



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, June 11, 2024

6:00 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. May 14, 2024 Finance-Personnel Meeting Minutes

3) License Applications

Action requested: review and approve

a. June, 2024 licenses

b. 2025 Waste Hauler Permits

4) Vouchers Paid

a. May 2024 Vouchers Paid List

5) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4126** A Resolution Disallowing the Claim of Zachariah Anderson Dated May 21, 2024

b. **RESOLUTION 4127** A Resolution Appointing Brenda Arnett to the Position of Director of Finance/City Treasurer

6) Discussion Items

Action requested: discuss and take action as needed

a. Review of Proposed Financial Policy Change Recommendations

b. 2025 Community Survey Input

c. Finance - Personnel Work Plan

7) Adjourn

Dated: June 11, 2024

/s/ Andrew Nerbun, Chair

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

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

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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, May 14, 2024

5:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun

Alderman William Gebhardt

Alderman Brian Parrish

Alderman Robert Strzelczyk -- **Excused**

Also Present: William Jones, City Administrator, Marie Keyser, Acting Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Ellen Roberts, Dana Investment Advisors, Matt Slowinski, Dana Investment Advisors and Jennifer Wirth, President of Mequon - Thiensville Little League.

2) Approve Meeting Minutes

a. April 9, 2024 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish

DEEMED NO: Strzelczyk

3) License Applications

a. May, 2024 Licenses

Discussion was had whether Peddler Licenses require solicitors to wear a badge of identification. The City Ordinance says solicitors should display identification as well as details the specifications where and when the applicants can go door-to-door.

Administrator Jones directed staff to place a copy of the Ordinance in the next meeting packet as an informational item.

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

Attachment: 051424 (9388 : May 14, 2024 Finance-Personnel Meeting Minutes)

MOVED BY: Alderman Parrish
SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

4) Vouchers Paid

a. April 2024 Vouchers Paid List

It was asked what the review process was to ensure all vouchers are charged to the correct accounts. Acting Director Keyser expressed the voucher report comes directly from the City's ERP system and all Accounts Payable follow the City's purchasing policy. Oversight and approvals are gained before and after purchases are made and checks and balances occur when invoices are entered into the system for payment.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

5) Presentation

a. 2024 YTD Cash & Investment Report as of 03/31/2024

Ellen Roberts and Matt Slowinski from Dana Investment Advisors were at the meeting to provide a market and City portfolio update. Another market update in three to six months is warranted, given the state of the economy at this time.

6) Resolutions

a. **RESOLUTION 4117** A Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish
DEEMED NO: Strzelczyk

7) Discussion Items

a. Review of Proposed Financial Policy Change Recommendations

Time constraints left little time for discussion. Staff will bring these two policies back for discussion at the June meeting.

b. 2024 YTD Budget Report as of March 31, 2024

c. Finance & Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 6:36 PM by Alderman Gebhardt and seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

Attachment: 051424 (9388 : May 14, 2024 Finance-Personnel Meeting Minutes)



11333 N. Cedarburg Road
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 Phone: 262-242-3100
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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: June 3, 2024
SUBJECT: June, 2024 licenses

Chair and Committee members,

I wanted to highlight and provide additional information on a new type of authorization included this month.

Due to recent changes in Wisconsin statutes, you will find a new type of approval in this month's packet. There were significant revisions to Brewery Permits which affected Fox Town Brewery permits and licenses.

Prior to the changes, brewers were restricted to the types of alcohol they could sell, essentially their own beer or other micro-brewed Wisconsin beers. They could also apply for a "Class C" license to allow for consumption of wine, which Fox Town Brewery had. Due to the changes, a brewer is now allowed to request authorization from a municipality for a full-service retail sales business in their community. This would allow sales of all types of alcohol.

The permitting process begins at the local level with authorization from the municipality. The brewery must produce beer at the location on the application, thus Fox Town Brewery is planning to begin brewing beer onsite at the Mequon Road address. In addition, depending on the amount they produce, they can "earn" authorization for additional premises. If they produce 250-2,499 barrels per calendar year, they have earned the right to open a secondary location. So attached you will find AB-105 for Fox Town Brewery, applying for the Producer Full-Service Retail Sales, and a second AB-105 application for Fox Town Station as the Fixed Full-Service Retail Outlet. Should the authorization gain approval at the Finance-Personnel Committee, they can then apply to the state for the appropriate Brewery Permit. The permit is granted for two years, and the state is tasked with verifying the number of barrels produced.

Secondly, attached are the rules for peddlers that are given to each applicant and as requested by the Committee at the May 2024 meeting.

Following are recommended approvals:

Peddler Class A Licenses - New for the period of June 13, 2024 through September 13, 2024

Mad City Windows & Baths

17044 W. Victor Rd.

New Berlin, WI 53151

Request to provide door-to-door estimates of windows, baths, kitchen and sliding patio door projects.

Applicant Names:

David Isaiah Sanchez

Ruben Galvez

William Hammond Green

Nathaniel Paul Ksicinski

Jaylyn Andre Kelley

Tree-Ripe Fruit Co.

440A S. Lapham St.

Oconomowoc, WI 53066

Request to sell Georgia peaches & pecans, Michigan blueberries, and New Mexico pistachios to the public from a pop-up stationary tent on the Good City Brewing/Mequon Public Market patio, 6300 W. Mequon Road.

Vicki Ann Szerbat

Amanda Marie Smith

Authorization for a Full- Service Retail Sales at the Production Premises – New for a two-year period

Foxtown-GBC, LLC DBA

Foxtown Brewery; Foxtown Brewing Co.

6411 W. Mequon Rd.

Agent: Thomas E. Nieman

Authorization for a Fixed Full-Service Retail Outlet – New for a two-year period

Foxtown-GBC, LLC DBA

Foxtown Brewery; Foxtown Station

6209 W. Mequon Rd.

Agent: Thomas E. Nieman

Class B Beer License – New for the period of June 12, 2024 to June 30, 2024 – Contingent upon passing all inspections.

Phong Kue DBA
 Thai City Cuisine
 6300 W. Mequon Rd., Unit 109
 Agent: Phong Kue

Class A Beer License – Renewal for the period of July 1, 2024 to June 30, 2025 – Contingent upon passing all inspections.

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

Class A Beer and Class A Liquor License – Renewal for the period of July 1, 2024 to June 30, 2025 - Contingent upon passing all inspections.

Soommnath Hospitality LLC DBA
 Sybaris
 10240 N. Cedarburg Rd.
 Agent: Frederick M. Wahlen

Mega Marts, LLC DBA
 Metro Market #890
 11558 N. Port Washington Rd.
 Agent: Mary Reske

Walgreen Co. DBA
 Walgreens #03448
 11270 N. Port Washington Rd.
 Agent: Jeff A. Gulig

Class B Beer Liquor License – Renewal for the period of July 1, 2024 to June 30, 2025 – Contingent upon passing all inspections.

Roots & Stems LLC DBA
 Roots & Stems
 11627 W. Highland Rd.
 Agent: Brenda J. Schieble

Mark Allen Mollenhauer DBA
 Leonardo's Pizza
 11051 N. Port Washington Rd.
 Agent: Mark Allen Mollenhauer

Phong Kue DBA
 Thai City Cuisine
 300 W. Mequon Rd., Unit 109
 Agent: Phong Kue

Sodexo Operations, LLC DBA
 Sodexo Operations (Concordia University)
 12800 N. Lake Shore Dr.
 Agent: Angela E. Jensen

Class B Beer and Class C Wine License – Renewal for the period of July 1, 2024 to June 30, 2025 – Contingent upon passing all inspections.

Ozaukee Youth Hockey Association, Inc. DBA
 Ozaukee Ice Center
 5505 W. Pioneer Rd.
 Agent: Christopher S. Donovan

BYB Sports Investments Group LLC DBA
 Lakeshore Chinooks
 12800 N. Lakeshore Dr.
 Agent: Eric M. Saltz

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

Bawi Inc. DBA
Bawi Korean BBQ
6107 W. Mequon Rd.
Agent: Gong Yong Ma

Mint Asian Kitchen LLC DBA
Mint Asian Kitchen
1380 W. Mequon Rd.
Agent: Quan Vu

Class B Beer and Class B Liquor License – Renewal for the period of July 1, 2024 to June 30, 2025 – Contingent upon passing all inspections.

DREKS LLC DBA
Range Line Inn
2635 W. Mequon Rd.
Agent: Kristy J. Knudsen

TRK Tavern LLC DBA
White Rabbit Bar & Grill
14015 N. Cedarburg Rd.
Agent: Tammy L. Kosidowski

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

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

Cabernet Dreams LLC DBA
SIP MKE
1515 W. Mequon Rd.
Agent: Jacqueline J. Ertl

North Shore Country Club
3100 W. Country Club Drive
Agent: Joseph M. Kukowski

Half Tree Studio LLC DBA
Board and Brush Creative Studio Mequon
6001 W. Mequon Rd.
Agent: Jodi L. Lamers

The Ruby Tap Mequon LLC DBA
The Ruby Tap Mequon
6000 W. Mequon Rd.
Agent: Sarah E. Nelson

Pioneer SL LLC DBA
X-Golf Mequon
11043 N. Port Washington Rd.
Agent: Shawn M. DeMain

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

Wick/Metcalf Inc. DBA
Libby Montana Bar & Restaurant
5616 W. Donges Bay Rd.
Agent: Elizabeth M. Wick

Homeplate Asylum LLC DBA
Homeplate Asylum
7520 W. Donges Bay Road
Agent: Scoot A. Gierach

Horrigan Restaurants LLC DBA
 Mequon Pizza Company
 12020 N. River Rd.
 Agent: Nicholas J. Horrigan

ETS Restaurant Inc. DBA
 Café 1505
 1505 W. Mequon Rd.
 Agent: Alyssa L. Lugo

F.C. Ventures LLC DBA
 Greenside Grill (at Mee-Kwon Golf Course)
 6333 W. Bonniwell Rd.
 Agent: Gia M. Fazal

Elite Mequon LLC DBA
 Elite Mequon LLC
 11616 N. Port Washington Rd.
 Agent: David J. Pentek

Class B Beer and Class B Reserve Liquor License – Renewal for the period of July 1, 2024 to June 30, 2025 – Contingent upon passing all inspections.

BE Golf, LLC DBA
 Missing Links
 12950 N. Port Washington Rd.
 Agent: Peter D. Epperson

Good City Brewing LLC DBA
 Good City Brewing
 6300 W. Mequon Rd., Suites 101 and 106
 Agent: Andrew K. Hartzell

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

Following are recommended denials:

None.

Attachments:
 2 Foxtown Brewery applications (PDF)
 Thai City Cuisine (PDF)
 Peddler License Restrictions (PDF)

Form
AB-105

Producer Full-Service Retail Sales Application

Date
05/10/2024

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor) Foxtown-GBC, LLC		
2. Business Name or DBA FOXTOWN BREWERY; FOXTOWN BREWING CO.	3. Agent Name THOMAS E. NIEMAN	
4. FEIN 82-4425863	5. Wisconsin Seller's Permit Number 456-1029603943-04	
6. Wisconsin Producer Permit Number 309-1029603943-12	7. Producer Type ☒ Brewery ☐ Winery ☐ Liquor Manufacturer/Rectifier	
8. Contact Person's First Name NELS	9. Last Name BJORKQUIST	10. M.I.
11. Contact Person's Phone (414) 224-0600	12. Contact Person's Email NB@MAWICKELAW.COM	

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery	Manufacturer/Rectifier	Winery
☐ Less than 250 barrels	☐ Less than 1,500 liters	☐ Less than 1,000 gallons
☒ 250 - 2,499 barrels	☐ 1,500 - 4,999 liters	☐ 1,000 - 4,999 gallons
☐ 2,500 - 7,499 barrels	☐ 5,000 - 34,999 liters	☐ 5,000 - 24,999 gallons
☐ 7,500 or more barrels	☐ 35,000 or more liters	☐ 25,000 or more gallons
Calendar year: 2023	Calendar year:	Calendar year:
Quantity: 822	Quantity:	Quantity:

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date 06/12/24	2. Production Premises Address 6411 W. MEQUON ROAD (see attached diagram for details)		
3. City MEQUON	4. State WI	5. Zip Code 53092	
6. County OZAUKEE	7. Governing Municipality ☒ City ☐ Town ☐ Village of: MEQUON		

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? ☐ Yes ☐ No If yes, complete boxes 2 through 9.			
2. Current Outlet Name			
3. Current Outlet Premises Address			
4. City	5. State	6. Zip Code	
7. County	8. Governing Municipality ☐ City ☐ Town ☐ Village of: _____		9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

10. Start Date		11. New Outlet Name	
12. New Outlet Premises Address			
13. City		14. State	15. Zip Code
16. County	17. Governing Municipality ☐ City ☐ Town ☐ Village of: _____		18. Premises Phone Number
19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.			
20. Will you operate a restaurant on the premises? ☐ Yes ☐ No			
21. What alcohol beverages will be offered for sale? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)			
22. What alcohol beverages does the permittee produce? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)			
23. How will customers be served? (check all that apply) ... ☐ Samples ☐ On-premises consumption ☐ Off-premises consumption			

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

1. Name of Event (If applicable)		
2. Dates of Operation (attach a schedule, if necessary)		3. Hours of Operation
4. Premises Address		
5. City		6. State 7. Zip Code
8. County	9. Governing Municipality ☐ City ☐ Town ☐ Village of: _____	
10. Organizer of Event (if not the named applicant)		11. Email and/or Phone Number for Organizer of Event
12. Organizer Website		13. Event Website
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.		
15. On-Site Contact (Last Name, First Name)	16. On-Site Contact Phone	17. On-Site Contact Email
18. Will you operate a restaurant on the premises? ☐ Yes ☐ No		
19. What alcohol beverages will be offered for sale? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)		
20. What alcohol beverages does the permittee produce? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)		
21. How will customers be served? (check all that apply) ... ☐ Samples ☐ On-premises consumption ☐ Off-premises consumption		

Part F: Attestation

Who must sign this application?

- sole proprietor • general partner of a partnership • corporate officer • member of an LLC

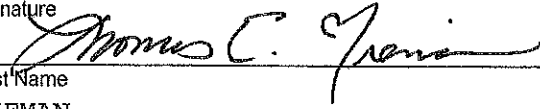
READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

05/10/24

Last Name

NIEMAN

First Name

THOMAS

M.I.

E.

Title

PRESIDENT

Email

TOM.NIEMAN@FROMMFAMILY.COM

Phone

(262) 242-2200

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)1. Will the municipality limit the scope of alcohol beverages offered for sale? ☐ Yes ☐ No2. Will the municipality impose any requirements or restrictions for the full-service retail outlet? ☐ Yes ☐ No

3. Describe municipal restrictions indicated in questions 1 or 2 above.

4. Last Name of Municipal Official

5. First Name

6. M.I.

7. Signature of Municipal Official

8. Date

9. Date Application was Filed with Clerk

5.13.24

10. Date Full-Service Retail Outlet Approved by Governing Body

Form

AB-105

Producer Full-Service Retail Sales Application

Date

05/10/2024

Part A: Producer Information

1. Business Legal Name (individual name if sole proprietor) Foxtown-GBC, LLC		
2. Business Name or DBA Foxtown Station FOXTOWN BREWERY; FOXTOWN BREWING CO.	3. Agent Name THOMAS E. NIEMAN	
4. FEIN 82-4425863	5. Wisconsin Seller's Permit Number 456-1029603943-04	
6. Wisconsin Producer Permit Number 309-1029603943-06	7. Producer Type ☒ Brewery ☐ Winery ☐ Liquor Manufacturer/Rectifier	
8. Contact Person's First Name NELS	9. Last Name BJORKQUIST	10. M.I.
11. Contact Person's Phone (414) 224-0600	12. Contact Person's Email NB@MAWICKELAW.COM	

Part B: Production Quantity

Note: Check appropriate quantity for permit held (see instructions). If you hold more than one producer permit, check the total aggregate quantity produced for each type of permit. Enter the highest quantity produced in any of the last three calendar years.

Brewery	Manufacturer/Rectifier	Winery
☐ Less than 250 barrels	☐ Less than 1,500 liters	☐ Less than 1,000 gallons
☒ 250 - 2,499 barrels	☐ 1,500 - 4,999 liters	☐ 1,000 - 4,999 gallons
☐ 2,500 - 7,499 barrels	☐ 5,000 - 34,999 liters	☐ 5,000 - 24,999 gallons
☐ 7,500 or more barrels	☐ 35,000 or more liters	☐ 25,000 or more gallons
Calendar year: 2023	Calendar year:	Calendar year:
Quantity: 822	Quantity:	Quantity:

Complete only ONE of Part C, D or E.

Part C: Request for Full-Service Retail Sales at the Production Premises

1. Start Date	2. Production Premises Address		
3. City	4. State	5. Zip Code	
6. County	7. Governing Municipality ☐ City ☐ Town ☐ Village of:		

Part D: Request for Fixed Full-Service Retail Outlet

1. Are you transferring one fixed full-service retail outlet to a new location? ☐ Yes ☒ No If yes, complete boxes 2 through 9.			
2. Current Outlet Name			
3. Current Outlet Premises Address			
4. City	5. State	6. Zip Code	
7. County	8. Governing Municipality ☐ City ☐ Town ☐ Village of:		9. Premises Phone Number

Continued →

Part D: Request for Fixed Full-Service Retail Outlet (Cont.)**New Fixed Retail Outlet Information (complete boxes 10 through 23)**

10. Start Date 06/12/24		11. New Outlet Name FOXTOWN BREWERY and/or other DBAs to be determined	
12. New Outlet Premises Address 6209 W. MEQUON ROAD (see attached sheet and diagram for additional detail)			
13. City MEQUON		14. State WI	15. Zip Code 53092
16. County OZAUCKEE	17. Governing Municipality ☒ City ☐ Town ☐ Village of: MEQUON		18. Premises Phone Number (262) 242-2200
19. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. SEE ATTACHED SHEET AND DIAGRAM.			
20. Will you operate a restaurant on the premises? ☒ Yes ☐ No			
21. What alcohol beverages will be offered for sale? (check all that apply) ☒ Beer ☒ Wine ☒ Intoxicating Liquor (other than wine)			
22. What alcohol beverages does the permittee produce? (check all that apply) ☒ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)			
23. How will customers be served? (check all that apply) ... ☒ Samples ☒ On-premises consumption ☒ Off-premises consumption			

Part E: Request for Unlimited Transfer Full-Service Retail Outlet

1. Name of Event (if applicable)		
2. Dates of Operation (attach a schedule, if necessary)		3. Hours of Operation
4. Premises Address		
5. City	6. State	7. Zip Code
8. County	9. Governing Municipality ☐ City ☐ Town ☐ Village of: _____	
10. Organizer of Event (if not the named applicant)		11. Email and/or Phone Number for Organizer of Event
12. Organizer Website		13. Event Website
14. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.		
15. On-Site Contact (Last Name, First Name)	16. On-Site Contact Phone	17. On-Site Contact Email
18. Will you operate a restaurant on the premises? ☐ Yes ☐ No		
19. What alcohol beverages will be offered for sale? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)		
20. What alcohol beverages does the permittee produce? (check all that apply) ☐ Beer ☐ Wine ☐ Intoxicating Liquor (other than wine)		
21. How will customers be served? (check all that apply) ... ☐ Samples ☐ On-premises consumption ☐ Off-premises consumption		

Part F: Attestation

Who must sign this application?

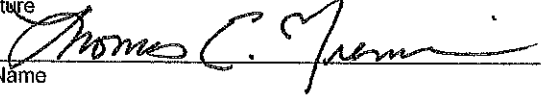
- sole proprietor • general partner of a partnership • corporate officer • member of an LLC

READ CAREFULLY BEFORE SIGNING:

I understand and agree to the following:

- I will not operate this location outside of the dates and times approved by the municipality and Division of Alcohol Beverages.
- I will operate this location according to municipal ordinance and restrictions imposed as a condition of receiving this authorization.
- I will purchase alcohol beverages I do not produce from an authorized source, such as a Wisconsin-permitted wholesaler.
- I will operate this location according to Wisconsin law and administrative regulation including but not limited to: underage restrictions, closing hours, licensed operators, and record keeping requirements.

Further, under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the authorization. Further, I agree that the rights and responsibilities conferred by the authorization, if granted, will not be assigned to another individual or entity. I understand that lack of access to any portion of a premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this authorization. I understand that any authorization issued contrary to Wis. Stats. Chapter 125 shall be void under penalty of Wisconsin law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 		Date 05/10/24	
Last Name NIEMAN		First Name THOMAS	M.I. E.
Title PRESIDENT	Email TOM.NIEMAN@FROMMFAMILY.COM	Phone (262) 242-2200	

Part G: For Municipal Use Only (Complete if Requesting Authorization in Part D or E)

1. Will the municipality limit the scope of alcohol beverages offered for sale?			☐ Yes	☐ No
2. Will the municipality impose any requirements or restrictions for the full-service retail outlet?			☐ Yes	☐ No
3. Describe municipal restrictions indicated in questions 1 or 2 above.				
4. Last Name of Municipal Official		5. First Name		6. M.I.
7. Signature of Municipal Official			8. Date	
9. Date Application was Filed with Clerk 5.13.24		10. Date Full-Service Retail Outlet Approved by Governing Body		

Form

AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	MEQUON
License Period	6/12/24 - 6/30/24

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
 ☒ Class "B" Beer \$ _____
- ☐ "Class A" Liquor \$ _____
 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____
 ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ 8.33
Background Check Fee	\$
Publication Fee	\$ 20
Total Fees	\$ 28.33

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Thai City Cuisine (P) Phong Kue			
2. Business Trade Name or DBA Thai City Cuisine			
3. FEIN 99-2736959		4. Wisconsin Seller's Permit Number	
5. Entity Type (check one) ☒ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization			
6. State of Organization Wisconsin		7. Date of Organization 5-17-24	
8. Wisconsin DFI Registration Number			
9. Premises Address 6300 W Mequon Rd Unit #109			
10. City Mequon		11. State WI	12. Zip Code 53092
13. County OZAUKEE	14. Governing Municipality: ☒ City ☐ Town ☐ Village of: Mequon		15. Aldermanic District
16. Premises Phone TBD/Personal: 248 202 2428		17. Premises Email TBD	18. Website TBD
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Food vendor at market place in Mequon serving alcohol on premise & to go.			
20. Mailing Address (if different from premises address) 6807 Mendota Ct			
21. City Mequon		22. State WI	23. Zip Code 53092

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No		
If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . ☐ Yes ☒ No
beverages.

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☐ Yes ☒ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
KUE	Phong	Owner/President	248 202 2428

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Kue		First Name Phong		M.I.
Title Owner/President		Email kue.james21@gmail.com		Phone 248 202 2428
Signature <i>Phong Kue</i>			Date	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



11333 N. Cedarburg Rd
 Mequon, WI 53092-1930
 Phone: 262/236-2911
 Fax: 262/242-9655

www.ci.mequon.wi.us

Office of the City Clerk

The following restrictions/requirements apply:

1. Calling at any dwelling or other place on Sunday, or on any other day after 7:00 p.m. or before 9:00 a.m., except by appointment.
2. Calling at the rear door of any dwelling, unless expressly requested by the occupant.
3. Calling at any dwelling or other place where a sign is displayed bearing the words "no peddlers," "no solicitors" or words of similar meaning.
4. Remaining on premises after being asked to leave by the owner, occupant, or any other person having authority over such premises.
5. Misrepresenting or making false, deceptive or misleading statements concerning the quality, quantity or character of any goods offered for sale, the purpose of his/her visit, his/her identity or the identity of the organization he/she represents. A licensee soliciting on behalf of a charitable organization shall specifically disclose what portion of the sale price of goods being offered will actually be used for the charitable purpose for which the organization is soliciting. Said portion shall be expressed as a percentage of the sale price of the merchandise.
6. Impeding the free use of sidewalks and streets by pedestrians and vehicles.
7. Failing to observe all traffic and parking regulations where sales are made from vehicles, or a neighborhood is accessed by means of a vehicle.
8. Making or employing any loud noises or using any sound amplifying device to attract customers if the noise produced is capable of being plainly heard outside a 100' radius of the source.
9. Allowing rubbish or litter to accumulate in or around the area in which he/she is conducting business.
10. No parking on city streets.
11. Your license must be carried with you at all times.
12. A photo ID issued by your company must be visible at all times.

One free 3-month extension is possible. The licensee may make application in person to the Clerk for renewal of the license. The Clerk shall grant the requested renewal and the renewed license shall remain in effect, only providing: a) At the time of request for renewal the licensee shall execute and provide a certified statement attesting that the information in the initial application and license is current, and correct, and to the extent applicable shall provide the Clerk with changes to any information which was provided in the initial application; b) There have been no bona fide citizen complaints regarding the peddling, canvassing, soliciting, or selling activities of the applicant or the applicant's agents, employees, or affiliates, and c) There has been no objection to the renewal by the Finance-Personnel Committee of the city. We suggest applying for an extension no later than 10 calendar days prior to your license expiration date.

The regulation of Transient Merchants, Peddlers and Solicitors is regulated by the City of Mequon Section 14-114 of the Municipal Code. Transient Merchants, Peddlers and Solicitors are responsible for adhering to all requirements of the code. Feel free to contact the City Clerk's Office at 262-236-2912 or cfochs@ci.mequon.wi.us with any questions.



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

www.ci.mequon.wi.us

Office of Engineering

TO: Finance-Personnel Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: June 11, 2024
SUBJECT: 2025 Waste Hauler Permits

The City issues permits to waste haulers that are valid for one year, from July 1 to June 30.

Please note that when the licenses are mailed to the companies, they are accompanied by a letter outlining the ordinance requirements and their obligations to keep all waste confined within the waste hauling units and to clean up any debris resulting from their services.

Staff recommends approval of the following:

Waste Hauler – Renewal – Valid July 1, 2024 to June 30, 2025:

Compost Crusader LLC
 1780 East Bolivar Avenue
 St. Francis, WI 53235

Curby's Compost Service
 740 W Oakland Avenue
 Port Washington, WI 53074

Eagle Disposal
 21107 Omega Circle
 Franksville, WI 53126

GFL Environmental
 W144S6350 College Court
 Muskego, WI 53150

Ozaukee Disposal Corporation
 W55N363 Park Lane
 PO Box 42
 Cedarburg, WI 53012

State Disposal Services LLC
 9530 N 107th St
 Milwaukee, WI 53224

Waste Management

N96W13840 County Line Road
Germantown, WI 53022

Attachments:

Compost Crusader LLC Application (PDF)

Curby's Compost Application (PDF)

Eagle Disposal Application (PDF)

GFL Application (PDF)

Ozaukee Disposal Application (PDF)

State Disposal Application (PDF)

WM Application (PDF)



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from July 1, 2024 to June 30, 2025.

1. Name of business: Compost Crusader LLC
Business address: 1780 E Bolivar Ave
Saint Francis, WI 53235
2. Name of owner/s: Melissa Tashjian
Mailing address: _____
3. Contact person for problems: Charlie Wensch
4. Contact / Business telephone number/s: 262-394-6075 x4
5. Number of customers ;
a. Residential: 1 - 4 units: 20 ; 5 or more units: 0
b. Commercial/Industrial: 2
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): 0
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of ~~Landfill~~ Compost Site: Caledonia, WI
8. Tons of material recycled in previous year (Mequon totals only):
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

a. aluminum cans: _____	b. steel/tin cans: _____	c. bi-metal cans: _____
d. glass: _____	e. newsprint: _____	f. office paper: _____
g. corrugated cardboard: _____	h. junk mail: _____	i. magazines: _____
j. PET plastic (#1): _____	k. HDPE plastic (#2): _____	l. Other: <u>Food</u> <u>SCRAPS</u> <u>55</u>

Fee Computation:

Administrative Fee	\$ 60.00
Vehicles 0 through 6 Gross Tons	\$0.00 x # of vehicles <u>1</u> = \$ 0.00
Vehicles 7 through 12 Gross Tons	\$25.00 x # of vehicles _____ = \$ _____
Vehicles over 12 Gross Tons	\$50.00 x # of vehicles <u>1</u> = \$ 50.00
TOTAL FEE \$ 110.00	

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

- A. Recyclables shall not be mixed with garbage and refuse.
- B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)
- C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: Charlie Wensch
Charlie Wensch
Print or type name here

Date: 3/14/24



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

RECEIVED

MAY 02 2024

ENGINEERING DEPARTMENT
CITY OF MEQUON

3.b.b

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from **July 1, 2024** to **June 30, 2025**.

1. Name of business: Curby's Compost Service
Business address: 740 W OAKLAND AVE #7
PONT WASHINGTON WI 53074
2. Name of owner/s: SUSAN BONUCCI
Mailing address: 9832 N COURTLAND DRIVE
MEQUON WI 53092
3. Contact person for problems: SUSAN BONUCCI
4. Contact / Business telephone number/s: 414 445 4345
5. Number of customers ;
a. Residential: 1 - 4 units: 15 ; 5 or more units: _____
b. Commercial/Industrial: _____
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): 0
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: DO NOT USE A LANDFILL (PROCESSOR) INTERNALLY
8. Tons of material recycled in previous year (Mequon totals only):
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
- | | | |
|-----------------------------------|--------------------------------|----------------------------|
| a. aluminum cans: <u>0</u> | b. steel/tin cans: <u>0</u> | c. bi-metal cans: <u>0</u> |
| d. glass: <u>0</u> | e. newsprint: <u>0</u> | f. office paper: <u>0</u> |
| g. corrugated cardboard: <u>0</u> | h. junk mail: <u>0</u> | i. magazines: <u>0</u> |
| j. PET plastic (#1): <u>0</u> | k. HDPE plastic (#2): <u>0</u> | l. Other: <u>/</u> |

Fee Computation:

Administrative Fee \$ 60.00

Vehicles 0 through 6 Gross Tons \$0.00 x # of vehicles _____ = \$ 0.00

Vehicles 7 through 12 Gross Tons \$25.00 x # of vehicles _____ = \$ 0

Vehicles over 12 Gross Tons \$50.00 x # of vehicles _____ = \$ 0

TOTAL FEE \$ 60.00

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

A. Recyclables shall not be mixed with garbage and refuse.

B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)

C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: _____

SUSAN BONUCCI
Print or type name here

Date: 04/25/2024



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from **July 1, 2024 to June 30, 2025**.

1. Name of business: Eagle Disposal Inc
Business address: 21107 Omega circle
Franksville, WI
2. Name of owner/s: William Katzman Jr.
Mailing address: _____
3. Contact person for problems: Justin Springer / Steve Katzman.
4. Contact / Business telephone number/s: 262.895.4800
5. Number of customers ;
a. Residential: 1 - 4 units: _____ ; 5 or more units: _____
b. Commercial/Industrial: _____
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): _____
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: _____
8. Tons of material recycled in previous year (Mequon totals only):
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
- | | | | | | |
|--------------------------|----------------|-----------------------|----------------|-------------------|-------------|
| a. aluminum cans: | <u>1 ton</u> | b. steel/tin cans: | <u>5.5 ton</u> | c. bi-metal cans: | <u>N/A</u> |
| d. glass: | <u>23 tons</u> | e. newsprint: | <u>5 ton</u> | f. office paper: | <u>N/A</u> |
| g. corrugated cardboard: | <u>82 tons</u> | h. junk mail: | <u>4 tons</u> | i. magazines: | <u>N/A</u> |
| j. PET plastic (#1): | <u>5 tons</u> | k. HDPE plastic (#2): | <u>N/A</u> | l. Other: | _____/_____ |

Fee Computation:

Administrative Fee	\$	<u>60.00</u>
Vehicles 0 through 6 Gross Tons	\$0.00 x # of vehicles _____ =	\$ <u>0.00</u>
Vehicles 7 through 12 Gross Tons	\$25.00 x # of vehicles _____ =	\$ _____
Vehicles over 12 Gross Tons	\$50.00 x # of vehicles _____ =	\$ <u>60.00</u>
TOTAL FEE \$		<u>360.00</u>

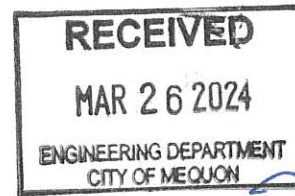
I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

- A. Recyclables shall not be mixed with garbage and refuse.
- B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)
- C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: Sydney Denomin Date: 4.25.2024
Sydney DeNomin-Thorson
Print or type name here



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092



HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from July 1, 2024 to June 30, 2025.

1. Name of business: GFL Environmental
Business address: W144 S6350 College Ct.
Muskego, WI 53150
2. Name of owner/s: Kevin Plummer, General Manager
Mailing address: Same
3. Contact person for problems: Kevin Plummer
4. Contact / Business telephone number/s: 414-912-6638
5. Number of customers;
a. Residential: 1 - 4 units: 1667; 5 or more units: 11
b. Commercial/Industrial: 150
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): 2282.35
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: Glacier Ridge Landfill, Horicon
8. Tons of material recycled in previous year (Mequon totals only):
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

a. aluminum cans: <u>6.85</u>	b. steel/tin cans: <u>20.55</u>	c. bi-metal cans: <u>—</u>
d. glass: <u>125.36</u>	e. newsprint: <u>252.29</u>	f. office paper: <u>35.96</u>
g. corrugated cardboard: <u>111.66</u>	h. junk mail: <u>35.96</u>	i. magazines: <u>33.96</u>
j. PET plastic (#1): <u>26.03</u>	k. HDPE plastic (#2): <u>7.54</u>	l. Other: <u>Rigid Plastic 6.30</u>

Fee Computation:

Administrative Fee

Vehicles 0 through 6 Gross Tons

\$0.00 x # of vehicles — = \$ 0.00

Vehicles 7 through 12 Gross Tons

\$25.00 x # of vehicles — = \$ —

Vehicles over 12 Gross Tons

\$50.00 x # of vehicles 24 = \$ 1200

TOTAL FEE \$ 1200

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

A. Recyclables shall not be mixed with garbage and refuse.

B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)

C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: Kevin Plummer

Date: 4/19/24

Print or type name here

G:\Waste Hauler\Templates\hauler application_rev2024.doc

Attachment: GFL Application (9340 : 2025 Waste Hauler Permits)



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

RECEIVED

MAY 01 2024

ENGINEERING DEPARTMENT
CITY OF MEQUON

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from **July 1, 2024** to **June 30, 2025**.

1. Name of business: OZAUKEE DISPOSAL CORP.
Business address: W55 N363 PARK LANE
CEDARBURG, WI 53012
 2. Name of owner/s: RICHARD L BEHLING
Mailing address: P.O. BOX 42
CEDARBURG, WI 53012
 3. Contact person for problems: RICHARD BEHLING/JASON BEHLING
 4. Contact / Business telephone number/s: 262-377-4640 RICH CELL 262-993-1947
JASON CELL 414-807-6966
 5. Number of customers ;
a. Residential: 1 - 4 units: 1340 ; 5 or more units: 5 AND 7 CHURCHES 48 JACKSON
b. Commercial/Industrial: 20 RESIDENTIAL
 6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): DON'T KNOW. COMBINED WITH
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE) CEDARBURG, GRAFTON, JACKSON, MEQUON &
 7. Location of Landfill: ORCHARD RIDGE RDF, N96W13475 COUNTY LINE RD THIENSVILLE
 8. Tons of material recycled in previous year (Mequon totals only): MENOMONEE FALLS, WI 53051
(PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE) ***
- ***
- | | | |
|--------------------------------|-----------------------------|-------------------------|
| a. aluminum cans: _____ | b. steel/tin cans: _____ | c. bi-metal cans: _____ |
| d. glass: _____ | e. newsprint: _____ | f. office paper: _____ |
| g. corrugated cardboard: _____ | h. junk mail: _____ | i. magazines: _____ |
| j. PET plastic (#1): _____ | k. HDPE plastic (#2): _____ | l. Other: _____ / _____ |

*** ALL CO MINGLED/AVERAGE 30 TON

Fee Computation:

Administrative Fee	\$ _____	60.00
Vehicles 0 through 6 Gross Tons	\$0.00 x # of vehicles _____	= \$ _____ 0.00
Vehicles 7 through 12 Gross Tons	\$25.00 x # of vehicles <u>2</u>	= \$ _____ 50.00
Vehicles over 12 Gross Tons	\$50.00 x # of vehicles <u>4</u>	= \$ _____ 200.00
TOTAL FEE \$		<u>310.00</u>

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

A. Recyclables shall not be mixed with garbage and refuse.

B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)

C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: Richard L Behling

Date: 4-28-2024

RICHARD L BEHLING

Print or type name here



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from **July 1, 2024** to **June 30, 2025**.

1. Name of business: State Disposal Services
 Business address: 9530 N. 107 St.
Milwaukee, WI 53224
2. Name of owner/s: Brad Horne
 Mailing address: 9530 N. 107 St.
Milwaukee, WI 53224
3. Contact person for problems: Brad Horne
4. Contact / Business telephone number/s: 414-489-1970
5. Number of customers ;
 a. Residential: 1 - 4 units: _____ ; 5 or more units: _____
 b. Commercial/Industrial: _____
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): 250
 (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: Waste Management - Orchard Ridge
8. Tons of material recycled in previous year (Mequon totals only): N/A
 (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

a. aluminum cans: _____	b. steel/tin cans: _____	c. bi-metal cans: _____
d. glass: _____	e. newsprint: _____	f. office paper: _____
g. corrugated cardboard: _____	h. junk mail: _____	i. magazines: _____
j. PET plastic (#1): _____	k. HDPE plastic (#2): _____	l. Other: _____ / _____

Fee Computation:

Administrative Fee	\$ 60.00
Vehicles 0 through 6 Gross Tons	\$0.00 x # of vehicles _____ = \$ 0.00
Vehicles 7 through 12 Gross Tons	\$25.00 x # of vehicles _____ = \$ _____
Vehicles over 12 Gross Tons	\$50.00 x # of vehicles <u>9</u> = \$ <u>450.00</u>
TOTAL FEE \$ <u>510.00</u>	

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

- A. Recyclables shall not be mixed with garbage and refuse.
- B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)
- C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: _____

Mari Lisch
Mari Lisch
 Print or type name here

Date: _____

04/03/2024



CITY OF MEQUON
11333 N. Cedarburg Rd.
Mequon, WI 53092

HAULER PERMIT APPLICATION
TO COLLECT GARBAGE, REFUSE, & RECYCLABLE MATERIALS

The undersigned hereby applies for a permit to gather and dispose of any garbage, refuse, or recyclables generated in the City of Mequon in accordance with the rules of the City of Mequon, covering the business described below from **July 1, 2024** to **June 30, 2025**.

1. Name of business: Waste Management
 Business address: N96 W13840 County Line Rd
Germanatown, WI 53022
2. Name of owner/s: _____
 Mailing address: _____
3. Contact person for problems: Tim Wengren
4. Contact / Business telephone number/s: 262-202-1175
5. Number of customers ;
 a. Residential: 1 - 4 units: _____ ; 5 or more units: _____
 b. Commercial/Industrial: _____
6. Tons of garbage and refuse landfilled in previous year (Mequon totals only): _____
 (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: N96 W13073 County Line Rd Menomonee Falls WI, 53051
8. Tons of material recycled in previous year (Mequon totals only): _____
 (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE) Report Attached
 - a. aluminum cans: _____
 - b. steel/tin cans: _____
 - c. bi-metal cans: _____
 - d. glass: _____
 - e. newsprint: _____
 - f. office paper: _____
 - g. corrugated cardboard: _____
 - h. junk mail: _____
 - i. magazines: _____
 - j. PET plastic (#1): _____
 - k. HDPE plastic (#2): _____
 - l. Other: _____

Fee Computation:

Administrative Fee	\$ 60.00
Vehicles 0 through 6 Gross Tons	\$0.00 x # of vehicles _____ = \$ 0.00
Vehicles 7 through 12 Gross Tons	\$25.00 x # of vehicles _____ = \$ _____
Vehicles over 12 Gross Tons	\$50.00 x # of vehicles <u>6</u> = \$ <u>300.00</u>
TOTAL FEE	\$ <u>360.00</u>

I, the undersigned, hereby agree that the information in this application is true and correct to the best of my knowledge and that I, and all company employees conducting business in the City of Mequon, will comply with all rules established by Section 66-24/31 of the Mequon Code of Ordinances, including, but not limited to:

- A. Recyclables shall not be mixed with garbage and refuse.
- B. A curbside pickup service of recyclable materials shall be offered to our Mequon customers, to include all those items listed in this application as well as any others our company wishes to provide for. (Curbside pickup is defined as the collection of recyclable material at the same location as the collection of garbage or refuse.)
- C. The company will communicate with its customers and the City of Mequon regarding which items are picked up curbside, the reasons for recycling, and our company's requirements for preparation of solid waste and recyclables. This information shall be distributed to our customers and the City a minimum of every six months, or when changes in standards for preparation, collection or separation occur.

Signature: 
 Print or type name here: Tim Wengren

Date: 4/22/24

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID:

GENERAL FUND (0110)	\$ 224,533.90
SPECIAL REVENUE FUND (0210)	0.00
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	713.36
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)	84,099.36
SEWER UT FUND (0610)	107,907.85
WATER UT FUND (0620)	195,875.66
TAX FIDUCIARY FUND (0810)	0.00
 TOTAL	 <u>\$ 613,130.13</u>

IN THE AMOUNT OF \$ 613,130.13 IS HEREBY CERTIFIED
AS CORRECT AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

WILLIAM JONES
CITY ADMINISTRATOR 6/11/2024

Attachment: Voucher List (9410 : May 2024 Vouchers Paid List)

			Grand Total	\$613,130.13
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Arterial Road Projects	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	31.40
Arterial Road Projects Total				31.40
Assessor	13129	CATALIS TAX & CAMA INC	2024 ASSESSOR CONTRACT-INSTALLMENT #5	12,000.00
Assessor	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	2024 ASSESSOR OFFICE MAILINGS	116.08
Assessor Total				12,116.08
Building Maintenance	11693	BUDIAC PLUMBING, INC	CAST IRON PLUMBING REPAIR EAST SIDE FIRE HOUSE	5,548.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - SAFETY BUILDING	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,817.00
Building Maintenance	10428	FRANK GILLITZER ELECTRIC CO LTD	REPLACE BURNT WIRE EXTERIOR LED UPGRADE	1,732.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	Janitorial Supplies - 4 WYPALL 110 SANI-PREP 110/B	1,100.21
Building Maintenance	10428	FRANK GILLITZER ELECTRIC CO LTD	INSTALL QUAD OUTLET AND CIRCUIT IN SOUTH CONFERENC	934.54
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	LABOR AND MATERIAL TO REPAIR AIR COMPRESSOR	865.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	EXHAUST FAN SERVICE CALL PD - 2 HOURS LABOR - BORE	509.20
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	Janitorial Supplies - 4 WYPALL 110 SANI-PREP 110/B	483.01
Building Maintenance	10622	LAKEWOOD FILTERS INC	HVAC MAINTENANCE FILTERS	319.98
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	255.00
Building Maintenance	10622	LAKEWOOD FILTERS INC	HVAC MAINTENANCE FILTERS	240.98
Building Maintenance	11581	STAPLES BUSINESS ADVANTAGE	Janitorial Supplies - 4 WYPALL 110 SANI-PREP 110/B	231.76
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	REPAIR BROKEN WASHBAY HOSE AT DPW	228.76
Building Maintenance	10622	LAKEWOOD FILTERS INC	HVAC MAINTENANCE FILTERS	180.00
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICE CITY HALL	158.67
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	135.79
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT	135.00
Building Maintenance	10074	AT & T CORP	ALARM CIRCUITS	84.30
Building Maintenance	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	34.66
Building Maintenance	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	34.65
Building Maintenance	10691	MENARDS	WORK SUPPLIES	30.14
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	REPLACEMENT KEYS FOR SB ELEVATOR	19.88
Building Maintenance Total				21,854.53
Building Projects	10489	CORE & MAIN	500 PE TUBING, 14 INSERTS FOR PE, 2 FITTING/CONNEC	3,424.76
Building Projects	10428	FRANK GILLITZER ELECTRIC CO LTD	INSTALL (2) SINGLE -GANG BELL BOXES ON 5' UNISTRUT	752.22
Building Projects Total				4,176.98
City Administrator	90001	TEMP STAFF REIMB	REIMBURSEMENT MILEAGE MIDWEST LEADERSHIP INSTITUTE	154.10
City Administrator	10230	CONLEY PUBLISHING GROUP LTD	1 YEAR SUBSCRIPTION ACCOUNT #0003739 NEWS GRAPHIC	132.00
City Administrator	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.49
City Administrator	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.48
City Administrator Total				349.07
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00
City Clerk	12532	GRANICUS, LLC	MAY 2024 SUBSCRIPTION	1,289.93
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	3/31/24-4/24/24 PUBLICATION SERVICES	123.32
City Clerk	10827	NOTARY BOND RENEWAL SERVICE	NOTARY RENEWAL-J.MEYER	30.00
City Clerk	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-J.MEYER	20.00
City Clerk Total				5,463.25
Common Council	13521	OZAUKEE COUNTRY CLUB	5/2/2024 STRATEGIC PLANNING WORKSHOP VENUE & FOOD	1,637.54
Common Council Total				1,637.54
Communications	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	POLICE TRAINING	125.00
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - DISPLAY SWITCH	93.66
Communications	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	50.62
Communications Total				269.28
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,323.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES FOR PC	89.00
Community Development	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	71.32
Community Development	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	71.30
Community Development Total				1,554.62
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	3,760.00
Engineering	11298	WISCONSIN DEPARTMENT OF NATURAL RESOURCES	WPDES Stormwater Fee	3,000.00
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER LEASE	305.87
Engineering	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	157.29
Engineering	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	156.87
Engineering	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	9.47
Engineering Total				7,389.50
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2023 AUDIT SERVICES	4,271.00
Finance	12651	AMAZON CAPITAL SERVICES, INC	FINANCE COUNTER RECEIPT BOOK	9.79
Finance Total				4,280.79
Fire / EMS	11917	FWR WISCONSIN LLC	STATION IMPROVEMENTS-MATRESSES/FOUNDATIONS/PROTECT	2,555.00
Fire / EMS	11917	FWR WISCONSIN LLC	STATION IMPROVEMENTS-MATRESSES/FOUNDATIONS/PROTECT	2,044.00
Fire / EMS Total				4,599.00
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	25,912.09
Fleet Services	13013	EDWARD H WOLF & SONS INC	FUEL	21,594.62
Fleet Services	12472	PROTANIC INC	YEARLY FUEL TANK INSPECTION	1,150.00
Fleet Services	11360	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	803.40
Fleet Services	11360	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	574.00
Fleet Services	10647	LINCOLN CONTRACTORS SUPPLY INC	SEALS FOR 366	347.96
Fleet Services	12253	MCMaster-CARR SUPPLY COMPANY	HARDWARE	334.76
Fleet Services	12886	WALDSCHMIDT & SONS INC	CUTTER BLADE	318.57
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	315.06
Fleet Services	10384	FIVE CORNERS DODGE INC	TRUCK PARTS	256.00

Attachment: May 2024 AP Vendor Listing by Dept (17) (9410 : May 2024 Vouchers Paid List)

			Grand Total	\$613,130.13
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	11122	TERMINAL SUPPLY INC	ELECTRICAL SUPPLIES	244.98
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	211.14
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR PARTS	192.72
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	185.97
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	182.89
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	180.86
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	138.71
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	126.36
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	111.60
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	100.50
Fleet Services	11067	SOMMER'S INC	MONITOR FOR SQUAD 7	95.15
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	84.79
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	83.32
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	81.72
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	71.12
Fleet Services	11729	WIPER TECHNOLOGIES INC	SHOP TOWELS	62.50
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	38.17
Fleet Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	34.66
Fleet Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	34.65
Fleet Services	13073	BOEHLKE HARDWARE & PLUMBING	SHOP SUPPLIES	33.98
Fleet Services	10746	MILWAUKEE TRACTOR & EQUIPMENT INC	CABLE FOR 442	20.63
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	15.56
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	10.68
Fleet Services Total				53,949.12
Forestry	11245	WAYSIDE NURSERIES INC	NURSERY SUPPLIES	2,275.00
Forestry	10572	JOHNSON'S NURSERY INC	ARBOR DAY TREES	740.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	LANDSCAPING TOOLS	191.99
Forestry	11245	WAYSIDE NURSERIES INC	NURSERY SUPPLIES	170.25
Forestry	10582	KAESTNER AUTO ELECTRIC CO	BUTT CONNECTORS AND LIGHTS	165.00
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	10639	SCHOESSOW, CARY A.	SIGNS FOR ARBOR DAY	60.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	LANDSCAPING TOOLS	51.98
Forestry	12883	PB HAHN & CO INC	TOOLS - FORESTRY	21.59
Forestry	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	10.91
Forestry	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	10.90
Forestry Total				3,788.62
General Fund - General Activites	90007	MISC REFUNDS	REFUND ESCROW FOR LANDSCAPE-LAKESHORE ESTATES	15,360.19
General Fund - General Activites	13072	SOUTHERN OZAUKEE FIRE AND EMERGENCY SERVICES	SETTLE SOFD RECEIVABLE ACCT 7/14/2023-4/30/2024	3,222.31
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 6/1/2024-6/30/2024	3,044.13
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 5/10/2024	2,160.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 8602138 5/24/24	1,667.93
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7844747 7657807 8602138 5/10/24	1,667.93
General Fund - General Activites	90007	MISC REFUNDS	REFUND-PLANNING COMMISSION APPLICATION FEE	750.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 5/10/2024	525.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 5/24/2024	525.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 8000 & 8080 W PRESERVE	342.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP 6300 & 6350 W DONGES BAY RD	286.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10360 N WILDWAY	249.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND-LIQUOR LICENSE/PUBLICATION FEES 2024-2025	240.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10031 N RANGELINE	240.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12451 N WOODS	210.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 6203 & 6213 FOXTOWN	206.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 5/11/24	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 5/4/2024	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 5/5/2024	200.00
General Fund - General Activites	90002	PARK REFUNDS	CANCELLATION REFUND RIVER BARN PARK 6/2024	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP PERMIT 36284,36349, & 36475	185.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP PERMIT 36538,36539, & 36556	180.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 10009 W FARMDALE ESTATES	179.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP 12019 SILVER/9731 KENT	147.00
General Fund - General Activites	90006	PERMIT REFUNDS	REF INSPECT SEC DEP 13518 LAKEWOOD/3524 MARSEILLES	130.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2111 W RAE DR	125.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP 12625 YVONNE/7315 MEQUON SQ	125.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3332 W RIVIERA	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEP 1611 CLOVER/10900 WAUWATOSA	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1836 W MEQUON	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REF INSPECT SEC DEP 5426 BAYBERRY/10416 FREISTADT	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10375 N BALDEV #I-J	112.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 6/1/2024-6/30/2024	105.60
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JUNE 2024	103.66
General Fund - General Activites	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES	101.31
General Fund - General Activites	90002	PARK REFUNDS	REFUND SOUTH ROTARY PARK SECURITY DEPOSIT 5/11/24	100.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND SOUTH ROTARY PARK SECURITY DEPOSIT 4/30/24	100.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10704 N BEECHWOOD	100.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11090 N WESTON	96.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 7582 W HERON POND	96.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10234 LA CRESTA	96.00
General Fund - General Activites	90002	PARK REFUNDS	CANCELLATION REFUND RIVER BARN PARK 6/2024	94.79
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6728 DONGES BAY	92.00

Attachment: May 2024 AP Vendor Listing by Dept (17) (9410 : May 2024 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Grand Total		\$613,130.13
			Invoice Description		Line item amount
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 11511 N PORT WASHINGTON		91.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11022 N WHILTON		67.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10446 N MAGNOLIA		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 11350 N PARKVIEW		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT 6040 W EXECUTIVE #A-B		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10328 N STRANFORD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1910 W FIESTA		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10303 N STANFORD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10653 N WINSLOW		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 9715 N COURTLAND		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10303 N STANFORD		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9920 W HEATHER		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11121 N PEBBLE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10805 N FIREFLY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 8670 W HIGHLANDER		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1908 W BONNIWELL		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1903 W CIRCLE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 2630 W LAKE ISLE DR		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 808 W FOX HUNT		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 9945 N LAKE SHORE		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1710 W DOROTHY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 435 W WHITE OAK		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 9841 N VALLEY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1000 W DONGES BAY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT 10930 N PORT WASHINGTON		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 2322 HICKORY		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10133 SUNNYCREST		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6063 W WOODS		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6111 W MEQUON		65.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 11720 N AUSTIN		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 8240 W MOURNING DOVE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12433 N MADERO		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 6925 W OAKVIEW		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10821 N HADDONSTONE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 2630 W LAKE ISLE DR		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 520 W KENILWORTH		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10108 N PARKSIDE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10201 N LEMONTE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 12322 N WOODFIELD		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1938 W RIVER BEND		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10295 RANGE LINE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SECURITY DEPOSIT 9642 N LAMPLIGHTER		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 8221 W HIGHLANDER		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 13740 N BIRCHWOOD		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 12605 N PORT WASHINGTON		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10709 N DE LAR WARR		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1836 W MEQUON		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 3802 W LE MONT		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 2210 W CHARTER MALL		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 5253 WESTFIELD		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 12307 N RIVER		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 603 W KENILWORTH		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 7690 W PRESERVE PKWY		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 9741 W HUNTINGTON		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEP 9724 N COLUMBIA CREEK		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 416 E MAPLE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 603 W KENILWORTH		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 10203 HAYDEN		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 1836 W MEQUON		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 10526 N CONEFLOWER		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECT SEC DEPOSIT 13839 N LAKE SHORE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1500 W RIVER FOREST		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SECURITY DEPOSIT 948 W SHAKER		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 13019 NW SHORELAND		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 1702 W SUNNYDALE		60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND INSPECTION SEC DEPOSIT 13480 LAKEWOOD		45.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND 2024 BRUSH SITE FEE-PERMIT #0695		25.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND-DOUBLE PAYMENT FOR ONLINE BRUSH PERMIT		25.00
General Fund - General Activites	10610	LA W HEALTH BENEFIT TRUST	MEQUON PAYROLL 5/24/2024		10.00
General Fund - General Activites	90002	PARK REFUNDS	CANCELLATION REFUND RIVER BARN PARK 6/2024		5.21
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 5/4/2024		-0.03
General Fund - General Activites	90002	PARK REFUNDS	REFUND RIVER BARN PARK SECURITY DEPOSIT 5/4/2024		-0.60
General Fund - General Activites Total					38,426.43
Highway	10428	FRANK GILLITZER ELECTRIC CO LTD	TRAFFIC SIGNAL & SIGNAL REPAIR		4,995.66
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERT SUPPLIES		3,171.40
Highway	12795	CARGILL INCORPORATED	POST SEASON BRINE SERVICE		2,600.00
Highway	12667	ETNA DISTRIBUTORS LLC	CULVERT SUPPLIES		1,970.79
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL		1,388.78
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE SUPPLIES		1,322.00

			Grand Total	\$613,130.13
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Highway	11044	SHERWIN INDUSTRIES INC	ROAD SUPPLIES	796.92
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL	785.64
Highway	10691	MENARDS	STREET MAINTENCE SUPPLIES	716.94
Highway	13080	ANDERSON LANDSCAPE & MAINTENANCE LLC	CONTRACTED SERVICES FOR CKD	500.00
Highway	10172	CARLIN SALES CORP	LANDSCAPING/TOOLS	488.86
Highway	10428	FRANK GILLITZER ELECTRIC CO LTD	LOCATES	459.95
Highway	10645	LIESENER SOILS INC	LANDSCAPE SUPPLIES	455.00
Highway	12667	ETNA DISTRIBUTORS LLC	CULVERT SUPPLIES	378.00
Highway	10691	MENARDS	STREET MAINTENCE SUPPLIES	358.47
Highway	11195	USIC LOCATING SERVICES INC	LOCATES	337.42
Highway	10645	LIESENER SOILS INC	LANDSCAPE SUPPLIES	315.00
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	305.30
Highway	12667	ETNA DISTRIBUTORS LLC	CULVERT SUPPLIES	277.90
Highway	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	246.76
Highway	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	185.42
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	175.45
Highway	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	139.65
Highway	12883	PB HAHN & CO INC	STREET MAINTENCE SUPPLIES	105.25
Highway	11729	WIPER TECHNOLOGIES INC	WIPES FOR SHOP	100.50
Highway	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	90.00
Highway	12883	PB HAHN & CO INC	STREET MAINTENCE SUPPLIES	71.67
Highway	90007	MISC REFUNDS	REIMBURSEMENT MAILBOX DAMAGE CITY PLOW	50.00
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	39.98
Highway	12883	PB HAHN & CO INC	STREET MAINTENCE SUPPLIES	28.78
Highway	10287	DIGGERS HOTLINE INC	LOCATING	19.14
Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	SIGN MOUNTING KIT HARDWARE	16.50
Highway	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	7.89
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	4.08
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	3.87
Highway	12651	AMAZON CAPITAL SERVICES, INC	RETURN-DOUBLE DIPPED GLOVES	-44.99
Highway	12667	ETNA DISTRIBUTORS LLC	RETURN-QTY 3 ADS 12 INJ MOLD 90 1299ST	-546.00
Highway Total				22,317.98
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	354.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Services: FSA	326.03
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	250.00
Human Resources	12882	AURORA MEDICAL GROUP INC	Aurora: Seasonal EE Drug Screening	50.00
Human Resources	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.49
Human Resources	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.48
Human Resources Total				1,043.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - Security, Monitoring, Backup, & Serveries	9,885.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG Block for Project Work Hours	6,733.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Print Services Contract	1,157.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG Block for Project Work Hours	1,120.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Print Services Contract	811.73
Information Services	12629	TELECOM FITNESS INC	Telephone Contract Service Review & Support	767.88
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Hardware, Equipment, Parts and Tools	406.75
Information Services	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	CITY HALL DESK TELEPHONES	309.04
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet - ISCORP	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network for 4 Buildings	200.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	HMDI DONGLE ADAPTER & 4K WIRELESS ADAPTER	149.98
Information Services	12651	AMAZON CAPITAL SERVICES, INC	CAT6 PLENUM CABLE 1000FT	148.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Microsoft Server & Systems Continued Education	135.03
Information Services	12651	AMAZON CAPITAL SERVICES, INC	WALL MOUNT, CAT6 JACKS, & CAT6 PLUGS	125.06
Information Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.49
Information Services	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	31.48
Information Services Total				22,212.43
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	427.00
Inspections	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	393.03
Inspections	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	138.08
Inspections Total				958.11
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES	2,524.41
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2024 PROSECUTION LEGAL FEES	2,500.00
Legal Counsel Total				5,024.41
Local Road Projects	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	3,880.12
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERT SUPPLIES	2,271.10
Local Road Projects	11016	SCHMITZ READY-MIX INC	SLURRY BACKFILL REQUIRED FOR ROAD SINK HOLE	1,650.00
Local Road Projects	12667	ETNA DISTRIBUTORS LLC	CULVERT SUPPLIES	1,508.79
Local Road Projects	12667	ETNA DISTRIBUTORS LLC	CULVERT SUPPLIES	1,090.00
Local Road Projects	10625	LANNON STONE PRODUCTS, INC.	GRAVEL	643.22
Local Road Projects	10625	LANNON STONE PRODUCTS, INC.	GRAVEL	627.82
Local Road Projects	11016	SCHMITZ READY-MIX INC	CONCRETE BASE SUPPLIES FOR SCHOOL ZONE BEACON SIGN	273.00
Local Road Projects	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	23.45
Local Road Projects Total				11,967.50
Parks	10136	BOEHLKE BOTTLED GAS	GAS - ROTARY PARK	704.43
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	322.63
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	320.74
Parks	12886	WALDSCHMIDT & SONS INC	CUTTER BLADE	318.57
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	246.76
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	220.00

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Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	185.00
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE SUPPLIES WS-NGBDPKS	148.11
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE SUPPLIES WS-COMPKS	117.25
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	110.00
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPE SUPPLIES WS-NGBDPKS	89.64
Parks	10645	LIESENER SOILS INC	LANDSCAPE SUPPLIES- LEMKE	87.50
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	74.57
Parks	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	48.90
Parks	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	45.91
Parks	10698	MEQUON CITY OF-PETTY CASH	DPW-PETTY CASH RECONCILIATION	45.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	42.43
Parks	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES	35.99
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-NGBDPKS	34.15
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	27.94
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES WS-NGBDPKS	21.56
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	12.58
Parks Total				3,259.66
Police	13005	POWERDMS INC	ACCREDITATION SOFTWARE SUBSCRIPTION	1,150.00
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICE	987.66
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICE	524.28
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	POLICE TRAINING	520.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	476.00
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE	360.00
Police	10393	FOX VALLEY TECHNICAL COLLEGE	POLICE TRAINING	295.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - TV REPLACEMENT	256.99
Police	12561	STANARD & ASSOCIATES, INC.	POLICE PRE-EMPLOYMENT TESTING	210.00
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT	209.24
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	194.71
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES - MARCH	165.00
Police	12450	SUMMIT COMMERCIAL FITNESS, INC	FITNESS EQUIPMENT PREVENTATIVE MAINTENANCE	160.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - PHONE CASES	152.00
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SAFETY BUILDING DESK TELEPHONES	151.96
Police	10408	GALLS LLC	POLICE UNIFORMS - CARRIER NAME STRIPS	129.87
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 5/6/2024-5/8/2024	111.43
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 5/6/2024-5/8/2024	102.42
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES	84.13
Police	10909	PORT-A-JOHN, INC.	PORT A JOHN RENTAL - OUTDOOR RANGE - MONTHLY FEE	76.00
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	75.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/23/2024-4/26/2024	65.81
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/22/2024-4/26/2024	51.10
Police	11211	VERIZON WIRELESS SERVICES LLC	PHONE RECORDS	50.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - SCALE	49.99
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/23/2024-4/25/2024	34.00
Police	10827	NOTARY BOND RENEWAL SERVICE	NOTARY BOND RENEWAL-M.RILEY	30.00
Police	10827	NOTARY BOND RENEWAL SERVICE	NOTARY BOND RENEWAL-L.GRAYCAREK	30.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 4/15-2024-4/16/2024	28.58
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R - MEASURING WHEEL	23.99
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-M.RILEY	20.00
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	NOTARY RENEWAL-L.GRAYCAREK	20.00
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT	17.25
Police	10708	MEQUON POLICE-PETTY CASH	POLICE DEPT PETTY CASH REIMBURSEMENT	16.44
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	10.98
Police Total				6,929.51
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	PD SQUAD IT EQUIPMENT - NEW BUILD	283.80
Public Safety Equipment	11828	TKK ELECTRONICS LLC	SQUAD COMPUTER EQUIPMENT - TOUCHPAD	277.00
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	PD SQUAD IT EQUIPMENT - EXTENSION CABLE	76.02
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	RETURN-QTY 1 USB 3.0 20FT CABLE	-12.99
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	RETURN-QTY 3 USB 20FT 3.0 CABLE	-38.97
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	RETURN-QTY 4 16FT USB CABLE	-75.96
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	RETURN-QTY 8 USB 3.0 20FT CABLE	-103.92
Public Safety Equipment Total				404.98
Public Safety Vehicles	11835	EWALD'S HARTFORD FORD LLC	NEW SQUAD PURCHASE	41,894.00
Public Safety Vehicles	10417	GENERAL COMMUNICATIONS INC	NEW SQUAD EQUIPMENT & INSTALL	4,000.00
Public Safety Vehicles	10417	GENERAL COMMUNICATIONS INC	NEW SQUAD EQUIPMENT & INSTALL	4,000.00
Public Safety Vehicles	10417	GENERAL COMMUNICATIONS INC	NEW SQUAD EQUIPMENT & INSTALL	4,000.00
Public Safety Vehicles	10417	GENERAL COMMUNICATIONS INC	NEW SQUAD EQUIPMENT & INSTALL	4,000.00
Public Safety Vehicles	11311	WIS DEPT OF TRANSPORT 7949	SQUAD #1 VEHICLE REGISTRATION, TITLE, PLATE TSFR	165.50
Public Safety Vehicles Total				58,059.50
Public Works Other	10202	CHOICE CUTS TREE SERVICE LLC	TREE REMOVAL	2,800.00
Public Works Other	10202	CHOICE CUTS TREE SERVICE LLC	ASH REMOVAL AROUND WIRES	750.00
Public Works Other Total				3,550.00
Public Works Vehicles	10451	GRAY'S INC	CARBIDE TIP SCARIFIER GRADER BLADE FOR GRADING OPE	5,909.00
Public Works Vehicles Total				5,909.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 6/1/2024-6/30/2024	223.63
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 5/10/2024	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 5/24/2024	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JUNE 2024	9.04
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 6/1/2024-6/30/2024	8.00

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			Grand Total	\$613,130.13
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer General Activities Total				360.67
Sewer UT Operations	11217	VISU-SEWER INC	SEWER LATERAL WORK IN LS E (3566-23-E) RES#4032	45,695.00
Sewer UT Operations	11217	VISU-SEWER INC	SEWER LATERAL WORK IN LS E (3566-23-E) RES#4032	20,181.80
Sewer UT Operations	11062	RASMITH, INC	INSPECTION SERVICES (#3566-23-E) RES#4069	18,318.04
Sewer UT Operations	12690	APPLIED TECHNOLOGIES INC	DESIGN LS E REPLACEMENT (3616-23-E) RES#4033	11,064.86
Sewer UT Operations	12102	EMPLOYERS MUTUAL CASUALTY COMPANY	LINEBACKER DEDUCTIBLE-DEF EXPENSE/ATTORNEY FEES	10,000.00
Sewer UT Operations	12690	APPLIED TECHNOLOGIES INC	DESIGN LS E REPLACEMENT (3616-23-E) RES#4033	949.00
Sewer UT Operations	10678	MARKER SERVICE CORP	SAND BLAST AND PAINT PLATE	340.00
Sewer UT Operations	10686	MCCONN INC	HAND WIPES, SANITARY GLOVES	273.40
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	255.00
Sewer UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	155.52
Sewer UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	130.01
Sewer UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	129.09
Sewer UT Operations	13073	BOEHLKE HARDWARE & PLUMBING	MISC. SUPPLIES	18.99
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY RELAY STH 57 (#1953-I-18) RES#3700	12.75
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	11.99
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)	11.73
Sewer UT Operations Total				107,547.18
Special Federal Grant Fund	12887	AVERO LLC	ARPA: LMS - Avero Consulting	695.00
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)	18.36
Special Federal Grant Fund Total				713.36
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	POOL MAINTENANCE CONTRACT	3,060.00
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	POOL SUPPLIES	1,476.25
Swimming Pool	12651	AMAZON CAPITAL SERVICES, INC	12CT UDERWATER SEALANT, 2 GAL POOL PAINT, 2 POOL P	510.70
Swimming Pool	12990	CORO MEDICAL LLC	AED BATTERY AND ADULT ELECTRODES	470.70
Swimming Pool	12651	AMAZON CAPITAL SERVICES, INC	12CT UDERWATER SEALANT, 2 GAL POOL PAINT, 2 POOL P	366.98
Swimming Pool	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	339.96
Swimming Pool	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH DEPT	HEALTH DEPARTMENT POOL LICENSE RENEWAL	339.00
Swimming Pool	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	266.84
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	AIR BLEED FILTER ON POOL FILTER SYSTEM	242.60
Swimming Pool	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	37.94
Swimming Pool Total				7,110.97
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	200.00
Water general Activities	13522	ANTONOFF, RUTH	REFUND UB ACCOUNT 800273	50.00
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 6/1/2024-6/30/2024	10.65
Water general Activities Total				260.65
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	61,107.17
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	51,256.63
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	17,315.76
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	16,790.37
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	I43 SAN MH ADJUSTMENTS (RES 3871)	10,048.72
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	5,941.22
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	4,923.66
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING	3,561.11
Water UT Operations	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	YE 2023 AUDIT SERVICES	2,750.00
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING	2,544.95
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	2,494.66
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	2,363.36
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	1,838.17
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	1,148.85
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	1,116.03
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	984.73
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	700.00
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING	697.74
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	525.19
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	350.00
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	SYSTEM SAMPLES	300.00
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	SYSTEM SAMPLES	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	255.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	164.12
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	130.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 4/2024	110.00
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	66.07
Water UT Operations	10645	LIESENER SOILS INC	SOIL	35.00
Water UT Operations	10691	MENARDS	MAINS	23.99
Water UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	11.26
Water UT Operations	12694	AT&T MOBILITY LLC	MONTHLY CELL PHONE BILLING	11.25
Water UT Operations Total				195,615.01

Attachment: May 2024 AP Vendor Listing by Dept (17) (9410 : May 2024 Vouchers Paid List)



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

www.ci.mequon.wi.us

Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: June 11, 2024
SUBJECT: RESOLUTION 4126 A Resolution Disallowing the Claim of Zachariah Anderson Dated May 21, 2024

Background

On May 25, 2024, the City's Police Department received the attached Notice of Claim from Zachariah Anderson alleging certain damages resulting from his arrest on May 19, 2020. In the Claim, Mr. Anderson seeks \$10,000,000 as compensation for his damages.

Analysis

I have completed a review of the claim and have determined that it should be disallowed (denied) for multiple reasons. First, the alleged causes of action for which he seeks compensation are all state law claims. Accordingly, these claims are governed by Wis. Stat. § 893.80. Under that statute, a claimant has 120 days from the date of the claim arising within which to file a notice of circumstances of claim. The first notice the City received about the claim was the May 21, 2024 Notice of Claim, over 4 years after the claims would have arose. Failure to comply with this provision alone is sufficient to deny the claim. See City of Racine v. Waste Facilities Siting Board, 216 Wis. 2d 616, 575 N.W. 2d 712 (1998).

A second basis for disallowance is found in Wis. Stat. § 66.0313. Simplified, that section provides that, when a police officer is acting in a mutual aid capacity at the request of another department, the requesting department is legally responsible for claims resulting from the officer's actions in that mutual aid capacity. In this case, the Mequon Police responded to a request for mutual aid from the City of Kenosha Police Department, and the Kenosha Police ultimately requested that Mequon Police complete the arrest of Mr. Anderson. Accordingly, by statute the liability for any actions of the Mequon Police while acting pursuant to that mutual aid request is the responsibility of the City of Kenosha.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on June 11, 2024.

Attachments:
 Notice of Claim (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4126

A Resolution Disallowing the Claim of Zachariah Anderson Dated May 21, 2024

RECITALS

A. Zachariah Anderson provided a Notice of Claim dated May 21, 2024, via certified U.S. Mail received by the Mequon Police Department on May 25, 2024, in which he alleged certain damages stemming from his arrest on May 19, 2020.

B. The City Attorney has reviewed the facts and circumstances of the claim and recommends that the Common Council disallow the claim.

C. Wis. Stat. § 893.80 provides for the process by which the Common Council shall consider, and handle claims made against the Council, the City and its officers, agents and employees.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the claim of Zachariah Anderson dated May 21, 2024, relating to his arrest on May 19, 2020, is hereby disallowed.

IT IS FURTHER RESOLVED that the City Clerk's office is directed, pursuant Wis. Stat. § 893.80(1g), to provide Mr. Anderson with written notice of disallowance.

Approved by: Andrew Nerbun, Mayor

Date Approved: June 11, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 11, 2024.

Caroline Fochs, City Clerk

May 21, 2024

Police Chief Patrick Pryor
Mequon Police Department
11300 N Buntrock Ave.
Mequon, WI 53092

VIA CERTIFIED MAIL

RE: NOTICE OF CLAIMS OF ZACHARIAH ANDERSON

Dear Police Chief Patrick Pryor:

I, Zachariah Anderson, an adult individual who currently resides at Wisconsin Secure Program Facility, 1101 Morrison Dr., Boscobel, WI 53085, hereby provide notice pursuant to Wisconsin Statute § 893.80 of State Law Claims that I have against current; former; and as-yet unknown current or former employees of the Mequon Police Department.

Factual Background:

On May 19, 2020 I was arrested at my residence, located at 6813 W Highland Rd., Mequon, WI 53092. I was then transported to the Kenosha Police Department and was interrogated by Kenosha Police Detectives. Although I was physically taken into custody by Mequon Police, Mequon Police were acting upon the specific direction of Kenosha Police Officers to arrest me. Although Kenosha Police claim to have ordered my arrest due to suspicion of "Stalking," no arrest warrant had yet been issued, and no reasonable grounds or probable cause existed for my arrest at the time I was taken into custody. Although a search warrant was signed by a judge for the search of my residence prior to my actual arrest, that search warrant contained false information directly speaking to the issue of probable cause, which was known to be false by the Kenosha Police, prior to my arrest.

Claims:

I allege multiple state law claims against Police Chief Patrick Pryor and as-yet unknown employees or former employees of the Mequon Police Department who were involved in the events resulting in my wrongful arrest including negligence, negligent supervision and training, negligent and intentional infliction of emotional distress, wrongful arrest, *respondeat superior*, indemnification, and conspiracy to commit the claims provided above.

In addition to these state law claims for which notice may be required; Claimant alleges federal claims for which notice is not required.

Itemized Damages:

Attachment: Notice of Claim (RESOLUTION 4126 : Disallowing Zachariah Anderson Claim)

Claimant requests \$10,000,000 as compensation for himself, as he has suffered significant personal and property damages due to the intentional, reckless, or negligent actions of Police Chief Patrick Pryor and as yet unknown employees or former employees of the Mequon Police Department on May 19-20, 2020. I, as Claimant, have suffered substantial loss of personal liberty, loss of property, pain and suffering, loss of income and future earnings, and other damages to be determined.

Thank you for your attention to this matter. Correspondence regarding this issue should be forwarded directly to me at the address indicated within the body of this letter.

Very Truly Yours,

/s/Zachariah Anderson

/nlw

(This document was drafted with the assistance of a lawyer)

Attachment: Notice of Claim (RESOLUTION 4126 : Disallowing Zachariah Anderson Claim)



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: June 6, 2024
SUBJECT: RESOLUTION 4127 A Resolution Appointing Brenda Arnett to the Position of Director of Finance/City Treasurer

Background

Earlier this year, Director of Finance/City Treasurer Jennifer Engroff resigned effective May 2, in order to take a position as Senior ERP Consultant with Heartland Business Systems. Following this development, the City's Human Resources Division reviewed the Finance Director job description and developed an advertisement to fill the position. The job announcement was posted in April amongst a variety of professional associations, both regionally and nationally. The City received a total of twenty (20) submittals for the position, with an authorized salary range of \$104,009 - \$145,613.

Analysis

Following the application deadline, City staff embarked upon a process to thoroughly evaluate potential candidates. In early May, initial interviews were conducted by the City Administrator and Assistant City Administrator with twelve (12) candidates. Thereafter, a second round of interviews was completed, and subsequently, it was determined that Brenda Arnett was the best overall candidate to fill the vacant Finance Director position.

Ms. Arnett, a Cedarburg resident, brings unique experience to the position, having held jobs in both the private sector as well as in public education. In addition to working as a consultant for Arthur Andersen, she has spent the last twenty-five years working as a math teacher, curriculum coordinator and finance director across several local school districts. She holds both a Bachelor of Business Administration Degree from the University of Wisconsin-Madison and a Master's Degree in Education from National-Louis University, and is scheduled to start work with the City beginning on Monday, July 8.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on June 11, 2024.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4127

A Resolution Appointing Brenda Arnett to the Position of Director of Finance/City Treasurer

RECITALS

- A. Pursuant to Wis. Stats. § 62.09, the City of Mequon is required to have certain statutory officers including a treasurer.
- B. In Mequon, the City's Director of Finance is also the City Treasurer.
- C. Following the resignation of the City's previous Director of Finance on May 2, 2024, the office of City Treasurer is temporarily being filled by the City's Assistant Finance Director in her role as the City's Acting Director of Finance.
- D. After a thorough recruitment and selection process, the City Administrator recommends the appointment of Brenda Arnett to the position of the Director of Finance/City Treasurer effective July 8, 2024.
- E. The Common Council, based upon the recommendation of the City Administrator, desires to make an appointment to the office of City Treasurer pursuant to § 2-63(b) of the Mequon Municipal Code.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that Brenda Arnett is appointed as the City of Mequon's Director of Finance/City Treasurer pursuant to § 2-63(b) of the Municipal Code, effective July 8, 2024.

Approved by: Andrew Nerbun, Mayor

Date Approved: June 11, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 11, 2024.

Caroline Fochs, City Clerk



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: June 11, 2024
SUBJECT: Review of Proposed Financial Policy Change Recommendations

At the January 9th Finance-Personnel Committee meeting, staff introduced the commencement of the project to review the City's financial policies. In accordance with the plan presented, the budgeting, purchasing and long-range planning policies were reviewed in February, March and April respectively.

In preparation for the June meeting, staff reviewed the Cash Management/Investments, Credit Card Use, Public Surplus Property, Employee Travel, Elected Official Travel, Donation, Vehicle Leasing and Payment Card Acceptance policies. Feedback was accumulated from City leadership which has been enclosed in this memo. City staff will be prepared to discuss the recommendations contained along with any others recommended by the Committee.

Attachments:

2024 CITY FINANCIAL POLICIES Change Recommendations June24 (PDF)

POLICY STATEMENT 5
CASH MANAGEMENT / INVESTMENTS

General: The purpose of this investment policy is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The policy is intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of assets.

Scope: This investment policy applies to all financial assets of the City of Mequon. These funds are accounted for in the City's [Comprehensive Annual Comprehensive](#) Financial Report and include, [for example](#):

- A. General Fund
- B. Special Revenue Funds
- C. Capital Project Funds
- D. Enterprise Funds
- E. Trust and Agency Funds
- F. Debt Service Funds
- G. Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such ~~provisions~~[laws and regulations](#).

Objectives: The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Mequon shall be the following:

A. Safety

Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature

concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

C. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account ~~the~~ investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Authority:

Authority to manage the City's investment program is derived from State of Wisconsin Statutes and City ordinances. The Director of Finance/City Treasurer or his/her designee is the investment officer and is responsible for investment decisions and activities. The Director of Finance/City Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees. The investment portfolio will be managed by a designated investment advisor in accordance with the City's established financial policy. The investment officer or designee will receive notification or approval requests of all transactions prior to execution. The Director of Finance/City Treasurer shall submit a report of all the City's investment activities to the Finance-~~&~~Personnel Committee on a quarterly basis.

Prudence:

The standard of prudence to be used by City investment officials and investment advisors shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Institutions:

The ~~investment advisor~~~~Director of Finance/Treasurer~~ shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained. The ~~investment advisor~~~~Director of Finance/Treasurer~~ shall qualify institutions by applying generally accepted industry standards (i.e., capital requirements, asset quality, earnings, liquidity, management, and local community development) using available public agency and private rating services as appropriate.

Safekeeping
& Custody:

Trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the City's name. The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Investment
Types:

The investment of City funds shall be in accordance with Wisconsin Statutes Section 66.0603 ~~(see excerpt attached as Exhibit A)~~, further limited as follows:

A. Government Bonds & Securities

City funds may be invested in United States Government Bonds or Securities with maturities less than ten years from the date of investment. Such investments may also include securities of open-end management investment companies (as further defined in Wisconsin Statutes), without limitation to maturity of the underlying investments in the investment portfolio.

B. Repurchase Agreements

City funds may be invested in repurchase agreements with financial institutions approved as public depositories, provided that the underlying collateral consist of obligations of the United States Government, its agencies and instrumentalities, and the City of Mequon takes delivery of the collateral either directly or through an authorized custodian. The City shall be informed of the specific collateral and investments in repurchase agreements shall be collateralized at 102% of the value of the City's investment.

C. Prohibited Investments

In addition to the limitations on investment types according to Wisconsin Statutes, City funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under State Statute but are not deemed appropriate for use by the City of Mequon.

D. Competitive Bids

The City shall obtain competitive bids from at least two brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

Collateralization & Insurance:

The Federal Deposit Insurance Corporation (FDIC) protects deposits up to \$250,000. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1) (a) and 34.08 (2) up to \$400,000 for any one public depositor in any individual public depository. The City will seek to collateralize certificates of deposit or any other time deposit in an amount equal to 100% of the investment less the amount (\$650,000) insured by the State of Wisconsin and the FDIC with appropriate collateral instruments and at levels ~~per~~ recommended ~~by practices of~~ the Government Finance Officers Association. Where practicable, collateral shall be held by the City or an independent third-party custodian with whom the City has a current custodial agreement. Where this is not practicable, verifiable evidence of specific pledged securities must be supplied to the City.

Diversification:

It is the policy of the City of Mequon to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;

- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

Maximum
Maturities:

To the extent possible, the City of Mequon will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance-Personnel Committee.

Performance
Standards:

The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates and consider the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:

The Director of Finance/~~City Treasurer or designee~~ shall submit a quarterly investment report to the Finance-Personnel Committee. The report shall summarize securities held, investment transactions that occurred during the reporting period, and shall discuss the current portfolio in terms of maturity, rates of return, market values, and other features.

Investment
Advisor:

~~Should the City deem it appropriate to retain an investment advisor, the~~ following procedures will be followed with respect to the investment advisor relationship:

A. Selection Process

The investment advisor will be selected by a competitive process whereby proposals will be requested from a listing of qualified advisors. The firm(s) from whom advisory services will be received will be selected by a committee consisting of the Director of Finance/City Treasurer, an additional Finance Department staff member, one or more non-Finance Department staff members, and one or more Alder~~persons~~~~men~~ from the

Finance-Personnel Committee. The selected advisor(s) will be recommended to the Finance-Personnel Committee and Common Council for approval.

B. Investment Procedures

Once an investment advisor is selected, the City will always be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City monies or investment securities, nor to execute investment transactions on behalf of the City, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City staff.

C. Periodic Reporting

The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City's investment portfolio. Such reports shall be made quarterly to the Director of Finance/City Treasurer for inclusion in the quarterly investment report to the Finance-Personnel Committee which also includes (a) investment performance and (b) the agreement under which the City has delegated investment authority (if applicable). At a minimum, the investment advisor will present a portfolio review to the Finance-Personnel Committee annually. ~~Annually the Director of Finance/Treasurer shall provide a report to the Finance Personnel Committee and Common Council for review of (a) investment performance and (b) the agreement under which the City has delegated investment authority (if applicable).~~

D. Portfolio Maturities

Certain strategies recommended by the investment advisor(s) may involve purchase of U.S. Government Securities with stated maturities longer than 10 years, which conflicts with Section 7 the "Maximum Maturities" section of this policy. Specific examples include mortgage-backed securities issued by certain U.S. agencies supported by adjustable rate mortgages. For these securities, the effective maturity will be defined as the time to coupon reset. For any other proposed securities with maturities in excess of the limits established elsewhere in this policy, any such intent will be reported to the Finance-Personnel Committee for its review and approval.

E. Compensation and Term of Agreement

Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City may be terminated at any time at the discretion of the City.

Investment Policy
Considerations:

The investment policy will be reviewed periodically by the Finance-
Personnel Committee or sooner at the discretion of the Common Council.

POLICY STATEMENT 12 CREDIT CARD USE

The purpose of this policy is to adopt parameters for the City's daily credit card activities to include limits, authority and standards of prudence. The policy is intended to be broad enough to allow the employee to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the City's assets.

Process Overview:

- A. The use of credit cards is based upon the fact that there are exceptions in which convenience and/or timing may be a concern requiring a change from normal purchasing procedures.
- B. Purchases by credit card may be appropriate on a limited basis and limited to specific individuals within a department.
- C. City credit cards are not allowed for personal use. In the event an employee uses a credit card either accidentally or intentionally for personal use, the employee shall reimburse the City immediately. Credit card privileges are subject to revocation if personal use becomes an issue.
- D. Credit cards must be kept in a secure location by the card holder.
- E. Employees eligible to be a card holder include the City Administrator, Department Heads, Deputy Directors/Division Superintendents, ~~and~~ Executive Administrative Assistants, and any other management staff as approved by the City Administrator or Finance Director senior leadership.
- F. Use of credit cards is restricted to:
 - 1. Contingency type situations involving short timing notices as to when funds are needed for a purchase, whereby, the situation results in the inability to give advance notice of a need for funds;
 - 2. Miscellaneous purchases from vendors who do not provide the City with a line of credit in which it is difficult to know what expenses will be incurred;
 - 3. Occasional on-line City purchases.
- G. Credit card use is permitted for attending training & conference events in which it may be more efficient to do so rather than requesting an advance.
- H. The monthly cycle credit limit ~~per card~~ will be \$53,000 for most card holders and \$35,000 and \$25,000 for the Finance and Information Technology Departments, respectively. unless amended by Council resolution.

- I. Issuance of any additional cards must be approved by the ~~City Administrator~~Department Head ~~and/or~~ Finance Director.
- J. ~~Itemized sales drafts or~~ receipts associated with each credit card purchase must be retained by the card holder to ~~match to the memo credit card statement and~~ attach to the ~~same to the~~ monthly statement for payment processing.
- K. A brief explanation as to what the charge was for should be noted on each sales ~~receipt~~draft copy or on the memo statement itself. This is necessary information in order to process a credit card statement for payment.
- L. Each card holder is required to submit a monthly online expense report prior to the end of the month. As established by the online workflow process, the report requires approval from the card holder's direct supervisor or their delegate. Once approved, the report is routed automatically to the Finance Department for final approval and recording of the ACH bank debit. Individual memo card statements are to be prepared for ACH payment following normal accounts payable procedures, approved by the Department Head and forwarded to Finance for final approval and preparation of journal entry to record the ACH bank debit.
- M. The card holder shall surrender the card to the Finance Director upon separation of employment ~~from~~with the City.

POLICY STATEMENT 13 PUBLIC SURPLUS PROPERTY

The City of Mequon has adopted this policy for the purpose of establishing guidelines for the disposition of public surplus property. Surplus Property is defined as property [\(individual or in the aggregate\)](#) owned by the City that has become obsolete, been replaced, or has generally outlived its useful service to the City of Mequon. The objective of this policy is to maximize the value received upon disposal of surplus property of the City.

Process Overview:

- A. Surplus property with an estimated value of more than \$1,000:
 - 1. Public sale (external auction, set price or negotiated price). The City Administrator may approve the disposal of surplus property with a value estimated to be in excess of \$1,000 through external public auction, public posting at a set price, or through negotiated sale. The Common Council will be notified of the sale of any surplus property with a value in excess of \$1,000.
 - 2. Trade-in. For certain types of surplus property, it may be customary for a vendor to offer a trade-in discount or credit for the surplus property when purchasing new or replacement equipment. Trade-ins are allowable when the purchase price of the new equipment is at the lowest competitive purchase price, and the value of the discount or credit for the surplus property meets or exceeds the estimated fair market sale value. This protocol may be utilized if: 1) the discount from trade-in is stated clearly within the purchase agreement; and 2) the trade-in and subsequent purchase have been provided for within the budget.
- B. Surplus property with an estimated value of more than \$250:
 - 1. Department Heads may make recommendations to the City Administrator concerning property which should be dismantled or scrapped for salvage value if such value exists. This decision shall be made having considered the possibility of obtaining a fair market value by other means.
- C. Surplus property with an estimated value of less than \$250:
 - 1. Certain surplus property may have no readily convertible value and may be discarded under the following conditions:
 - a. If the property is valued under \$250, it may be disposed of summarily if it is not possible or practical to bring them to public sale, trade-in, or dismantle/scrap. This distinction will be made by the Department Head or his/her designee.

- D. This policy does not apply to firearms and ammunition which are handled under § 968.20, Wis. Stats., or to any other surplus property specifically excluded pursuant to applicable federal or state law.
- E. No surplus property shall be sold or given to any employee, employee's family member, or employee's designee without the expressed consent of the City Administrator.
- F. The proceeds from the sale of City assets shall be deposited in official City bank accounts.
- G. City employees are prohibited from accepting cash payments in exchange for the sale of City assets.
- H. If the property cannot be sold, it may be donated to another government agency or not-for-profit entity. A record shall be created of the date, description, condition of the asset and recipient and forwarded to the Finance Director.
- I. If the property cannot be sold or donated, it shall be recycled in an environmentally friendly manner when ~~never~~ possible.

POLICY STATEMENT 14 EMPLOYEE TRAVEL

It is the City's policy to reimburse employees for ordinary, necessary, and reasonable travel expenses that are related to the transaction of City business. Employees are responsible for complying with this policy. Employees submitting expenses that are not in compliance with this policy risk delayed, partial or forfeited reimbursement.

Process Overview:

- A. When employees of the City are required to travel on official business, the City shall pay reasonable amounts for transportation, meals, lodging, and miscellaneous approved expenses. An employee is expected to show good judgment ~~and an appreciation for economy~~ when incurring travel expenses. No reimbursements will be made for attendance at events sponsored by, or affiliated with, political parties.
- B. Department Heads must authorize all out-of-town travel. The City Administrator must approve all out-of-state travel requests for training, conferences, meetings, or other official functions, which require overnight accommodations. The Mayor must approve travel for elected officials. The Department Head shall determine the most cost-effective mode of travel and authorize local area training where appropriate.
- C. Transportation
 1. Employees required to travel by air shall travel economy class whenever available.
 2. An employee must obtain permission from their Department Head or the City Administrator to use City vehicles. Gasoline must be obtained at the City's pumps prior to departure.
 3. When an employee is authorized by the Department Head or the City Administrator to use a personal vehicle for official travel outside of the City, the employee shall be compensated at the current mileage rate as established by the U.S. Internal Revenue Service (IRS). ~~The IRS rate will be published by the Finance Director at the beginning of each calendar year.~~
 4. An employee of the City may use a rental car when authorized by the City Administrator. The rental car shall be used for official business only. The car should be rented under the employee's name City of Mequon when reserving the vehicle. The employee shall use a City credit card or account with the rental company. The employee ~~should~~ should not purchase the insurance offered by the rental car company, as the City's business insurance program provides coverage for hired/rented vehicles. Collision-Damage Waiver (CDW). Only those employees covered by City insurance shall be authorized to drive any vehicle so rented.

D. Employee lodging expenses shall be covered while traveling on City business. Employees are expected to make lodging reservations in advance whenever possible and to take other actions to ensure that lodging is secured at the most reasonable rate possible.

E. Meals

1. Employees traveling on City business shall be reimbursed for meals if the employee pays, in accordance with per diem limits specified within the Mequon Municipal Code. The City will not pay for alcoholic beverages. Claims for meals shall represent actual, reasonable and necessary expenses. Tips are limited to 18.5%. ~~The University of Wisconsin System Administration Travel Regulations <https://uw-foxworldtravel.com/rate-calculator/daily-meal-limit> shall apply.~~
2. When an employee is entitled to two or more consecutive meals in a day (this includes meals included in a registration fee, a lodging rate or served aboard plane), he/she may exceed the maximum on one or more meal claims as desired, as long as the total allowable for the consecutive meals per day is not exceeded. Each day is considered separately for application of this policy. 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.
3. The Department Head shall determine what meals shall be allowed based upon the times and dates of travel. Where conference registration or training tuition fees include one or more meals, only those meals not covered by such fees shall be reimbursed by the City. Where a conference offers meals in conjunction with the conference program but does not include those meals in the registration fee, the City shall pay for those meals selected by the employee.

F. Miscellaneous expenses, such as parking fees, taxi fares, fax transmissions, and other bona fide miscellaneous expenses, shall be reimbursed upon presentation of receipts or other suitable documentation. Tips for meals, baggage handling, etc., will be reimbursed up to a maximum of 18.5% of the bill.

G. It is the responsibility of the employee incurring the expense to obtain the necessary approvals within their department before making travel arrangements. The City will pay registration, lodging and transportation (air, train, bus, rental car) to the employee or vendor, provided a supervisor-approved Travel and Training Expense Report with appropriate documentation is presented to the Finance Department within ten days of the employee's return. ~~An advance for 75% of the estimated out of pocket travel expenses may be made to an employee.~~

H. ~~It is the responsibility of the employee incurring the expense to obtain the necessary approvals within their department before making any travel arrangements. The employee is also responsible for completion of a Travel and Training report when they return, obtaining the necessary approvals, and filing with the Finance Department. A fully~~

~~itemized Travel and Training Expense Report, including original receipts, along with any unexpended portion of an advance, must be submitted to the Finance Department within ten business days of the close of the authorized travel period for which expenses have been advanced.~~

I. Documentation

1. Claims for reimbursement must be accompanied by an original vendor receipt or bank charge slip showing the amount paid and items/services received.
2. Reimbursement will not be paid for expenses for spouses, guests or other persons not authorized to receive reimbursement under this policy or state regulations. One person may claim reimbursement for several employees or officials dining together, if all the names are listed on the reimbursement claim.

POLICY STATEMENT 15

ELECTED OFFICIAL TRAVEL POLICY

The City recognizes that its elected officials may at times receive value from traveling for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

Process Overview:

The event, workshop, conference or assignment must be approved in advance by the City at an open Common Council meeting and must include an estimate of the cost of the travel. In evaluating the travel request, the Common Council will consider the following:

A. ~~Whether the elected official will be receiving training on issues relevant to the City or to his or her role as the mayor or as a council member.~~

B. ~~Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.~~

C. ~~Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by, the City, where the purpose for the trip is to study the facility or function and to bring back ideas for the consideration of the full council.~~

D. ~~Whether the elected official has been specifically assigned by the council to visit another city for the purpose of establishing a goodwill relationship, such as a "sister city" relationship.~~

E. ~~Whether the elected official has been specifically assigned by the council to testify on behalf of the City with the United States Congress or to otherwise meet with federal officials on behalf of the City.~~

F. ~~Whether the City has sufficient funding available in the budget to pay the cost of the trip.~~

Additional Guidelines

~~No reimbursements will be made for attendance at events sponsored by, or affiliated with, political parties.~~

~~The City may make payments in advance for airfare, lodging and registration if specifically approved by the Common Council. Otherwise all payments will be made as reimbursements to the elected official.~~

~~The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City's Personnel Policy for City employees.~~

~~Mileage will be reimbursed at the IRS rate. If two or more elected officials travel together by car, only the driver will receive reimbursement. The City will reimburse for the cost of renting an automobile if necessary, to conduct City business.~~

~~Lodging and meal costs are limited to those that are reasonable and necessary. The elected official must use the most cost-efficient mode of travel available, taking into consideration reasonable time constraints. Airfare will be reimbursed at an economy rate.~~

~~Receipts are required for lodging, airfare, and meals, and should accompany an expense report form. It is not necessary to have receipts for cabs and tips. The expense report form must be submitted to the City for payment.~~

~~The City will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.~~

~~Limitations may be imposed on paying expenses for an elected official who has announced intention to resign, not to seek reelection, or who has been defeated in an election.~~

~~The City may request an oral or written report from the elected official on the results of the trip.~~

~~The elected official must turn over materials received to the City.~~

~~The City may make exceptions to the policy depending upon circumstances unique to the trip and/or elected official.~~

POLICY STATEMENT 16 DONATION POLICY

General

The City's donation policy provides those in the community with the opportunity to give through memorials, gifts and donations. This policy is not intended to compete with other non-profits or friend groups with which the City works, but rather to provide those that specifically are interested in City projects the opportunity to give.

Process Overview:

Unrestricted or restricted cash donations (e.g. currency, personal check, cashier's check or money order) and real property may be accepted by the City without prior approval if less than \$5,000. Any unrestricted or restricted cash donations or real property with a value greater than \$500 but less than \$5,000 may be accepted without prior approval from the Common Council, but a notice or listing of any such~~these~~ donations must be provided to the Finance-Personnel Committee. Cash donations or real property donations over \$5,000 cannot be accepted without prior approval from Common Council. Cash donations will be deposited by the Finance Department.

Prior to accepting any donation, the City and its employees must consider:

- A. Is it consistent with the aesthetic and functional integrity of the City's existing and proposed facilities and goals?
- B. Whether a donations ~~do not~~ causes unbudgeted expenditures or a significant ongoing expenditure responsibility for the City, and if there are funds to support these donations.
- C. Whether it~~They do not~~ creates liability for the City regarding the health and safety of facility users.
- D. That ~~Donations must be scrutinized to assure that they~~ do not create conflict of interest or problems, special treatment concerns, or other ethical issues related to any Committee, Board, City ~~e~~Employee or member of the Common Council ~~Member~~.

The City reserves the right to forgo~~deny~~ any donation.

The City must have statutory authority to use/spend the donation for the purpose(s) that it is intended for.

All items purchased or accepted by donation will receive standard levels of maintenance by the City, or as otherwise documented in an agreement during the donation's normal life expectancy.

Items that are damaged will be repaired or replaced as feasible, but the City does not guarantee replacement of any items damaged beyond repair, or where the cost to do so is not considered cost effective.

Any solicitation of gifts on behalf of the City for public purposes must comply with the general conditions listed below:

- A. An elected official, appointed local official or employee shall not solicit any donation to the City under circumstances that in fact or in appearance:
 1. Rewards, influences, or tends to impair the judgement of the performance of the official's or employee's official duties; or
 2. Provides special consideration, treatment, advantage, privilege or exemption for, or coerces a potential donor.
- B. Inspectors, regulators, police, prosecutors or other employees with enforcement powers should not solicit gifts from any source. An exception to this rule would be an annual community-building or capital project campaign.
- C. Employees with discretionary authority over any permit or application should not solicit donations.
- D. Donations should not be solicited from any of the following interested entities:
 1. Current City vendors and contractors;
 2. Vendors, contractors, entities or individuals who have had contracts or submitted proposals or bids within the last 12 months;
 3. Vendors, contractors, entities or individuals reasonably anticipated to have business with the City within the next 3 months;
 4. Persons or entities actively promoting or opposing City legislation;
 5. Persons or entities with matters pending before a City department, board or commission.

After any donation is received, the staff member who took receipt of the donation must complete ~~the attached~~ "Donation Receipt" form, unless the donation was approved by the Common Council and includes ~~including~~ a dedication agreement. The original completed "Donation Receipt" form or dedication agreement should be submitted ~~turned in~~ to the Finance

Department~~Office~~ with all related material. The prospective department or division should also retain a copy¹ and a copy should be provided~~given~~ to the donor.



DONATION RECEIPT FORM

DATE: _____

DONOR'S NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ DONATION AMOUNT: _____

If land, goods or services, describe: _____

PLEASE CHECK WHERE APPROPRIATE:

- ☐ This donation is unrestricted in its use
☐ This donation is restricted for the following purpose

PERSON COMPLETING THIS FORM:

I wish/do not wish (circle one) to be recognized for my contribution.

Signature of donor or group representative & title:

Signature & title of City employee receiving donation:

NOTE: Donation is tax deductible to the extent allowable by law. It is the responsibility of the donor to determine fair market value of this donation.

NO GOODS OR SERVICES WERE PROVIDED IN EXCHANGE, IN WHOLE OR PART, FOR THIS DONATION

APPROVED BY:

Mayor: _____ Date: _____

City Administrator: _____ Date: _____

**POLICY STATEMENT 17
VEHICLE LEASING**

General: The purpose of the vehicle leasing policy is to formalize the framework for City staff's administration of vehicle lease agreements. The policy is intended to be broad enough to allow City staff to function within the parameters of responsibility and authority, yet specific enough to adequately administer the City's fleet management needs.

Scope: This fleet management policy applies to vehicles within the Department of Public Works fleet. These vehicles include the following:

201 3/4 Ton Pickup Ext 4X4
 202 3/4 Ton Pickup Crew 4X4
 203 3/4 Ton Pickup Ext 4X4
 207 3/4 Ton Pickup Reg 4X4
 209 3/4 Ton Pickup Reg 4X4
 400 1/2 Ton Pickup Crew 4X4
 405 3/4 Ton Pickup Ext 4X4
 406 3/4 Ton Pickup Reg 4X4
 500 1/2 Ton Pickup Ext 4X4
 501 Sedan or 4X4 Small SUV
 502 Sedan or 4X4 Small SUV
 503 Sedan or 4X4 Small SUV
 504 Sedan or 4X4 Small SUV
 505 Sedan or 4X4 Small SUV
 506 Sedan or 4X4 Small SUV
 512 3/4Ton Pickup Ext 4X4
 514 Sedan or 4X4 Small SUV
 516 Sedan or 4X4 Small SUV
 520 ½ Ton Pickup Ext 4X4

Objectives: The primary objectives of the fleet leasing program of the City of Mequon shall be the following:

- A. Safety
- B. Fuel Efficiency
- C. Low Maintenance
- D. Low Annual Expenditure

Approval Authority for Purchases: The Capitalized Price of the Vehicle, Total Capitalized Amount (Delivered Price), Individual Open-End (Equity) Lease Rate Quotes for the full term and the cumulative annual lease payments may exceed \$25,000. To allow for the efficiency of the fleet management program, ~~the~~ expenditures do not require Standing Committee or Common Council approval, provided the financial performance follows this

policy statement. The Finance Director ~~of Finance~~ is subsequently authorized to execute ~~applicable~~ the lease agreements provided the annual budget allocates sufficient funds within the Department of Public Works (DPW) Equipment Replacement – Leases or DPW Equipment Replacement capital account.

Orders:	All vehicles require procurement through the state contract, in accordance with Policy Statement 11.
Make and Model:	The Fleet Superintendent and Deputy Director of Public Works shall select the make and model for each vehicle based upon the objectives outlined in this policy.
Term:	The <u>Finance</u> Director of Finance shall select the term in the best fiscal interest of the City, which may vary from 36-60 months.
Total Options:	The Fleet Superintendent and Deputy Director of Public Works shall select the total options required for the ultimate purpose of the vehicle. Total options include, but are not limited to: – decals, lighting bars, plows, truck bed caps, bed liners, tool boxes and other options required for the primary function and operation of the vehicle.
Contract Miles:	The Fleet Superintendent shall establish the Contract Miles based upon a historic average of the mileage for <u>any</u> the individual vehicles.
Sale of Vehicle:	If authorized by the <u>Finance</u> Director of Finance , with concurrence from the Fleet Superintendent, the City's designated lease provider shall be authorized to sell the vehicle on behalf of the City at or before the end of the lease term. The <u>Finance</u> Director of Finance is authorized to execute the consignment documents associated with <u>any such</u> the sale.
Gain from Prior Unit:	The Gain from Prior Unit shall be applied to subsequent leases as a down payment or to reduce the monthly payments. Any excess Gains from Prior Unit shall be deposited into the non-lapsing DPW Equipment Replacement – Leases or DPW Equipment Replacement capital account, and utilized for subsequent lease payments.
Depreciation Reserve Rate:	The Depreciation Reserve Rate shall not exceed 2.0%.
Reduced Book Value at Term:	The Reduced Value at Term included within the individual lease documents shall be a minimum of 40% for 36-month lease terms and a minimum of 15% for 60-month lease terms, with allowance for interpolation for lease terms between 36 and 60 months.

Monthly Lease Charge~~±~~

The interest rate for the monthly lease charge shall not exceed 7.00%, without prior authorization from the Common Council. The interest rate in the Monthly Lease Charge under the fleet management program is the 3-Year Treasury Bill Interest Rate + 3%. ~~–The Management Fee is 0.12%.~~

Insurance~~±~~

The City of Mequon shall carry automobile insurance for each vehicle.

Performance Standards~~±~~

The performance standards for the program shall be reviewed by the Public Works Committee on an annual basis. If City staff or the Public Works Committee identify parameters of this policy that require reconsideration or adjustment, it shall make such a recommendation to the Common Council. ~~–If at any time the program fails to meet the criteria of this policy, the Common Council shall be notified within 60 days.~~

Reporting~~±~~

The City's designated lease provider shall provide a report to the City at a minimum quarterly detailing the following data for each vehicle included in the scope:

- Capitalized Price of Vehicle
- Total Capitalized Amount
- Year-to-date and Term-to-date Total Monthly Rental, Including Additional Services
- Reduced Book Value at Term
- Gain Achieved from Sale (post-sale)
- Estimated and Actual (post-sale) Cost Per Mile of each Vehicle
- Comparison Options for Fuel Alternate Options
- Check Points of Equity in Vehicles

This policy was adopted as Financial Policy No. 15 on June 14, 2022 under Resolution No. 3960. It has been renumbered administratively to Policy No. 17.

POLICY STATEMENT 18 PAYMENT CARD ACCEPTANCE

Purpose:

The City accepts payment for services in the form of cash, check, and card. Card payments must be processed in compliance with Payment Card Industry Data Security Standard (PCI DSS) requirements, which are intended to limit exposure and/or theft of personal cardholder information.

This document identifies the requirements that all departments of the City accepting payments by card must follow. There are two accepted methods for processing transactions: (1) In-Person Point of Sale; and (2) Online. Card payments will not be accepted over-the-phone as they pose the greatest risk for fraud. However, if the card provider offers Interactive Voice Response (IVR), an automated way to accept payments securely over the phone, this will be allowable per the City's financial policy.

Costs Associated with Accepting Payment by Card:

There are one-time, recurring, and transactional fees associated with accepting card payments. The one-time fee for the terminal(s) or card-reader devices as well as the recurring maintenance fees on those terminals will be absorbed by the City. Additionally, the recurring annual fee to integrate with different software programs outside of the City's ERP, if applicable, will be assumed by the City. All transactional card fees will be passed to the customer as a convenience fee. The only exception is with the swimming pool operations, whereby such in which the fees are absorbed by the City.

Daily Recording of Card Transactions and Reconciliations:

All funds received via card will be processed and deposited to a City designated bank account. All card transactions must be settled daily and recorded timely in the City's financial records. Card bank deposit activity is monitored and reconciled to the merchant statement and financial system monthly by Finance Department staff to ensure that all card activity is being recorded.

Refunding and Disputes of Card Payment:

When an item or service is purchased using a card, and a refund is necessary, the refund must be credited to the same card account from which the purchase was made. When a customer disputes the validity of a bank card transaction, a chargeback to the City's bank account is automatically generated by the City's merchant services provider. The Finance Department will investigate and resolve any dispute(s).

Protecting and Securing Customers' Personal Information:

All personal card information must be protected and should not be stored. Failure to maintain strict controls over this information could result in a breach of the data, large fines, and penalties, and the inability to continue to process card transactions.

Personal card data should never be written down or moved from the department receiving this data. Cardholder information should never be sent or requested over-the-phone, or via email, fax, or instant messaging.

Possible Lost or Stolen Card Data:

If a City customer contacts a department to report suspected fraudulent use of their card, the department should contact the Finance Department to assist as needed. Due to the City not storing card information and not accepting card payments over the phone, there should be minimal exposure.

PCI Compliance:

The PCI DSS Program is a mandated set of security standards that were created by the major credit card companies to offer merchants and service providers with a complete, unified approach to safeguarding cardholder data.

The PCI DSS requirements apply to all payment card network members, merchants, and service providers that store, process, or transmit cardholder data. The requirements apply to all methods of card processing. Each department that accepts card payments is responsible for adhering to all the standards in the PCI-DSS. The 12 requirements are as follows:

1. Install and maintain a firewall configuration to protect cardholder data
2. Do not use vendor-supplied defaults for system passwords and other security parameters
3. Protect stored cardholder data
4. Encrypt transmission of cardholder data across open, public networks
5. Use and regularly update anti-virus software
6. Develop and maintain secure systems and applications
7. Restrict access to cardholder data by business need-to-know
8. Assign a unique ID to each person with computer access
9. Restrict physical access to cardholder data
10. Track and monitor all access to network resources and cardholder data
11. Regularly test security systems and processes
12. Maintain a policy that addresses information security

Maintain Procedures that Addresses Information Security:

The City's card processor must maintain compliance with PCI DSS requirements. By partnering with a compliant third party, the City's risk exposure is minimized; however, it is not eliminated. Also, by not storing card information, not writing down card information, and not accepting card payments over the phone, exposure is further minimized. The City's Information Technology Division is required to maintain a policy that addresses information security, while the Finance Department is required to maintain card processing procedures for each department that accepts card payments. Each employee that accepts payment via card must acknowledge ~~the~~ card processing procedures annually.

Restrict Access to Cardholder Data:

Access to payment card terminals is limited to only authorized employees. The physical location of payment card terminals should be protected, monitored, and secured. Only authorized employees will have access to the merchant accounts and payment card terminal settlement processes.



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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Marie Keyser, Assistant Finance Director
DATE: June 11, 2024
SUBJECT: 2025 Community Survey Input

The Public Welfare Committee began work on the next Community Survey, which was last completed in 2019. Based on the Committee's current timeline to allow for vendor selection and question formulation, the next survey is scheduled to go out in May of 2025. The Committee is currently seeking input from staff and the City's other Boards, Committees, and Commissions for topics they would be interested in seeking resident opinions.

As the Finance-Personnel Committee members, what are the top three topics that the Committee would like to see on the next Community Survey? Please keep in mind, that a typical survey has approximately 30 questions and while every topic has merit, not all can be included. Based on what is submitted, the Public Welfare Committee hopes to see what themes emerge as most pressing for our community at the present time.

2024 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
June	• Resolution Disallowing the Claim of Zachariah Anderson Dated May 21, 2024 • Resolution Appointing Brenda Arnett to the Position of Finance Director/City Treasurer • Review of City's Financial Policies • Community Survey Input

Future Agenda Topics

• Financial Policy Review • Investments Asset Allocation Review • Life Insurance Review	• Library Review • Payment in Lieu of Tax (PILOT) Agreements • City Ordinance Reconciliation
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2024 Completed Items

• Denial of Sybaris Liquor License Agreement Revision Request • Resolution Authorizing a Contract with Redevelopment Resources in the Amount of \$69,710 for a Mequon Port Washington Road Market Analysis • Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2022 • DANA Investment Advisors Portfolio Review/Market Update, Quarter 1 Investment and Cash Report • Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer • Q1 Budget Report	• Approving a Development & Dedication Agreement with Mequon-Thiensville Little League/Mequon Heat for Batting Cage Improvements at Rennieke Field • Resolution Amending the City's FY2024 Compensation Plan and Allocation of Funding Received through the American Rescue Plan Act, in Connection with the Establishment of a Full-Time Management Intern During 2024-2025 • Resolution Dissolving Tax Incremental District No. 2 and Authorizing the Distribution of Excess Incremental Revenue to Taxing Jurisdictions
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