this paragraph includes a biological, adopted or foster child, a stepchild, legal ward, or a child for whom the employee have assumed the obligations of a parent and who is either under 18 years of age, or is unable to care for him or herself due to a physical or mental disability.

For purposes of Wisconsin FMLA only, "Parent" includes the parent of an eligible employee's spouse or registered domestic partner.

“Serious Health Condition” under this policy means an illness, injury, impairment, or physical or mental condition that involves any of the following:

- (1) Any period of incapacity or treatment connected with inpatient care.
- (2) A continuing period of incapacity and/or any subsequent treatment relating to the same condition that also involves continuing treatment by or under the supervision of a health care provider.
- (3) Incapacity due to a chronic serious health that also involves periodic treatment by a health care provider.
- (4) Any period of incapacity due to pregnancy or prenatal care.
- (5) A period of incapacity due to a permanent or long-term condition for which treatment may not be effective, but for which the employee or family member must be under the continuing supervision of a health care provider.
- (6) Any period of absence to receive multiple treatments by a health care provider for a condition that would likely result in a period of incapacity in the absence of medical intervention or treatment.

In most cases, a short-term condition, such as a cold, flu, earache, upset stomach, or other minor ailment would not qualify as a serious health condition. It also does not include routine treatment, doctor or dental visits. Conditions for which cosmetic treatments are administered are generally not considered to be serious health conditions.

Section 3 – Calculating Available Leave

- (1) To determine the amount of Federal FMLA leave to which an employee is entitled for a *specific* leave request, the City uses a rolling 12-month period looking backward from the start of the new leave to determine how much leave has been used in the preceding 12-month period. Each time an employee takes Federal FMLA leave the remaining Federal leave entitlement is the balance of the 12 weeks which has not been used during the immediately preceding 12 months.
- (2) Entitlement to Wisconsin FMLA leave is calculated based on what type of Wisconsin FMLA leave has been used in the calendar year.
- (3) If an employee suffers a work-related injury that qualifies as a serious health condition, FMLA leave provided under this Policy will be considered to run concurrently with the leave required under the worker’s compensation laws.

Section 4 – Leave Request Process

- (1) Except in situations where an employee is unable to provide a written request because of the need for emergency health care, the employee is to provide the City with a written application for family or medical leave prior to the requested start of the leave.

- (2) In cases where the need for the leave is foreseeable, the request is to be made at least 30 days prior to the beginning of the anticipated leave. In cases where the need for the leave does not become known more than 30 days in advance, the request is to be made as soon as the employee becomes aware of the need for leave. In all cases, the employee must comply with the City's standard call-in procedures for absences. However, calling in sick, without providing additional information, is not sufficient notice of the need for FMLA leave.
- (3) All requests must be submitted on an FMLA Request Form which can be obtained from Human Resources. The Form must be fully completed including the beginning and ending dates of the leave.
- (4) An employee undergoing planned medical treatment or requesting intermittent or reduced schedule leave, is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations. This requires the employee to work with the employee's supervisor to schedule the leave. Failing to provide reasonable notice or work with the supervisor on the timing of the leave may result in the delay, denial or cancellation of FMLA leave.
- (5) The City may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

Section 5 – Certification Requirements

- (1) An FMLA leave request must be supported by a certification issued by the employee's health care provider or as appropriate, the health care provider of the employee's spouse, domestic partner, child, parent or next of kin. The City reserves the right to have certified all information permitted by law. The Medical Certification Form can be obtained from Human Resources Division.
- (2) The employee must return the fully completed medical certification form to the Human Resources Division within fifteen (15) days from the date the employee receives the medical certification form. Failure to provide the City with timely and responsive certification from a health care provider within fifteen (15) days of the City's request for certification may result in denial of the leave. If the employee submits a certification that is insufficient or incomplete, the City will require the employee to provide a corrected certification within seven days.
- (3) Where medical leave of the employee or the employee's family member is involved, the City may at its expense, require the employee or a family member to obtain the opinion of a second health care provider chosen by the employer. If a dispute exists, a third opinion may be secured.
- (4) The City will require an employee to re-certify the medical condition as allowed by law.

- (5) The City may require an employee to provide a Fitness-For-Duty Certification prior to returning from a leave for the employee's serious health condition.
- (6) Failure to provide timely certifications may result in denial or delay of the leave.
- (7) If leave is requested for other non-medical purposes, the City may require certification or additional documents pertinent to that leave request, such as a copy of the birth or placement documents, confirmation of a family, *in loco parentis* or domestic partner relationship or reflecting the military exigency purpose.

Section 6 – Intermittent or Partial Leave

- (1) An employee may take intermittent leave, whenever certified as medically necessary or otherwise required, for their own serious health condition, to care for a qualifying family member with a serious health condition, or for military-related leaves. If the leave is for planned medical treatment and will be taken on an intermittent basis or by a reduced schedule, the employee is expected to schedule the treatment so as to create minimum disruption for the City. Again, this requires the employee to work with the City to schedule the treatment. The smallest increment that an employee may take for intermittent leave is the smallest measure of time that employees are able to take for any non-FMLA leave, which is 15 minutes.
- (2) Where the need for intermittent leave or leave on a reduced work schedule is foreseeable based on planned medical treatment, the City may temporarily transfer the employee to an available equivalent position if the employee is qualified and the position better accommodates the recurring leave.
- (3) An employee may take Federal FMLA leave for the birth, adoption or foster care placement of a child intermittently or on a reduced leave schedule only with permission of the City. The employee must request the leave and obtain written approval for such partial leave before the Federal FMLA leave begins. When leave for birth or adoption is taken under the Wisconsin FMLA, the leave may be taken intermittently or on a reduced schedule as long as the employee works with the City to schedule the leave in advance so as to create minimum disruption for the City. Federal FMLA leave related to birth, adoption or foster care must be used within one year of the birth or placement of the child. The last segment of requested intermittent or reduced schedule leave for any Wisconsin FMLA portion of leave related to birth or adoption must begin within sixteen (16) weeks before or after the child birth or placement.

Section 7 - Pay Status and Substitution

FMLA leave is generally unpaid. However, an eligible employee may request use of paid leave – “substitute” – accrued and available paid leave under certain circumstances during the time the employee is on FMLA leave.

- (1) An employee may substitute any, or all, of the employee's accrued and available paid leave of any type provided by the City during Wisconsin FMLA leave.

- (2) When an employee is using solely Federal FMLA leave for the employee's own serious health condition, the City will require the employee to use the balance of the employee's sick, vacation, Paid-Time-Off, or personal leave during that period of federal FMLA leave. A full-time employee may elect to keep up to 40 hours of PTO or vacation time in reserve from the mandatory drawdown requirement. A part-time employee may elect to keep a proration of 40 hours of PTO or vacation in reserve, based on their FTE status. The employee must specify at the time leave is requested, the type and amount of paid time off that the employee will be reserving.
- (3) For FMLA leaves governed exclusively under Federal law, the employee must meet all notice and eligibility policy requirements governing the paid leave, unless the City specifically waives the provisions. If an employee fails to meet the paid leave policy requirements, the Federal FMLA leave will be unpaid.

Section 8 – Continuation and Accrual of Benefits During Leave

- (1) Coverage under any group health plan will be maintained for the duration of an eligible employee's leave at the same level and under the same conditions as if the employee continued to work. This means that in order to continue group health coverage during the employee's FMLA leave, the employee must continue to pay the same share of the health insurance premiums as the employee did prior to leave. The City will also continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law.
- (2) It is the employee's responsibility to make arrangements with the Human Resources Division for making premium payments for group health insurance during leaves. For employees using paid leave during FMLA, the employee's share of premiums will be paid through the City's normal payroll deduction method. If an employee is on unpaid FMLA leave, the employee must make advance arrangements with Human Resources to make timely payments.
- (3) To the extent permitted by law, the City reserves the right to require an employee to place up to eight weeks' health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty days late.
- (4) The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- (5) Benefits will not accrue during unpaid FMLA leave. However, if an employee uses accrued paid leave during FMLA leave, benefits will accrue as indicated by City Policy during use of that paid leave.

Section 9 – Leave Status and Return to Work

- (1) An employee who fails to return to work at the end of the FMLA leave will be considered to have voluntarily terminated unless the employee was unable to return due to a continuing serious health condition, health care emergency, or other reasonable excuse. In that circumstance, the employee must provide advance notification to the City of the reason the employee is unable to return.

- (2) While on continuous FMLA leave, the City requires an employee to periodically confirm leave status and the employee's intention to return to work. Any employee who decides while on leave that he or she will not be returning to work at the end of the leave should immediately inform the City.
- (3) A returning employee must contact the Human Resources Division and his or her supervisor during business hours to confirm the employee's return to work date.
- (4) Employees able to return to work prior to their approved leave end date must notify Human Resources preferably at least one (1) week, but no later than two (2) full working days, prior to their new return date.
- (5) If leave is due to the employee's serious health condition, the employee may be required to present a Fitness for Duty Certification to their supervisor upon returning to work.
- (6) An employee returning from FMLA leave will be entitled to reinstatement to the same job or an equivalent job with the same pay, benefits, and terms and conditions of employment as if the employee had continued working. However, this right to reinstatement will not apply if leave continues after the FMLA leave is exhausted or if the employee indicates that he or she will not return to work at the City from FMLA leave. This policy does not entitle an employee to any right, benefit, or position of employment other than those to which the employee would have been entitled, had the employee not taken leave. The City reserves all rights concerning restoration of employment or denial of same under State or Federal law.

Updated: May 9, 2023



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Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: May 1, 2023
SUBJECT: RESOLUTION 4048 A Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City Sponsored Cell Phone Usage

Background

At its May and April meetings, the Public Welfare Committee reviewed the City Sponsored Cell Phone Policy located within the organization's Policies and Procedures Manual. The policy was last updated in 2012 and was also identified by the IT Strategic Plan as a policy that needs modernization.

Analysis

In its review of the policy, the Committee coalesced around the following amendments:

1. Stating City provided phones are property of the City.
2. Stating no personal accounts or apps may be used on City provided phones.
3. Specifying that calling, messaging, and use of all phone features should be limited to City business.
4. Specifying that personal use of City provided phones for calls or messages should be limited to emergency situations.
5. Employees are responsible for the security of City-provided phones.
6. The phone must be password protected.
7. Employees shall report lost or stolen phones as soon as possible.

The listed amendments are incorporated into the proposed policy update. A red-lined copy of the amended policy is attached as Exhibit A.

Fiscal Impact

There are no fiscal impacts associated with this policy amendment.

Recommendation

On April 11, 2023, the Public Welfare Committee approved a recommendation in favor of adopting the proposed amendments by a vote of 3-0. A recommendation by the Finance-Personnel Committee is forthcoming on May 9.

Attachments:

Exhibit A- City Sponsored Cell Phone Policy (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4048

A Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City
Sponsored Cell Phone Usage

RECITALS

A. The City of Mequon issues cell phones to employees as needed for the completion of work on behalf of the organization, and the use of such phones is governed by the City Sponsored Cell Phone Policy contained within the City's Policies and Procedures Manual.

B. The Policy was identified as requiring updating, amended, and ultimately approved by the Public Welfare Committee at its April 11, 2023, meeting.

C. Furthermore, the amended policy was favorably endorsed by the Finance-Personnel Committee at its May 9, 2023, meeting.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the City Sponsored Cell Phone Policy, as amended as shown on the attached Exhibit A, is hereby approved for inclusion into the City's Policies and Procedures Manual.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 9, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 9, 2023.

Caroline Fochs, City Clerk

Exhibit A

City Sponsored Cell Phone Policy

If deemed necessary by the Department Head, an employee may be required to carry a City sponsored cell phone for official business. The cell phone and its contents are the property of the City. An employee with a City sponsored cell phone is responsible for the phone's security and must have the device password protected.

Use of the City sponsored cell phone functions shall be limited to City related business. No personal accounts and applications shall be installed or connected to a City sponsored cell phone. Personal use of the City sponsored cell phone for calling, texting, and messaging should be ~~kept to a minimum~~ limited to emergency situations. Employee use of the phone is not confidential, the City Administrator, his/her designee, or the Department Head has the right to view cell phone activity.

Use of any cell phone is prohibited while driving a City sponsored vehicle unless the phone is being used for emergency purposes. Texting while driving is prohibited.

A lost or stolen cell phone must be reported by an employee to their supervisor as soon as possible.



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Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: May 9, 2023
SUBJECT: RESOLUTION 4049 A Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department

Background and Discussion

Among the services provided by fire departments are sprinkler/alarm inspections and building plan review for buildings. Just as the City's Inspections Division contracted with EPLEX for an additional option for plan review services other than utilizing the State's plan review program, EPLEX is also authorized to conduct plan reviews for fire alarm and fire suppression systems in certain large commercial buildings. Because the Southern Ozaukee Fire and Emergency Medical Services Department does not presently have any staff qualified to complete these plan reviews, these reviews are presently completed by the State. In order to provide the option to have local plan reviews done, SOFD would like to utilize EPLEX for plan reviews as well, which will give developers an additional option for ensuring timely review of their plans.

The FY2023 budget that has been approved by the City for SOFD also includes a line item for inspection and plan review fees. In order to keep the budget on track, the agreement before the Council authorizes EPLEX to conduct plan reviews for SOFD while also ensuring that the fee-sharing component of the EPLEX agreement with the City is allocated to SOFD for plan reviews of fire alarm and fire suppression systems.

Fiscal Impact

The EPLEX agreement with the City provides that the City retains a fixed amount from each service EPLEX provides on the City's behalf. This includes fire alarm and fire suppression system plan reviews. The agreement calls for a pass-through of the fees for fire alarm and fire suppression systems from the City to SOFD, which results in the agreement being effectively revenue neutral.

Recommendation

The Agreement was recommended by the SOFD Board on March 8, 2023. A recommendation is forthcoming from the Finance-Personnel Committee on May 9, 2023.

Attachments:

SOFD Plan Review Agreement (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4049

A Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department

RECITALS

A. The City of Mequon and the Village of Thiensville entered into the Southern Ozaukee Fire and Emergency Medical Services Agreement, an intergovernmental agreement that provides for the creation and operation of the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”).

B. The City previously approved the SOFD budget for the 2023 fiscal year which included, among other things, anticipated revenue related to conducting plan review services.

C. The City has contracted with EPLEX, LLC (d/b/a E-Plan Exam) to provide building plan reviews of certain commercial buildings under the State’s Designated Agent/Appointed Agent program.

D. EPLEX has the capability to provide plan review services for commercial building fire alarm and fire suppression services, which SOFD is presently unable to provide because they lack personnel with the appropriate qualifications.

E. Prior to the creation of SOFD, the City’s Fire Department utilized City plan review services or the State plan review process for these reviews.

F. The City and SOFD desire to offer EPLEX plan review services for commercial building fire alarm and fire suppression systems as an option with the appropriate fee share being allocated to SOFD.

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

1. The Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services between the City and SOFD 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 City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 9, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 9, 2023.

Caroline Fochs, City Clerk

AGREEMENT FOR COMMERCIAL BUILDING FIRE ALARM AND FIRE SUPPRESSION PLAN REVIEW SERVICES

This Agreement for Commercial Building Fire Alarm and Fire Suppression System Plan Review Services (the “Agreement”) is entered into by and between the City of Mequon (the “City”) and the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”) as of this ____ day of March, 2023.

Recitals

A. SOFD is the Authority Having Jurisdiction for purposes of commercial building plan reviews of fire alarm and fire suppression systems pursuant to Wisconsin Administrative Code.

B. SOFD lacks certified personnel to complete plan reviews for certain buildings (e.g., containing more than 20 sprinkler heads, etc.) and presently sends such plans to the State of Wisconsin for review.

C. The City is contracting with EPLEX, LLC (d/b/a E-Plan Exam) to provide for building plan review of certain commercial buildings under the State’s Designated Agent/Appointed Agent program.

D. EPLEX is certified to provide plan reviews of fire alarm and fire suppression systems.

E. SOFD desires to have EPLEX complete plan reviews for fire alarm and fire suppression systems.

NOW, THEREFORE, the parties hereby agree as follows:

1. Upon determination by SOFD that fire alarm and/or fire suppression system plans are beyond the capability of SOFD personnel to complete, SOFD shall direct that the plans be sent to the State of Wisconsin for review or to be sent to EPLEX for review.

2. The City shall collect the appropriate fee consistent with the approved fee schedule for such plan reviews.

3. For all plan reviews completed by EPLEX, the City’s portion of the fee for plan review of fire alarm and/or fire suppression systems shall be paid by the City to SOFD. Such payments shall be made as they are collected.

4. No change or other agreement will be binding unless in writing and signed by the parties.

CITY OF MEQUON

Andrew Nerbun, Mayor

Caroline Fochs, City Clerk

Approved as to Form:

Brian C. Sajdak
Mequon City Attorney

**SOUTHERN OZAUKEE FIRE AND
EMERGENCY MEDICAL SERVICES DEPARTMENT**

Van A. Mobley, President

Andrew Nerbun, Vice President



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

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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: May 1, 2023
SUBJECT: 2023 YTD Budget Report as of March 31, 2023

Attached please find a year to date General Fund Budget to Actual Report for the three months ending March 31, 2023. The values shown are unaudited. Commentary is included in the report to provide explanations regarding expenditure overages or revenue shortfalls. Most departmental budgets are tracking at or below the twenty-five percent benchmark. Revenue that is represented as being under budget is largely due to revenue streams that are recorded only at the end of the year or are recorded unevenly throughout the year. The Amended Budget column reflects the Inspections Contractor Ordinance which was approved by Common Council last month. Staff will continue to monitor the budget throughout the remainder of the year and explore opportunities for additional revenues and cost savings.

Attachments:
2023 Q1 YTD Budget Report (Unaudited) (PDF)



GENERAL FUND REVENUES	FY 2023 - Quarter 1					PRIOR YRS COMPARISON		
	Original	Amended	Actual	YTD %	% of Total	FY 22	FY 21	FY 20
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Taxes	12,388,047	12,388,047	5,624,079	45.40%	88.1%	5,423,450	5,474,814	6,837,745
State Shared Revenue	367,128	367,128	-	0.00%	0.0%	-	-	-
Intergovernmental	1,792,946	1,792,946	362,902	20.24%	5.7%	378,820	392,264	406,125
Licenses	60,700	60,700	3,512	5.79%	0.1%	2,667	15,596	3,080
Permits - Inspection	881,000	881,000	143,965	16.34%	2.3%	173,211	180,229	135,836
Permits - Other	51,000	51,000	7,449	14.61%	0.1%	12,765	15,220	9,965
General Fees	132,500	132,500	24,698	18.64%	0.4%	22,569	18,318	20,377
Public Safety Fees	179,000	179,000	(22,890)	-12.79%	-0.4%	5,837	(7,746)	(20,308)
DPW Fees	65,250	65,250	8,546	13.10%	0.1%	3,161	6,008	3,833
Pool & Park Fees	172,200	172,200	5,709	3.32%	0.1%	9,850	10,810	10,108
Development Fees	74,400	74,400	19,975	26.85%	0.3%	17,710	25,976	20,376
Special Assessments	5,000	5,000	(831)	-16.63%	0.0%	1,143	995	690
Internal Service Fees	420,000	420,000	-	0.00%	0.0%	-	-	-
Other Revenue	640,472	731,992	15,518	2.12%	0.2%	22,676	92,840	89,147
Investment Revenue	115,456	115,456	190,859	165.31%	3.0%	(53,145)	15,800	59,971
Total General Fund Revs	17,345,099	17,436,619	6,383,490	36.61%	100.0%	6,020,715	6,241,123	7,576,943

Key:

	Postive variance vs. year-to-date budget, or timing difference not anticipated to result in a year-end variance
	Negative variance of .01% to 4.99% vs. year-to-date budget
	Negative variance ≥ 5% vs. year-to-date budget

Notes: Over Budget

TAXES: Second installment will be settled by Ozaukee County in August

INVESTMENT REVENUE: Investment revenue has increased significantly since FY2022

Under Budget

STATE SHARED & INTERGOVERNMENTAL: Revenues are recognized unevenly throughout the year

LICENSES: Q2 is when licenses are typically renewed

PERMITS INSPECTION: Will pick up as the summer months approach

PERMITS OTHER: Brush Site opened April 1st and expect sales to pick up in Q2

GENERAL FEES: Culverts are installed in the summer months

PUBLIC SAFETY FEES: Public safety fees should pick up in Q2.

DPW FEES: Many are pass through (if revenue is low, so is expense, therefore net zero impact)

POOL & PARK FEES: Pool open only in the summer months and parks will also pick up as the weather improves

SPECIAL ASSESSMENTS: Delinquent Personal Property Tax booked here

INTERNAL SERVICE FEES: Year end process, no revenue recorded until Q1 if the following year

OTHER REVENUE: Cell Leasing, Cable TV, Insurance Divided and PILOT revenue all recognized unevenly throughout the year



GENERAL FUND EXPENDITURES	FY 2023 - Quarter 1					PRIOR YRS COMPARISON		
	Original	Amended	Actual	YTD %	% of Total	FY 22	FY 21	FY 20
	Budget	Budget				ACTUALS	ACTUALS	ACTUALS
Common Council	107,082	107,082	44,270	41.34%	1.0%	42,813	25,222	38,472
City Administrator	360,971	360,971	74,700	20.69%	1.7%	65,047	55,934	56,984
City Clerk	293,522	293,522	69,624	23.72%	1.6%	52,477	64,634	68,390
Elections	47,110	47,110	27,507	58.39%	0.6%	25,657	17,250	26,796
Information Services	457,411	457,411	109,694	23.98%	2.5%	135,735	101,099	87,790
Finance	554,679	554,679	97,087	17.50%	2.2%	88,745	86,738	122,203
Assessor	243,788	243,788	25,182	10.33%	0.6%	112,204	101,270	73,431
Human Resources	259,048	259,048	55,785	21.53%	1.3%	56,203	45,608	41,062
Legal Counsel	117,982	117,982	(91,876)	-77.87%	-2.1%	(56,008)	(70,137)	(53,388)
Police	6,142,069	6,142,069	1,286,335	20.94%	29.4%	1,131,949	1,017,750	1,013,832
Fire/EMS	1,352,374	1,352,374	674,432	49.87%	15.4%	406,513	413,604	346,664
Communications	382,103	382,103	65,069	17.03%	1.5%	108,793	145,191	136,329
Inspections	537,516	629,036	129,849	20.64%	3.0%	101,782	90,530	111,247
Building Maintenance	711,109	711,109	168,060	23.63%	3.8%	156,068	189,200	151,479
Fleet Services	560,867	560,867	192,878	34.39%	4.4%	181,663	148,409	135,239
Engineering	597,348	597,348	129,326	21.65%	3.0%	96,222	70,716	102,366
Highway	2,051,377	2,051,377	473,454	23.08%	10.8%	437,700	410,516	439,460
Forestry	201,318	201,318	35,788	17.78%	0.8%	32,601	26,305	4,700
Library Grant	1,106,716	1,106,716	553,358	50.00%	12.7%	530,500	529,000	537,500
Swimming Pool	125,496	125,496	3,061	2.44%	0.1%	2,467	2,867	4,531
Parks	613,429	613,429	125,739	20.50%	2.9%	103,879	106,626	103,241
Planning	521,785	521,785	123,050	23.58%	2.8%	85,974	108,178	97,678
Total General Fund Exp	17,345,099	17,436,619	4,372,372	25.08%	100.0%	3,898,981	3,686,511	3,646,009
Net Surplus (Loss)	0	0	2,011,118			2,121,734	2,554,611	3,930,934
Fund Balance - Beg of Year	2,269,709	2,269,709	2,269,709					
Fund Balance - End of Year	2,269,709	2,269,709	4,280,827					

Notes: Over Budget

COMMON COUNCIL - Largely overbudget due to the League annual membership fee and Festivals Sponsorships \$7.5k (timing)

ELECTIONS: Two out of three scheduled elections took place in Q1. The third election took place in April.

The Department is waiting to hear if the Governor will call any more special elections this year.

FIRE/EMS: Two quarters of support payment expended

FLEET SERVICES: Largely overbudget in Fuel, Materials/Repairs and supplies due to experiencing higher costs than were budgeted

LIBRARY: Two quarters of support payment expended

Under Budget

FINANCE: Business insurance booked semi-annually

ASSESSOR: Timing lag of receiving monthly assessment contract invoicing

LEGAL: Timing issue of receiving and processing invoices

COMMUNICATIONS: Salaries/benefits tracking below budget

FORESTRY: Brush Site opens Q2 - which will then increase expenses

SWIMMING POOL: Season will begin in Q2



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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: May 9, 2023
SUBJECT: Quarterly Investment Report (January 1, 2023 – March 31, 2023)

Background

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

The City is continuing to invest pursuant to the Investment Policy. The City's long-term funds are invested in a variety of instruments managed by Dana Investment Advisors. These investment instruments include US Agencies, corporate bonds, and mortgage-backed securities. The primary focus and order of priority is safety and preservation of principal, liquidity, and attaining a market rate of return. Starting in May 2022, the City invested the 2022A G.O. Note proceeds with Ehlers Public Finance Advisors as a way to compare the two investment advisors. The primary focus is the same as Dana Investment Advisors in terms of safety and preservation of principal and liquidity but with shorter maturities.

The investments controlled by Dana saw a quarterly end market value of \$14,115,324. After one quarter, this is an increase of \$160,371 from the 2022 year-end balance. The investments controlled by Ehlers saw a quarter-end market value of \$5,875,050. After one quarter, this is an increase of \$53,523 from the 2022 year-end balance. \$9,536,388 was initially invested in May 2022. \$3,766,000 was liquidated from the portfolio since inception to fund the Highland Road Interchange project and road program.

The three-year treasury at the end of the first quarter was 3.81%. The quarter-end weighted averages for the City's Dana portfolio are as follows:

	Qtr 2 2022	Qtr 3 2022	Qtr 4 2022	Qtr 1 2023
Average Yield to Maturity (%)	3.48	4.48	5.12	5.18
Average Maturity (Years)	3.19	2.09	2.02	1.82
Average Coupon (%)	2.00	2.34	2.65	2.96

For the three months ending March 31, 2023, the City recognized \$578,658 of investment profit of which \$364,765 was bank account interest, \$53,523 was Ehlers investment revenue, and \$160,371 was Dana investment revenue.

It is staff's determination that for the quarter ended March 31, 2023, the City's individual portfolios and the combined portfolio continue to comply with both the City's investment policy and Wisconsin State Statue 66.0603.

Recommendation

None

Attachment: 2023 1st Quarter Cash & Investment Report for Acella (8432 : 2023 YTD Investment Report as of 03/31/2023)



Cash/Money Market Accounts for the Quarter Ending 03/31/23

	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beg Cash 01/01/23	1,289,718	740,441	3,176,092	1,585,091	150,686	384,837	45,009,916	52,336,781
Receipts								
Property Tax	5,597,558	7,272,421	20,870	1,739,196	-	-	(35,454,879)	(20,824,834)
City Generated	729,124	1,044,849	895,101	69,794	-	22,102	45,270	2,806,240
State/Fed Funding	362,902	-	-	-	-	-	-	362,902
Investment	172,670	61,663	33,568	19,725	801	49	76,628	365,103
Total Receipts	6,862,253	8,378,933	949,539	1,828,715	801	22,151	(35,332,980)	(17,290,588)
Expenditures								
Payroll & Benefits	(2,979,030)	(186,745)	(25,048)	-	-	-	-	(3,190,823)
Accounts Payable	(1,762,251)	(5,674,261)	(461,217)	(1,160,211)	(90,310)	(1,120)	(73,808)	(9,223,179)
Other/Transfer	5,395	(203,525)	-	-	-	-	(2,030,355)	(2,228,485)
Total Expenditures	(4,735,886)	(6,064,531)	(486,264)	(1,160,211)	(90,310)	(1,120)	(2,104,163)	(14,642,486)
End Cash 03/31/23	3,416,085	3,054,843	3,639,366	2,253,595	61,177	405,867	7,572,773	20,403,706

Notes:

PROPERTY TAX: Settled with other taxing jurisdictions in Jan & Feb. General Fund will receive a settlement in August from Ozaukee County - \$6.25M.

INVESTMENT: Money market and investment portfolio yields have increased significantly since the beginning of 2022.

PAYROLL & BENEFITS: Total has decreased since FY2022 - expected with Fire/EMS now SOFD.

OTHER/TRANSFER: \$2.2M Debt Payments

GENERAL FUND: Fire department support now under AP & two quarters of Library support hit in Q1

SEWER FUND: Annual MMSD Capital Charge payment of \$4.6M paid in March

CAPITAL PROJECT FUND: \$813K TID #3 Foxtown developer incentive per Res #3917 expensed in January

Dana Investment Advisors, Inc.

PORTFOLIO SUMMARY



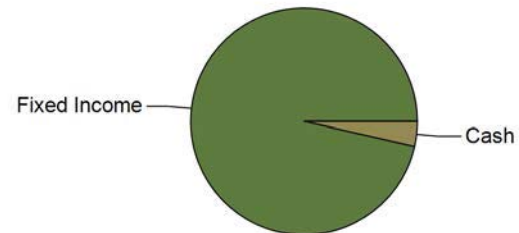
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From: December 30, 2022 to March 31, 2

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 03/31/23	% of Assets	Estimated Income	Current Yield
Short Term Investments	496,649	3.5	3,060	.62
Treasury Bonds	495,475	3.5	6,563	1.33
Agency Bonds	7,924,644	56.2	197,355	2.50
Small Business Administration Bonds	674,922	4.8	41,957	6.28
Mortgage Bonds	4,326,522	30.7	145,924	3.39
Corporate Bonds	197,343	1.4	6,600	3.36
Total Portfolio	14,115,555	100.0	401,458	2.86



Account Activity Summary (Market Value Basis)

Portfolio Value on 12/30/2022	\$13,955,057.48
Contributions/Withdrawals	(\$4,186.49)
Investment Income	\$132,998.66
Unrealized Gain/Loss	\$70,761.57
Realized Gain/Loss	(\$1,241.10)
Change in Accrued Income	(\$37,835.26)
Portfolio Value on 03/31/2023	\$14,115,554.86
Total Gain	\$164,683.87

The equity markets began 2023 nicely with most indices experiencing positive performance as investors reacted to improvement in the inflation outlook, positive economic growth, and a slowing of the Fed's tightening cycle. In addition, the FOMC signaled it may be near the end of this tightening cycle as a crisis in regional banks has caused additional uncertainty in the economic outlook. The S&P 500 Index gained 7.50% during the quarter, but market breadth was less impressive with the Equal Weighted S&P 500 Index gaining only 2.93%. Growth stocks significantly outperformed value stocks during the period as the Russell 1000 Growth Index gained an impressive 14.37% during the period, while the Russell 1000 Value Index gained 1.01%. Small Cap stocks had positive performance during the period with the Russell 2000 Index posting a gain of 2.74%.

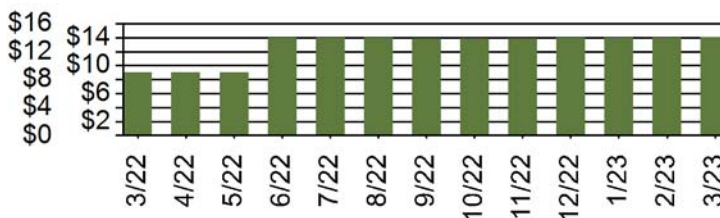
Most fixed income investors experienced positive performance during the first quarter on a total return basis with intermediate to longer term yields falling during the period. Yields on the front end of the yield curve increased during the first quarter as the FOMC raised the Fed Funds rate at their February and March meetings by one quarter of one percent. In addition, a crisis in regional banks has increased uncertainty in the outlook and has some investors expecting the Fed to pause on any further tightening. The 1-5 Year Govt/Corp Index returned 1.79%, and the 1-5 Year Municipal Index returned 1.36%.

Performance Summary-Time Weighted Returns

Portfolio Performance (%)
Gross of Fees

Quarter To Date
Total
1.18

Account Value (\$) Over Last 12 Months



Markets remain cautious heading into the second quarter of 2023 as they react to higher levels of volatility caused by higher interest rates and the recent banking crisis. In addition, while U.S. GDP growth is currently positive, many investors and economists are uncertain as to the ultimate economic impact of the Fed's tightening of monetary policy. There remain a possibility of a recession in the quarters ahead, putting pressure on corporate profits. However, with the Fed at or near the end of their tightening cycle, and the risk of higher interest rates abating, the market has rotated back to technology and growth stocks. Fixed income investments are attractive on a historical basis with yields well over 4% for even the highest quality investments. A well-diversified actively managed portfolio with allocations to both fixed income and equity is prudent in this context. We continue to monitor the markets and will communicate major developments.

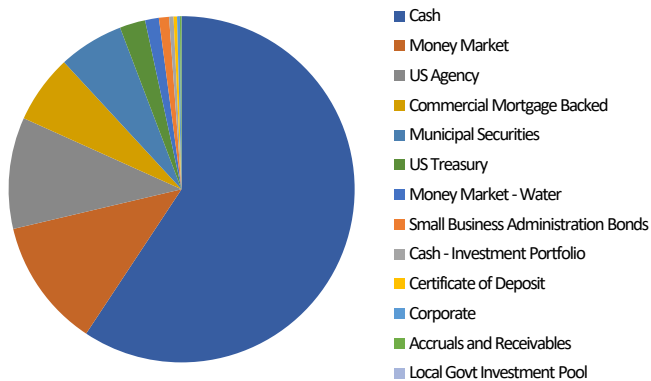
Thank you for the confidence you have placed in Dana Investment Advisors, and please contact us with any questions or changes to your investment objectives.

Attachment: 2023 1st Quarter Cash & Investment Report for Acella (8432 : 2023 YTD Investment Report as of 03/31/2023)

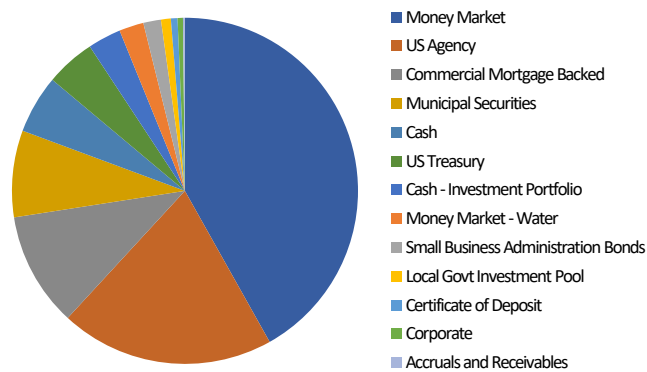
City of Mequon Distribution by Security Sector - Market Value

Security Sector	Market Value 12/31/2022	% of Portfolio 12/31/2022	Market Value 3/31/2023	% of Portfolio 3/31/2023
Cash - Investment Portfolio	285,173.32	0.40%	1,257,024.15	3.11%
Certificate of Deposit	245,140.53	0.34%	246,704.63	0.61%
Municipal Securities	4,393,561.74	6.09%	3,280,994.06	8.12%
US Agency	7,522,015.88	10.43%	8,075,005.01	19.99%
US Treasury	1,739,486.52	2.41%	1,874,954.33	4.64%
Corporate	196,386.00	0.27%	196,316.00	0.49%
Commercial Mortgage Backed	4,592,271.28	6.37%	4,310,511.06	10.67%
Small Business Administration Bonds	692,049.34	0.96%	667,911.00	1.65%
Accruals and Receivables	110,396.09	0.15%	80,954.14	0.20%
Cash	42,746,111.06	59.28%	2,193,850.04	5.43%
Money Market	8,670,454.97	12.02%	16,911,423.65	41.87%
Local Govt Investment Pool	1,677.27	0.00%	368,529.42	0.91%
Money Market - Water	918,722.31	1.27%	929,903.34	2.30%
Total	72,113,446.31	100.00%	40,394,080.83	100.00%

Portfolio Holdings as of 12/31/2022



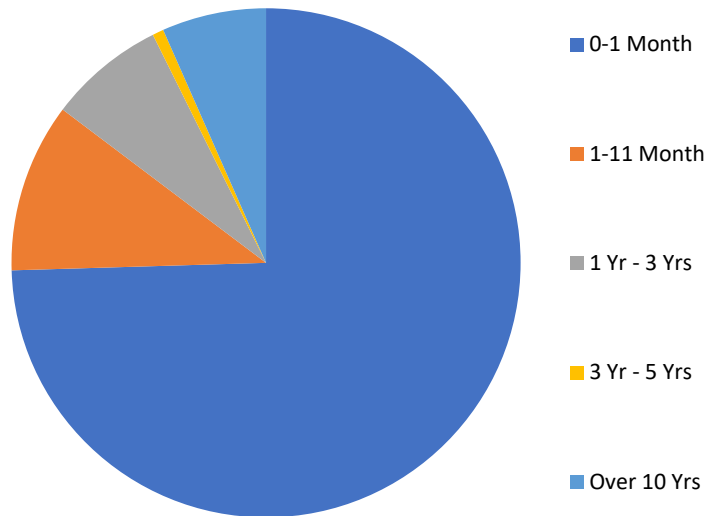
Portfolio Holdings as of 3/31/2023



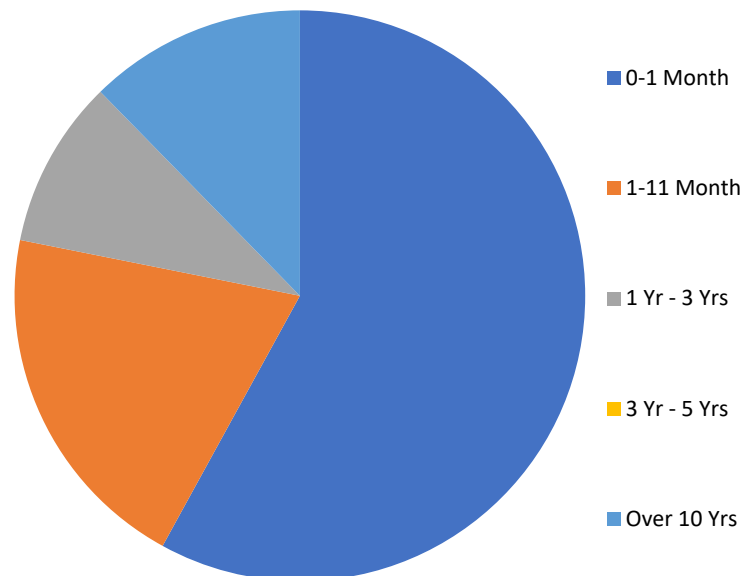
City of Mequon Distribution by Maturity - Market Value

Security Sector	Market Value 12/31/2022	% of Portfolio 12/31/2022	Market Value 3/31/2023	% of Portfolio 3/31/2023
0-1 Month	53,747,381.35	74.53%	23,422,742.98	57.99%
1-11 Month	7,748,176.30	10.74%	8,139,286.62	20.15%
1 Yr - 3 Yrs	5,333,568.04	7.40%	3,853,629.17	9.54%
3 Yr - 5 Yrs	513,311.88	0.71%	-	0.00%
Over 10 Yrs	4,771,008.74	6.62%	4,978,422.06	12.32%
Total	72,113,446.31	100.00%	40,394,080.83	100.00%

**Portfolio Holdings as of
12/31/2022**



Portfolio Holdings as of 3/31/2023



2023 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
May	• Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Per Diem for Employee Travel & Training to \$60 per Day • Resolution Approving Revisions to the City's Family Medical Leave Act Policy • Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City Sponsored Cell Phone Usage • Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services Between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department

Future Agenda Topics

• 2022 Financial Report Presentation & GASB 87 Update with Baker Tilly • Benefits Actuarial Study Presentation with Key Benefits • Compensation Plan Analysis • Comprehensive Fee Schedule Review	• Credit Card Processing Discussion • Library Review • Life Insurance Review • Financial Policy and City Ordinance Reconciliation
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2023 Completed Items

• Resolution Authorizing a Transfer of \$36,661 from the Information Technology Division's 2022 Budget to the Division's Capital Account, in Connection with the Completion of Planned City Network Upgrades in 2023 • Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2021 • Resolution Approving an Amendment to a Development Agreement with P2 Development, in Connection with Completion of a Planned Unit Development Project Located at 11040 and 11110 North Buntrock Avenue • Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection services, in an Amount Not-to-Exceed \$91,520	• Resolution Authorizing the Purchase and Implementation of Electronic Poll Books, Supplies and Training in an Amount not to Exceed \$90,000 • Resolution Authorizing a Town Center Business Loan for Tamatito's, a Restaurant, Located at 6400 West Mequon Road, the Public Market at Spur 16 • Resolution Approving a Professional Services Agreement for Commercial Plan Review and Consultation Services with E Plan Exam, Brookfield, Wisconsin • Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2023, Related to State of Wisconsin Commercial Plan Review Fees
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- Resolution Authorizing Contract Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of \$91,520

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