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 14, 2022
5:45 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

   Action requested: review and approve
   a. May 10, 2022 Finance-Personnel Meeting Minutes

3) License applications

   Action requested: review and approve
   a. June 2022 licenses
   b. 2023 Waste Hauler Permits

4) Vouchers for payment

   Action requested: review and approve
   a. May 2022 Vouchers Paid List

5) Presentation
   a. Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal Control

6) Resolutions

   Action requested: review and recommend approval
   a. **RESOLUTION 3959** A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with GovHR USA, LLC, Northbrook, Wisconsin in an Amount Not-to-Exceed $22,200

7) Information Items
   a. FY2021 Popular Annual Financial Report (PAFR)
   b. Finance & Personnel Work Plan

8) Adjourn

Dated: June 14, 2022 */s/ Andrew Nerbun, Chair*

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

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

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

11333 N. Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us
Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, May 10, 2022
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

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

Also present: William Jones, City Administrator, Justin Schoenemann, Assistant City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Brian Sajdak, City Attorney, Caroline Fochs, City Clerk and Patrick Glynn, Carlson Dettmann Consulting.

2) Approve Meeting Minutes
   a. April 12, 2022 Finance-Personnel Meeting Minutes

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

AYES:	Bushee, Parrish, Strzelczyk

3) License applications
   a. May 2022 Licenses

Alderman Parrish inquired about Sobelmans as he thought the business was closed yet they are on the list for licenses this month. City Clerk Fochs said since they do have a license, they can reapply for another one. There is an ordinance that states if a business is not "in business" for six months or longer, the Finance-Personnel Committee can bring them forward and discuss revoking that license.

Alderman Parrish said that we should set a reminder to discuss this matter in six months.

DRAFT

Attachment: 051022 (7423 : May 10, 2022 Finance-Personnel Meeting Minutes)

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

AYES:	Bushee, Parrish, Strzelczyk

4) Vouchers Paid
   a. April 2022 Vouchers Paid List

Alderman Bushee brought up the point about discussing the increasing fuel costs, and if more action needs to be taken to review the budget with respect to relieving potential deficits.

Finance Director Engroff stated the Fleet Department provided a cash flow analysis for the rest of the fiscal year and they are currently projecting a $37,000 shortfall. The Fleet Department does charge back fuel costs to other Departments so the discussion could open to those Departments as well. It is a conversation that should happen sooner rather than later.

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

AYES:	Bushee, Parrish, Strzelczyk

5) Resolutions
   a. **RESOLUTION 3949** A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with Carlson Dettmann Consulting, Appleton, Wisconsin in an Amount Not-to-Exceed $27,750

Assistant City Administrator Justin Schoenemann explained to the Committee that the Request for Proposals generated eight proposals, of which the City interviewed four candidates. Mr. Schoenemann stated staff chose Carlson Dettmann Consulting due to their approach is market/data driven and not based on personnel performance.

Alderman Bushee asked if the study would focus on private sector comparisons as well as other cities and counties. Mr. Schoenemann stated the intent this time is to stay within the public sector as the last compensation study focused more on the private sector and because the benefits are not comparable, it is hard to compare.

Alderman Parrish asked if the Library wanted to join the study as well. Mr. Schoenemann stated he spoke with Library Director Muchin Young and she is interested in the study and plans to take the matter to their Board this month.

Alderman Strzelczyk encouraged Mr. Glynn to compare to other communities that are safe and offer a good quality of life with relatively low traffic.

Attachment: 051022 (7423 : May 10, 2022 Finance-Personnel Meeting Minutes)

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

AYES:	Bushee, Parrish, Strzelczyk

6) Information Items
   a. 2022 YTD Investment Report as of 3/31/2022

   Finance Director Engroff stated the losses will not be realized and will be at par during maturity. Director Engroff also stated Dana should present at a near future meeting to give an overview of Mequon's portfolio to date. The last overview was held in November 2021. Finally there are two reports included on pages 66 & 67 of the packet. Director Engroff wanted Committee feedback as to which report is more helpful in understanding Mequon's financial position.

   b. Finance & Personnel Work Plan

7) Adjourn

   A motion to adjourn was made by Alderman Bushee at 6:47 PM, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director

Attachment: 051022 (7423 : May 10, 2022 Finance-Personnel Meeting Minutes)

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

www.ci.mequon.wi.us **Office of City Clerk**

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **June 9, 2022**
SUBJECT: **June 2022 licenses**

Following are recommended approvals:

NEW PEDDLER'S, CANVASSER'S, SOLICITOR'S OR TRANSIENT MERCHANT'S LICENSES

Greenix Pest Control
304 Travis Ln, Unit 23
Waukesha, WI 53189
Request door-to-door soliciting of pest control services.
Period June 17, 2022 - September 17, 2022

Applicant Names-Greenix Pest Control
Damon Hunter Taylor
Derrick Glenn Lee
Jeremiah Dean Taylor
Parker McKay Bloomfield
Andrew Elias Becerra

CLASS B BEER AND CLASS B LIQUOR LICENSE - Change of Agent Only - For the period June 15, 2022 to June 30, 2022

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

Newcastle Place LLC DBA
Newcastle Place
12600 N. Port Washington Rd.
Agent: Tanya Haswell

Newcastle Place LLC DBA
Newcastle Estates
1100 W. Estates Dr.
Agent: Tanya Haswell

CLASS A BEER LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections.

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

CLASS A BEER AND CLASS A LIQUOR LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections

Sendik's Mequon LLC DBA
Sendik's Food Market
10930 N. Port Washington Rd.
Agent: Theodore Thomas Balistreri

CLASS B BEER LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections.

Big Shots Sports, LLC DBA
Pin High Golf Center
10328 N. Wauwatosa Rd.
Agent: I Lan Hang

CLASS B BEER AND CLASS B LIQUOR LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections

Ozaukee Country Club
10823 N. River Rd.
Agent: William D. Norem

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

Zarletti Mequon LLC DBA
Zarletti Mequon
1515 W. Mequon Rd.
Agent: Brian C. Zarletti

Café Corazon Mequon Inc. DBA
Café Corazon
6300 W. Mequon rd., Unit 103
Agent: George Mireles

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

Newcastle Place, LLC DBA
Newcastle Estates
1100 W. Estates Dr.
Agent: Tanya Haswell

Newcastle Place, LLC DBA
Newcastle Place
12600 N. Port Washington Rd.
Agent: Tanya Haswell

Elite Mequon LLC DBA
Elite Sports Club-Mequon
11616 N. Port Washington Rd.
Agent: Jill Polifka

BRG 11120 Cedarburg Road, LLC DBA
Mr. B's - A Bartolotta Steakhouse
11120 N. Cedarburg Rd.
Agent: Christian M. Damiano

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

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

TRK Tavern LLC DBA
White Rabbit
14015 N. Cedarburg Rd.
Agent: Tammy Kozidowski

Howard J. Schroeder Legion Club Inc. DBA
Howard J. Schroeder Legion Club
6050 W. Mequon Rd.
Agent: Timothy J. Schoessow

HCG River Club LLC DBA
River Club of Mequon
12400 N. Ville du Parc Dr.
Agent: David DiMartino

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

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

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

North Shore Country Club
3100 W. Country Club Dr.
Agent: Cherie L. Lininger

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

CLASS B BEER AND CLASS C WINE LIQUOR LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections

Levy Premium Foodservice LP DBA
The Cluckery
10944 N. Port Washington Rd. #53
Agent: Jamie Lynne Waters

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

CLASS B BEER AND RESERVE CLASS B LIQUOR LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections

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

CLASS C WINE LICENSE - RENEWAL - For the period July 1, 2022 to June 30, 2023 - Contingent upon passing all inspections.

Foxtown-GBC, LLC DBA
Foxtown Brewery
6411 W. Mequon Rd.
Agent: Kyle Joseph Smith

Following are recommended denials:

None.

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 14, 2022**
SUBJECT: **2023 Waste Hauler Permits**

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

Staff recommends approval of the following:

Waste Hauler – Renewal – Valid July 1, 2022 to June 30, 2023:

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

Waste Management
W124N8925 Boundary Road
Menomonee Falls, WI 53051

Attachments:
Curby's Compost Service Application (PDF)
Eagle Disposal Application (PDF)
GFL Environmental Application (PDF)
Ozaukee Disposal Application (PDF)
Waste Management Application (PDF)

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

RECEIVED
APR 28 2022
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, 2022** to **June 30, 2023**.

1. Name of business: Curby's Compost Service
   Business address: 740 W Oakland Ave #007
   Port 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: 10 ; 5 or more units: _____
   b. Commercial/Industrial: _____
6. Tons of garbage and refuse landfilled in previous year *(Mequon totals only)*: Ø
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
   We are a Compost Service so we do not use the landfi
7. Location of Landfill: N/A
8. Tons of material recycled in previous year *(Mequon totals only)*:
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

a. aluminum cans:	Ø	b. steel/tin cans:	Ø	c. bi-metal cans:	Ø
d. glass:	Ø	e. newsprint:	Ø	f. office paper:	Ø
g. corrugated cardboard:	Ø	h. junk mail:	Ø	i. magazines:	Ø
j. PET plastic (#1):	Ø	k. HDPE plastic (#2):	Ø	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 _____ =	$ _____
	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 Date: 04/25/2022

Susan Bonucci
Print or type name here

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

Attachment: Curby's Compost Service Application (7383 : 2023 Waste Hauler Permits)

City of Mequon

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

RECEIVED
MAR 30 2022
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, 2022** to **June 30, 2023**.

1. Name of business: Eagle Disposal Inc.
   Business address: 21107 Omega circle
   Franksville, WI 53216
2. Name of owner/s: William Katzman JR.
   Mailing address: Same
3. Contact person for problems: William Katzman JR.
4. Contact / Business telephone number/s: 262-895-4800
5. Number of customers ;
   a. Residential: 1 - 4 units: 0 ; 5 or more units: 0
   b. Commercial/Industrial: 45
6. Tons of garbage and refuse landfilled in previous year *(Mequon totals only)*: 100
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: Orchard Ridge
8. Tons of material recycled in previous year *(Mequon totals only)*:
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

a. aluminum cans:	2501b	b. steel/tin cans:	2 tons	c. bi-metal cans:	N/A
d. glass:	4tons	e. newsprint:	2tons	f. office paper:	N/A
g. corrugated cardboard:	25tons	h. junk mail:	2Tons	i. magazines:	N/A
j. PET plastic (#1):	3tons	k. HDPE plastic (#2):	N/A	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 6 =	$
	TOTAL FEE	$ $360

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: William Katzman Date: 3-8-2022

Print or type name here

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

Attachment: Eagle Disposal Application (7383 : 2023 Waste Hauler Permits)

City of Mequon

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

RECEIVED
MAR 14 2022
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, 2022** to **June 30, 2023**.

1. Name of business: GFL Environmental
   Business address: W144 S6350 College Ct.
   Muskego, WI 53150
2. Name of owner/s: Bill Lewis, General Manager
   Mailing address: Same
3. Contact person for problems: Bill Lewis
4. Contact / Business telephone number/s: 262-971-1343
5. Number of customers ;
   a. Residential: 1 - 4 units: 2009 ; 5 or more units: 23
   b. Commercial/Industrial: 160
6. Tons of garbage and refuse landfilled in previous year *(Mequon totals only)*: 2,397.71
   (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:	10.60	b. steel/tin cans:	16.70	c. bi-metal cans:	—
d. glass:	211.10	e. newsprint:	281.84	f. office paper:	39.59
g. corrugated cardboard:	139.20	h. junk mail:	39.58	i. magazines:	39.58
j. PET plastic (#1):	34.01	k. HDPE plastic (#2):	18.69	l. Other: mixed plastics	7.71

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 24 =	$ 1200
	TOTAL FEE	$ 1260.00

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: William Lewis Date: 3/9/2022

William Lewis
Print or type name here

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

Attachment: GFL Environmental Application (7383 : 2023 Waste Hauler Permits)

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

RECEIVED
APR 28 2022
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, 2022** to **June 30, 2023**.

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
4. Contact / Business telephone number/s: 262-377-4640 cell: 262-993-1947
5. Number of customers ; 48 residential Jackson
   a. Residential: 1 - 4 units: 1325 ; 5 or more units: 5 and 7 churches
   b. Commercial/Industrial: 20
6. Tons of garbage and refuse landfilled in previous year *(Mequon totals only)*: Don't know. Combines with Cedarburg,Grafton,Jackson, Mequon & Thiensville.
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)
7. Location of Landfill: Orchard Ridge RDF, N96 W13475 County Line Rd.,Menomonee Fal WI 53051
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:	/

****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 2 =	$ 50.00
Vehicles over 12 Gross Tons	$50.00 x # of vehicles 4 =	$ 200.00
	TOTAL FEE $	310.00

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: Richard L Behling Date: 4-25-2022

Richard L Behling
Print or type name here

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

Attachment: Ozaukee Disposal Application (7383 : 2023 Waste Hauler Permits)

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

RECEIVED
APR 07 2022
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, 2022** to **June 30, 2023**.

1. Name of business: Waste Management
   Business address: N96 W13840 County Line Rd
   Germantown, Wi 53022
2. Name of owner/s: _____
   Mailing address: _____
3. Contact person for problems: Matt McGurn
4. Contact / Business telephone number/s: 262-250-8302
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: 9355 Bandary Rd Menomonee Falls WI 5305
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: _____/_____

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 6 =	$ 300.00
	TOTAL FEE	$ 360.00

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: _____ Date: 3/5/2022

Matt McGurn
Print or type name here

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

Attachment: Waste Management Application (7383 : 2023 Waste Hauler Permits)

City of Mequon, WI

Recycling lbs/week X's 4.33 week/month

156,293.00 or

Recycling tons per month

78.15

Breakdown of Month

Lbs			Tons per month
News/Mixed Papter			
9.19%	14,363.33	**OCC**	7.18
29.88%	46,700.35	**ONP#8**	23.35
14.31%	22,365.53	**Mix**	11.18
Other Materials			
0.88%	1,375.38	**Aluminum**	0.69
0.03%	46.89	**Gabletop**	0.02
1.93%	3,016.45	**Tin**	1.51
0.92%	1,437.90	**Scrap Metal**	0.72
1.35%	2,109.96	**HDPE Natural**	1.05
1.19%	1,859.89	**HDPE Colored**	0.93
0.76%	1,187.83	**Tubs/Lids**	0.59
0.25%	390.73	**Rigids**	0.20
4.10%	6,408.01	**PETE**	3.20
26.65%	41,652.08	**Sorted Glass**	20.83
0.00%	0.00	**Broken Glass**	0.00
8.55%	13,363.05	**Nonrecyclables**	6.68

Attachment: Waste Management Application (7383 : 2023 Waste Hauler Permits)

Total Yearly Tons of Recyclables

OCC	86.18	**Aluminum**	8.25
ONP#8	280.20	**Gabletop**	0.28
Mix	134.19	**Tin**	18.10
		Scrap Metal	8.63
		HDPE Natural	12.66
		HDPE Colored	11.16
		Tubs/Lids	7.13
		Rigids	2.34
		PETE	38.45
		Sorted Glass	249.91
		Broken Glass	0.00
		Nonrecyclables	80.18

Attachment: Waste Management Application (7383 : 2023 Waste Hauler Permits)

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

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND (0110)	**225,694.86**
SPECIAL REVENUE FUND (0210)	**484.62**
PARKS & OPEN SPACE (0220)	**0.00**
REVOLVING LOAN FUND (0230)	**0.00**
SPECIAL FEDERAL GRANT FUND (0250)	**0.00**
DEBT SERVICE FUND (0310)	**0.00**
DEBT SERVICE TIF 2 FUND (0320)	**0.00**
DEBT SERVICE TIF 3 FUND (0330)	**0.00**
CAPITAL PROJECT FUND (0410)	**1,255,075.59**
SEWER UT FUND (0610)	**614,561.49**
WATER UT FUND (0620)	**172,373.53**
TAX FIDUCIARY FUND (0810)	**0.00**
TOTAL	**2,268,190.09**

IN THE AMOUNT OF $ 2,268,190.09 IS HEREBY CERTIFIED AS CORRECT AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. **6/9/2022**

WILLIAM JONES
CITY ADMINISTRATOR

_____

_____

_____

Attachment: Voucher List (7424 : May 2022 Vouchers Paid List)

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	Check Date	Org	Object
			Grand Total	**$2,268,190.09**			
Assessor	11365	ASSESSMENT TECHNOLIGIES OF WISCONSIN LLC	ASSESSOR 2022 CONTRACT #5	11,625.00	05/13/2022	110119	683201
Assessor	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	ASSESSOR MAILINGS INSP LETTER MAILING	139.40	05/13/2022	110119	680505
Assessor Total				**11,764.40**			
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPAIRS FOR COIL BURST IN JAN -FD	5,988.70	05/02/2022	110326	686502
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - SAFETY BLD-MAY	2,891.00	05/13/2022	110326	683201
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL-SEPT 2021	2,635.00	05/02/2022	110326	683201
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL-MAY	2,635.00	05/13/2022	110326	683201
Building Maintenance	10115	BELL TAPE INC	CITY WIDE JANITORIAL SUPPLIES	1,724.44	05/13/2022	110326	680201
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	OVERHEAD REPAIR -FD	1,262.00	05/13/2022	110326	686502
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - DPW-MAY	1,250.00	05/13/2022	110326	683201
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - DPW-SEPT 2021	1,190.00	05/02/2022	110326	683201
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	INSTALL WIRING	613.78	05/02/2022	110326	686503
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES-	510.00	05/13/2022	110326	683201
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	FILTERS FOR CITY BLDGS	497.00	05/13/2022	110326	680302
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	WATER HEATER REPAIR,C-H	494.33	05/02/2022	110326	686501
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	SAFTY BLDG DOOR #2, WEST	205.50	05/13/2022	110326	686502
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES-CITY HALL-APRIL	176.30	05/13/2022	110326	680504
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	FALLEN POLE LOCKOUT	145.00	05/02/2022	110326	686501
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCO	MOP CONTRACT-APRIL	143.52	05/13/2022	110326	683201
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	48.89	05/02/2022	110326	680504
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES FOR CH	39.20	05/02/2022	110326	680302
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES FOR SAFTY BLDG	35.96	05/02/2022	110326	680303
Building Maintenance	11006	SAFETYMART	SAFETY SUPPLIES	32.12	05/27/2022	110326	680302
Building Maintenance Total				**22,517.74**			
City Administrator	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLUB	QTRLY RI MEMBERSHIP JONES & ZELLMAN	65.00	05/13/2022	110111	680501
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	43.52	05/02/2022	110111	680504
City Administrator Total				**108.52**			
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00	05/13/2022	110112	680505
City Clerk	12532	GRANICUS, LLC	MAY SUBSCRIPTION	1,228.50	05/27/2022	110112	683201
City Clerk	12532	GRANICUS, LLC	APRIL SUBSCRIPTIONS	1,228.50	05/13/2022	110112	683201
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	4/3/22-4/30/22 PUBLICATION	196.48	05/13/2022	110112	680502
City Clerk	10192	CENTRAL ENGRAVING LLC	3 NAME PLATES -@ BOA & MAYOR	39.65	05/27/2022	110112	680101
City Clerk Total				**6,693.13**			
Common Council	90001	TEMP STAFF REIMB	YEARS OF SERVICE	230.00	05/13/2022	110101	683702
Common Council	12651	AMAZON CAPITAL SERVICES, INC	MAYORAL PROCLAMATIONS PLAQUE & HOLDER	58.00	05/13/2022	110101	680301
Common Council	10824	NORTHSTAR PRINTING & GRAPHICS	BUSINESS CARDS FOR ANDREW NERBUN	36.86	05/02/2022	110101	683702
Common Council Total				**324.86**			
Communications	12768	BONUS INC	HOSPITALITY APRIL	225.00	05/13/2022	110237	680301
Communications	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	82.00	05/13/2022	110237	675101
Communications	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	5.95	05/02/2022	110237	680301
Communications Total				**312.95**			
Community Development	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER APRIL SERVICES	1,512.00	05/13/2022	110578	683201
Community Development	11012	SCG & ASSOCIATES, LLC	LANDSCAPE CONSULTANT	400.00	05/27/2022	110578	683102
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES	104.36	05/13/2022	110578	680502
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	51.62	05/02/2022	110578	680504
Community Development	10698	MEQUON CITY OF-PETTY CASH	REIMB PETTY CASH	44.42	05/02/2022	110578	680101
Community Development Total				**2,112.40**			
Elections	12875	THE MAREK GROUP	10K OUTSIDE ABSEN ENVELOPES	969.80	05/02/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	100.00	05/02/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	100.00	05/02/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	100.00	05/02/2022	110113	680101
Elections	90004	POLL WORKER	4/5/22 ELECTION REIMB MEALS	100.00	05/13/2022	110113	680101
Elections	90004	POLL WORKER	REIMBURSMENT FOR ELECTION DAY	92.93	05/13/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	91.50	05/02/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	86.44	05/02/2022	110113	680101
Elections	90004	POLL WORKER	ELECTION LUNCH POLL LOCATION	72.59	05/02/2022	110113	680101
Elections	12425	JULIE A. STUHLMACHER	ELECTION WORK 4/5	62.50	05/02/2022	110113	683201
Elections	10698	MEQUON CITY OF-PETTY CASH	REIMB PETTY CASH	6.08	05/02/2022	110113	680101
Elections Total				**1,781.84**			
Engineering	12322	BAXTER & WOODMAN, INC.	SWMP REVIEW ENCLAVE VI	1,420.82	05/27/2022	110358	683102
Engineering	10585	KAPUR & ASSOCOCIATES INC	P2 BUNTROCK SWMP REVIEW	1,248.00	05/13/2022	110358	683102
Engineering	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,100.00	05/13/2022	110358	683102
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER MARCH	324.75	05/27/2022	110358	688101
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER	313.60	05/13/2022	110358	688101
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345	306.64	05/27/2022	110358	688101
Engineering	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	285.00	05/27/2022	110358	683102
Engineering	11163	CLIFFORD J DETEMPLE	CONES	209.76	05/27/2022	110358	680401
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	144.66	05/02/2022	110358	680504
Engineering	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER, WATER, FORESTRY, HWY, ENG	110.13	05/02/2022	110358	680504
Engineering	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FOR,HWY,ENG	21.53	05/27/2022	110358	680504
Engineering	10695	NELL ENTERPRISES, LLC	SHOVEL	12.59	05/27/2022	110358	680401
Engineering Total				**5,497.48**			
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	AUDITED FINANCIAL STMTS #2 PROGRESS BILL	15,250.00	05/27/2022	110118	683201
Finance	12998	ROBERT HALF INTERNATIONAL INC	TEMP HRS WEEK ENDED 5/06/22	1,217.20	05/13/2022	110118	683201
Finance	12998	ROBERT HALF INTERNATIONAL INC	TEMP HRS WEEK ENDED 05.13.22	1,217.20	05/27/2022	110118	683201
Finance	12998	ROBERT HALF INTERNATIONAL INC	TEMP HRS WEEK ENDED 05.20.22	1,217.20	05/27/2022	110118	683201
Finance	12998	ROBERT HALF INTERNATIONAL INC	TEMP HRS WEEK ENDED 4/29/22	243.44	05/13/2022	110118	683201
Finance	90007	MISC REFUNDS	MUNICIPAL COLLECTION	162.68	05/27/2022	110118	683201
Finance	10698	MEQUON CITY OF-PETTY CASH	REIMB PETTY CASH	10.00	05/02/2022	110118	683603
Finance Total				**19,317.72**			
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	COMPRESSOR	2,257.69	05/27/2022	110236	675101
Fire / EMS	11828	TKK ELECTRONICS LLC	TECHNOLOGY	1,788.00	05/27/2022	110236	680401
Fire / EMS	12694	AT&T MOBILITY LLC	CURRENT AND PD ACCT ERROR	1,351.08	05/13/2022	110236	680504
Fire / EMS	11930	AURORA MEDICAL CENTER GRAFTON LLC	MEDICATIONS	1,086.11	05/27/2022	110236	680301
Fire / EMS	12628	WILLIAM R EMERY	FT FF/PARAMEDIC RECRUITMENT	879.00	05/27/2022	110236	683201
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	859.71	05/02/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	756.90	05/27/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	711.54	05/27/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	611.47	05/13/2022	110236	680301
Fire / EMS	11930	AURORA MEDICAL CENTER GRAFTON LLC	MEDICATIONS	588.10	05/27/2022	110236	680301
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	443.76	05/27/2022	110236	680301
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	418.34	05/27/2022	110236	680301
Fire / EMS	10683	MATC	NREMT EXAMS	375.00	05/13/2022	110236	683501
Fire / EMS	11702	ICE-KOLD, LLC	950 AC REPAIR	308.00	05/27/2022	110236	686550
Fire / EMS	11828	TKK ELECTRONICS LLC	TECHNOLOGY	308.00	05/27/2022	110236	680401
Fire / EMS	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	FF1	289.71	05/13/2022	110236	683501
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	281.20	05/27/2022	110236	680301
Fire / EMS	12768	BONUS INC	HOSPITALITY APRIL	225.00	05/13/2022	110236	680301
Fire / EMS	10408	GALLS LLC	PATTERSON, FUGLSANG, LOVE UNIFORMS	204.00	05/27/2022	110236	675101
Fire / EMS	10204	CINTAS	EAST SIDE FINAL INSPECT	169.66	05/13/2022	110236	683202
Fire / EMS	11168	ULINE INC	UTILITY CART	163.21	05/13/2022	110236	680301
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	161.73	05/13/2022	110236	680301
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN TANK RENTAL	147.86	05/27/2022	110236	680301
Fire / EMS	90001	TEMP STAFF REIMB	FF 1 CLASS BOOK FF1 & PARKING PASS REIMB	139.05	05/02/2022	110236	683501
Fire / EMS	90001	TEMP STAFF REIMB	UBER RIDE-BOOKS FOR FF1	135.99	05/13/2022	110236	680503
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	131.69	05/02/2022	110236	680301
Fire / EMS	90001	TEMP STAFF REIMB	WRITTEN/PRACTICAL NREMT EXAM	125.00	05/27/2022	110236	683501
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	119.78	05/13/2022	110236	680301
Fire / EMS	10691	MENARDS	WORK SUPPLIES	111.84	05/13/2022	110236	680301
Fire / EMS	10857	OZAUKEE COUNTY FIRE DEPT ASSN	ANNUAL DUES	100.00	05/27/2022	110236	680501
Fire / EMS	12531	AIR ONE EQUIPMENT INC	EQUIPMENT	100.00	05/27/2022	110236	680301
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00	05/27/2022	110236	683201
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00	05/27/2022	110236	683201
Fire / EMS	90001	TEMP STAFF REIMB	WRITTEN/PRACTICAL NREMT EXAM	98.00	05/27/2022	110236	683501
Fire / EMS	90001	TEMP STAFF REIMB	NREMT EXAM FEE	98.00	05/27/2022	110236	683501
Fire / EMS	90001	TEMP STAFF REIMB	NREMT WRITTEN EXAM	98.00	05/27/2022	110236	683501
Fire / EMS	10408	GALLS LLC	BETHANY PRICE UNIFORM	91.75	05/27/2022	110236	675101
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	SAW BLADE	89.00	05/27/2022	110236	675101
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	84.56	05/13/2022	110236	686550
Fire / EMS	90001	TEMP STAFF REIMB	EXAM FEE	80.00	05/13/2022	110236	683501
Fire / EMS	11828	TKK ELECTRONICS LLC	TECHNOLOGY	75.00	05/27/2022	110236	680401
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	72.24	05/27/2022	110236	680301
Fire / EMS	10408	GALLS LLC	BETHANY PRICE UNIFORM	68.00	05/27/2022	110236	675101
Fire / EMS	12531	AIR ONE EQUIPMENT INC	EQUIPMENT	66.25	05/27/2022	110236	680301
Fire / EMS	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLUB	QTRLY RI MEMBERSHIP JONES & ZELLMAN	65.00	05/13/2022	110236	680501
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	64.80	05/27/2022	110236	
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	63.98	05/13/2022	110236	

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	59.89	05/02/2022	110236	680301
Fire / EMS	12405	TELECOM ONE, INC	PHONE BILL	59.82	05/13/2022	110236	680504
Fire / EMS	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	56.05	05/02/2022	110236	680504
Fire / EMS	10408	GALLS LLC	BELTS	54.40	05/27/2022	110236	675101
Fire / EMS	10408	GALLS LLC	BEN BECK UNIFORM	54.00	05/27/2022	110236	675101
Fire / EMS	10408	GALLS LLC	SHIRTS	45.05	05/27/2022	110236	675101
Fire / EMS	12768	BONUS INC	SUPPLIES	40.16	05/13/2022	110236	680301
Fire / EMS	90001	TEMP STAFF REIMB	REIMB INSTRUCTOR COURSE ACLS	36.93	05/02/2022	110236	683501
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	TRAVEL TIME FOR COMPRESSOR	35.00	05/27/2022	110236	675101
Fire / EMS	11211	VERIZON WIRELESS SERVICES LLC	CELL SERVICE	30.12	05/27/2022	110236	680504
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	30.08	05/13/2022	110236	680301
Fire / EMS	11211	VERIZON WIRELESS SERVICES LLC	CELL SERVICE	30.06	05/27/2022	110236	680504
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	19.90	05/13/2022	110236	680301
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	16.03	05/13/2022	110236	686550
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	USB CORD	13.99	05/27/2022	110236	680301
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	13.66	05/13/2022	110236	686550
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	DOORBELL	12.74	05/27/2022	110236	680301
Fire / EMS	90001	TEMP STAFF REIMB	UBER RIDE-BOOKS FOR FF1	9.47	05/13/2022	110236	683501
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	CAR CHARGER	8.99	05/27/2022	110236	680301
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	8.53	05/02/2022	110236	686550
Fire / EMS Total				**17,295.87**			
Fleet Services	10475	HALRON LUBRICANTS INC	BULK OIL	1,879.50	05/13/2022	110355	680402
Fleet Services	12867	ADAMS INDUSTRIES INC	STEEL	1,442.96	05/13/2022	110355	680301
Fleet Services	10360	JFTCO, INC	REPAIR RAM FOR 337	924.40	05/02/2022	110355	686550
Fleet Services	11360	ZARNOTH BRUSH WORKS INC	SWEEPER BROOM	853.00	05/27/2022	110355	680301
Fleet Services	10650	LOCHEN CO INC, JOHN P	BEFCO MOWER PARTS	724.06	05/02/2022	110355	680301
Fleet Services	10102	BAUM HYDRAULICS CORPORATION	HYD FITTINGS	610.78	05/13/2022	110355	680301
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	SQUAD CAR TIRES	563.16	05/13/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	ANTI FREEZE	529.61	05/27/2022	110355	680301
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	SQUAD CAR BRAKE PARTS	482.49	05/27/2022	110355	680301
Fleet Services	12390	ADVANCE AUTO PARTS	STARTER & RADIATOR FOR 954	315.00	05/27/2022	110355	680301
Fleet Services	11727	BLUE TARP FINANCIAL, INC	CORELESS DRILL	289.00	05/13/2022	110355	680401
Fleet Services	12542	FPR INVESTMENTS, LLC	HYD FLOW CONTROLS	259.77	05/02/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	SPINNER MOTOR	256.94	05/02/2022	110355	680301
Fleet Services	12542	FPR INVESTMENTS, LLC	HYD HOSES FOR 327	239.47	05/13/2022	110355	680301
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	DRAIN OIL RECYCLE	237.00	05/13/2022	110355	680402
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	TORO BELT COVERS	210.70	05/27/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	WASHER FLUID, BATTERY	206.80	05/27/2022	110355	680301
Fleet Services	11497	LF GEORGE INC	CHIPPER LINKAGE	191.05	05/02/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	AIR VALVE 302	177.53	05/02/2022	110355	680301
Fleet Services	12103	BROOKS TRACTOR, INC.	HYD OIL	162.29	05/13/2022	110355	680402
Fleet Services	12390	ADVANCE AUTO PARTS	BATTERY FOR 204	150.74	05/27/2022	110355	680301
Fleet Services	11484	TODDS TOOLS	TODD Z TOOL ALLOWANCE	150.00	05/27/2022	110355	675102
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	SQUAD BATTERY	149.44	05/27/2022	110355	680301
Fleet Services	10330	ELLSWORTH CO INC, JOHN M	FUEL PUMP NOZZLE	142.88	05/02/2022	110355	680402
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SOLENOID FOR STEAMER	140.40	05/02/2022	110355	680301
Fleet Services	12651	AMAZON CAPITAL SERVICES, INC	TORO CART TIRES	138.96	05/13/2022	110355	680301
Fleet Services	12999	HMR MOWER SERVICE LLC	CHAIN SAW PARTS	134.72	05/13/2022	110355	680301
Fleet Services	10965	REINDERS INC	LIGHTS FOR TORO CART	133.91	05/27/2022	110355	680301
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	TORO TIRE	124.95	05/02/2022	110355	680301
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	TORO TIRE	124.95	05/02/2022	110355	680301
Fleet Services	12559	BARTON SMALL ENGINE LLC	CHAIN SAW PARTS	114.99	05/02/2022	110355	680301
Fleet Services	11675	GIELOW'S LAWN & GARDEN	TORO TIRE	109.99	05/27/2022	110355	680301
Fleet Services	10367	FARMERS IMPLEMENT LLC	U-JOINT	107.02	05/02/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	104.47	05/27/2022	110355	680301
Fleet Services	10968	RELIANT FIRE APPARATUS INC	VALVE SEAL KIT	97.99	05/02/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HYD FITTINGS	97.65	05/02/2022	110355	680301
Fleet Services	10650	LOCHEN CO INC, JOHN P	HYD COUPLER	93.61	05/13/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	HYD FLUID	91.49	05/27/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	FILTERS	83.58	05/27/2022	110355	680301
Fleet Services	10418	GENERAL FIRE EQUIPMENT CO	RADIO PARTS	78.95	05/02/2022	110355	680301
Fleet Services	12999	HMR MOWER SERVICE LLC	CHAIN SAW REPAIR	77.65	05/13/2022	110355	686550
Fleet Services	11360	ZARNOTH BRUSH WORKS INC	GUTTER BROOMS	77.26	05/13/2022	110355	680301
Fleet Services	10360	JFTCO, INC	SOLINOID FOR 328	71.15	05/13/2022	110355	680301
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	WIRE	70.06	05/02/2022	110355	680301
Fleet Services	12992	GORDIE BOUCHER FORD OF MENOMONEE FALLS INC	SEALS FOR 951	62.60	05/13/2022	110355	680301
Fleet Services	10360	JFTCO, INC	AIR FILTER	61.21	05/02/2022	110355	680301
Fleet Services	12390	ADVANCE AUTO PARTS	MOUNT FOR 954	60.19	05/27/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	LIGHT BULBS	57.88	05/02/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	AIR FILTERS	54.97	05/02/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	FUEL FILTERS	54.59	05/02/2022	110355	680301
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	50.40	05/27/2022	110355	680301
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	ELECTRICAL SUPPLIES	48.05	05/02/2022	110355	680301
Fleet Services	10384	FIVE CORNERS DODGE INC	OIL FILTER	47.40	05/27/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	FREON	42.24	05/13/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	ANTI FREEZE	41.96	05/27/2022	110355	680301
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	38.50	05/02/2022	110355	680504
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TIRE REPAIRE SUPPLIES	34.42	05/27/2022	110355	680301
Fleet Services	10360	JFTCO, INC	OIL FILTER	32.84	05/02/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AIR FILTER	32.59	05/02/2022	110355	680301
Fleet Services	12542	FPR INVESTMENTS, LLC	HYD FITTINGS	32.04	05/27/2022	110355	680301
Fleet Services	10360	JFTCO, INC	SWITCH FOR 328	31.92	05/13/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	OIL FILTERS	27.66	05/13/2022	110355	680301
Fleet Services	12542	FPR INVESTMENTS, LLC	HYD FITTINGS	26.94	05/02/2022	110355	680301
Fleet Services	10650	LOCHEN CO INC, JOHN P	HYD COUPLER	25.56	05/02/2022	110355	680301
Fleet Services	10639	SCHOESSOW, CARY A.	DECALS	24.00	05/13/2022	110355	680301
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	20.11	05/27/2022	110355	680301
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AC OIL	14.99	05/13/2022	110355	680301
Fleet Services	12992	GORDIE BOUCHER FORD OF MENOMONEE FALLS INC	O-RINGS	13.98	05/13/2022	110355	680301
Fleet Services	12624	MATHESON TRI-GAS INC	WELDER PARTS	12.88	05/27/2022	110355	680301
Fleet Services	10523	APPLIED US, L.P.	HYD FITTINGS	12.48	05/02/2022	110355	680301
Fleet Services	10360	JFTCO, INC	VALVE SHIPPING	12.25	05/13/2022	110355	680301
Fleet Services	12542	FPR INVESTMENTS, LLC	HYD FITTING	11.98	05/02/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY CORE	-16.00	05/27/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY CORE	-16.00	05/27/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY CORE CREDIT	-16.00	05/27/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY CORES	-16.00	05/27/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	BATTERY CORE	-32.00	05/27/2022	110355	680301
Fleet Services	10360	JFTCO, INC	FILTERS RETURN	-40.27	05/02/2022	110355	680301
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	RACK CORE	-336.00	05/27/2022	110355	680301
Fleet Services Total				**13,736.68**			
Forestry	10645	LIESENER SOILS INC	TOPSOIL FOR STUMPS	408.00	05/27/2022	110363	680351
Forestry	10645	LIESENER SOILS INC	TOP SOIL FOR STUMPS	192.00	05/27/2022	110363	680351
Forestry	10572	JOHNSON'S NURSERY INC	ARBOR DAY TREES	160.00	05/27/2022	110363	680351
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM-MAY	84.00	05/27/2022	110363	688120
Forestry	10691	MENARDS	TREE PROTECTION	67.08	05/27/2022	110363	680351
Forestry	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER, WATER, FORESTRY, HWY, ENG	30.04	05/02/2022	110363	680504
Forestry	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FOR,HWY,ENG	30.04	05/27/2022	110363	680504
Forestry	12883	PB HAHN & CO INC	SUPPLIES	10.76	05/02/2022	110363	680401
Forestry	12883	PB HAHN & CO INC	FORESTRY SUPPLIES	6.29	05/13/2022	110363	680401
Forestry Total				**988.21**			
General Fund - General Activit	90007	MISC REFUNDS	HAUL BOND RETURN COPPS PROJ 10500 N COMMERCE ST	5,000.00	05/02/2022	110000	229229
General Fund - General Activit	13001	GERLACH COMPANIES INC	MEQUON/THIENSVILLE FD APPRAISAL	4,280.74	05/27/2022	110000	109112
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	3,079.68	05/13/2022	110000	224130
General Fund - General Activit	10707	MEQUON POLICE ASSOCIATION	UNION DUES PAY DATE 05.13.22	2,280.00	05/13/2022	110000	224160
General Fund - General Activit	90006	PERMIT REFUNDS	ESCROW REFUND REIMBURSE	2,250.00	05/02/2022	110000	229226
General Fund - General Activit	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/29/22	1,240.09	05/02/2022	110000	224150
General Fund - General Activit	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT PAY DATE 05.13.22	1,240.09	05/13/2022	110000	224150
General Fund - General Activit	11331	WIS SUPPORT COLLECTIONS TRUST	CHILD SUPPORT 05.27.22	1,240.09	05/27/2022	110000	224150
General Fund - General Activit	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES PAYROLL 05.13.22	820.00	05/13/2022	110000	224160
General Fund - General Activit	10810	NORTH SHORE BANK FSB	DEF COMP 4/29/22 P/R	766.00	05/02/2022	110000	224101
General Fund - General Activit	10810	NORTH SHORE BANK FSB	DEFERRED COMP PAY DATE 05.13.22	766.00	05/13/2022	110000	224101
General Fund - General Activit	10810	NORTH SHORE BANK FSB	DEFERRED COMP 05.27.22	766.00	05/27/2022	110000	224101
General Fund - General Activit	90002	PARK REFUNDS	N REUTER PAV FULL REFUND 6/18/22	475.00	05/02/2022	110000	448201
General Fund - General Activit	10714	MEQUON TREASURER-PETTY CASH	2022 POOL BAGS	450.00	05/02/2022	110000	101415
General Fund - General Activit	90006	PERMIT REFUNDS	PARTIAL REIMBURSMENT FOR PLANNING COMMISSION	350.00	05/13/2022	110000	449103
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10603 CONEFLOWER 7670 PRESERVE PKWY	273.00	05/13/2022	110000	229102
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	253.76	05/13/2022	110000	224163
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 5951 W WOOD CT	214.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12765 N ROTARY PARK CT	208.00	05/13/2022	110000	
General Fund - General Activit	90002	PARK REFUNDS	SOMMER PAV 4/17 DEPOSIT	200.00	05/02/2022	110000	

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

General Fund - General Activit	90002	PARK REFUNDS	N REUTER PAV FULL REFUND 6/18/22	200.00	05/02/2022	110000	229101
General Fund - General Activit	90002	PARK REFUNDS	DEPOSIT SOMMER PAV 4/23/22	200.00	05/02/2022	110000	229101
General Fund - General Activit	90002	PARK REFUNDS	N REUTER CANCELLED EVENT FULL REFUND	200.00	05/02/2022	110000	448201
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 6000 W EXECUTIVE DR SUITE H I	198.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10245 W FARMDALE ESTATES CT	194.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11008 WYNGATE / 4212 SCENIC AVE	143.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2113 LILAC 3606 HAVEN CT	120.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3711 W TREMONT CT	120.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8090 & 8130 MOURNING DOVE LN	120.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11441 MULBERRY & 3710 MARSEILLES	120.00	05/13/2022	110000	229102
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	ACCIDENT-POLICY 76038	107.80	05/13/2022	110000	224122
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11522 N OAKWOOD CT	82.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8360 W FREISTADT RD	74.00	05/02/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12920 N PHILLIP DR	61.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3308 W ALSACE CT	61.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 14125 TWIN OAKS LN	61.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 6715 W DONGES BAY RD	61.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13221 N WINDSOR CT	61.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10328 STANFORD DR	60.00	05/02/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11050 N HIGHVIEW DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 225 W THORNAPPLE LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 819 SIERRA LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4022 W RAVENNA CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1440 W WINDPOINTE CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10995 N MARKET ST	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1930 W RIVER BEND CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4010 W MARSEILLES DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3403 W RIVIERA CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13939 CEDARBURG RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4913 W CENTURY CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10615 IVY CT UNIT 43	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11107 N LAKE SHORE DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11448 N MEADOWBROOK DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2228 W SUNNYDALE LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13925 LEGACY HILLS DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12945 N ORIOLE LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3800 W GRACE AVE	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13221 N WINDSOR CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1257 N JACQUELINE CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10356 N GRASSLYN RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8721 W DAVENTRY RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4905 W WILLOW RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2056 W HIDDEN RESERVE CIR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10840 N TARTAN CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8923 W DAVENTRY RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11020 N RIVER RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1485 W GLEN OAKS LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8091 W EVERGREEN RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 5200 W SUNNYSIDE DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2650 W SUNNYDALE LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10891 N HIGHLANDER DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11653 PINEHURST CIR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10400 N ENTERPRISE DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 6422 W ASPEN TREE CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10146 N CEDARBURG RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10118 N LEE CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10749 N TREE SPARROW DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13448 N NORTHWOOD LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8091 W EVERGREEN RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11611 N GRACE CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8310 W HIGHLANDER DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10995 N MARKET ST	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3839 W FREISTADT RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1926 W CLOVER LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10641 N MAGNOLIA DR	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10902 N CEDARBURG RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12432 N PORTLAND AVE	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3617 W NORMANDY CT	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11502 W BONNIWELL RD	60.00	05/13/2022	110000	229102
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 9940 N LAMPLIGHTER LN	60.00	05/13/2022	110000	229102
General Fund - General Activit	90002	PARK REFUNDS	REFUND S ROTARY PAV 5/27 CANCELLED EVENT	50.00	05/02/2022	110000	229101
General Fund - General Activit	90002	PARK REFUNDS	N REUTER PAV FULL REFUND 6/18/22	26.13	05/02/2022	110000	224209
General Fund - General Activit	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES PAY DATE 05.13.22	20.00	05/13/2022	110000	224160
General Fund - General Activit	10610	L A W HEALTH BENEFIT TRUST	PAYROLL 211C DATE 5/27/22	10.00	05/27/2022	110000	224170
General Fund - General Activit	90006	PERMIT REFUNDS	REFUND LIQUOR LIC RENEWAL OVERPAYMENT	10.00	05/13/2022	110000	445102
General Fund - General Activit	90006	PERMIT REFUNDS	REFUND LIQUOR LIC RENEWAL OVERPAYMENT	10.00	05/13/2022	110000	445102
General Fund - General Activit	11349	WORZELLA PHOTOGRAPHY INC	2019 & 2021 PERSONAL PROPERTY TAX OWED	-959.79	05/02/2022	110000	103103
General Fund - General Activit Total				**30,622.59**			
General Government Other	12127	DOOR MASTER GARAGE DOOR CO, LLC.	DOOR 2 WEST REPAIR 2 16" STRUTS	628.00	05/02/2022	410796	730011
General Government Other Total				**628.00**			
Highway	12352	ENNIS PAINT, INC	1 TOTE WHITE/YELLOW ROAD PAINT FOR ROAD PROGRAM	12,804.00	05/13/2022	110359	680322
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM-PIPES FOR HWY PROJECTS	6,764.70	05/13/2022	110359	680323
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM-PIPE FOR PROJECTS	3,790.80	05/13/2022	110359	680323
Highway	12137	POTTERS INDUSTRIES LLC	GLASS BEADS FOR ROAD PAINT	2,944.00	05/02/2022	110359	680322
Highway	12996	LASERLINE INC	LASER GUIDE FOR HIGHWAY PAINT	2,625.00	05/27/2022	110359	680322
Highway	10625	LANNON STONE PRODUCTS, INC.	GRAVEL FOR PROJECTS	2,398.53	05/02/2022	110359	680321
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	MISSING SIGNS	1,415.44	05/27/2022	110359	680322
Highway	10625	LANNON STONE PRODUCTS, INC.	RIP RAP FOR PROJECTS	1,310.71	05/27/2022	110359	680321
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM & STOCK	1,022.40	05/13/2022	110359	680323
Highway	11151	TRAFFIC & PARKING CONTROL CO, INC	TRAFFIC SIGNAL INSPECTION & MA	964.00	05/27/2022	110359	683202
Highway	10172	CARLIN SALES CORP	CHEMICALS/RAKE	758.01	05/27/2022	110359	680321
Highway	11044	SHERWIN INDUSTRIES INC	COLD PATCH	634.92	05/13/2022	110359	680321
Highway	12982	ASSURANCE SAFETY LLC	SAFETY TRAINING-HWY/PARKS/SEWER	563.75	05/13/2022	110359	683501
Highway	10428	GILLITZER ELEC CO LTD, FRANK	REPAIR SIGNALS @ MEQUON RD & BUNTROCK AVE	450.90	05/13/2022	110359	686550
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	CHAIN SAW SUPPLIES	184.53	05/02/2022	110359	680321
Highway	11006	SAFETYMART	FIRST AID SUPPLIES/SAFETY GLASSES	159.99	05/27/2022	110359	680321
Highway	10691	MENARDS	HOSE FITTINGS FOR SPRAYER	151.98	05/13/2022	110359	680321
Highway	12883	PB HAHN & CO INC	MARKING PAINT	150.96	05/02/2022	110359	680321
Highway	10428	GILLITZER ELEC CO LTD, FRANK	REPAIR SIGNALS @ HIGHLAND & CEDARBURG	145.00	05/13/2022	110359	686550
Highway	10722	MID-AMERICAN RESEARCH CHEMICAL	GLASS CLEANER	138.98	05/02/2022	110359	680321
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES-MAY	106.36	05/13/2022	110359	683201
Highway	12883	PB HAHN & CO INC	TOPS/ANTIFREEZE/REPAIR IMPACT	101.11	05/02/2022	110359	680321
Highway	11195	USIC LOCATING SERVICES INC	LOCATES-APRIL	81.03	05/27/2022	110359	683201
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	79.08	05/02/2022	110359	680504
Highway	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER, WATER, FORESTRY, HWY, ENG	75.10	05/02/2022	110359	680504
Highway	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FOR,HWY,ENG	75.10	05/27/2022	110359	680504
Highway	10834	OFFICE DEPOT *	OFFICE SUPPLIES-LABELS/FOLDERS	38.45	05/02/2022	110359	680101
Highway	10137	BOEHLKE BOTTLED GAS CORP	HYDRO COVERT	37.98	05/13/2022	110359	680321
Highway	12883	PB HAHN & CO INC	HOSE	28.62	05/13/2022	110359	680321
Highway	10368	FASTENAL COMPANY	BOLTS & WASHERS FOR ROAD PROJE	23.00	05/27/2022	110359	680321
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	ANTI FOAM	11.68	05/27/2022	110359	680321
Highway	10287	DIGGERS HOTLINE INC	LOCATES-APRIL	8.70	05/27/2022	110359	683201
Highway	10287	DIGGERS HOTLINE INC	LOCATING-MARCH	8.70	05/13/2022	110359	683201
Highway Total				**40,053.51**			
Human Resources	11830	ORGANIZATION DEVELOPMENT CONSULTANTS INC	Pre-employment Psych Evaluatio	900.00	05/27/2022	110120	683201
Human Resources	11830	ORGANIZATION DEVELOPMENT CONSULTANTS INC	Pre-employment Psych Evaluatio	700.00	05/27/2022	110120	683201
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Servic	331.77	05/27/2022	110120	683201
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Service APRIL	325.79	05/02/2022	110120	683201
Human Resources	10226	CONCENTRA MEDICAL CENTERS	DOT Random Testing	250.00	05/27/2022	110120	683201
Human Resources	10226	CONCENTRA MEDICAL CENTERS	SERVICES PERFORMED 3/31/22	102.00	05/02/2022	110120	683201
Human Resources	10226	CONCENTRA MEDICAL CENTERS	DOT Random Testing	102.00	05/27/2022	110120	683201
Human Resources	12673	COLUMBIA ST. MARY'S INC.	Pre-Employment Screening Season	67.00	05/13/2022	110120	683201
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	35.21	05/02/2022	110120	680504
Human Resources Total				**2,813.77**			
Information Services	12589	MARCO HOLDINGS, LLC	Mitel Phone System UpdatesJUNE	4,660.00	05/13/2022	110117	680401
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,MAY	4,400.00	05/13/2022	110117	683201
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Software, Security,	4,373.00	05/02/2022	110117	683202
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Software, Security,	1,910.00	05/02/2022	110117	683201
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,MAY	1,910.00	05/13/2022	110117	683202
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net 4/1-4/30/22	895.00	05/02/2022	110117	
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net 5/1-5/31/22	895.00	05/27/2022	110117	

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

Information Services	12301	INTEGRATED SYSTEMS CORPORATION	ISCorp Remote Backup Subsripti June	750.00	05/13/2022	110117	683202
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	ISCorp Remote Backup Subsripti JUNE	750.00	05/13/2022	110117	683202
Information Services	12405	TELECOM ONE, INC	PHONE BILL	299.11	05/13/2022	110117	680504
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts &Tools DELL DOCK POWER DELIVERY	264.48	05/02/2022	110117	680401
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Network Project Part I	212.00	05/02/2022	110117	680401
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	ISCorp - Internet Service June	200.00	05/13/2022	110117	683202
Information Services	12651	AMAZON CAPITAL SERVICES, INC	GE PORTABLE DEHUMIDIFIER	172.83	05/13/2022	110117	680401
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC 4/1-4/30/22	150.14	05/02/2022	110117	683202
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC 5/1-5/31/22	150.14	05/27/2022	110117	683202
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Amazon - Equipment, Parts &Too	55.98	05/27/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	FLASH DRIVE MEMORY STICK THUMB	15.99	05/13/2022	110117	680401
Information Services	12651	AMAZON CAPITAL SERVICES, INC	MICROPHONE HEADSET FOAM MIC COVER	4.99	05/13/2022	110117	680401
Information Services Total				**22,068.66**			
Inspections	11288	WIS DEPT OF ADMINISTRATION	20-STATE SEALS	665.41	05/13/2022	110244	680301
Inspections	90001	TEMP STAFF REIMB	REFUND FOR HALF OF TRAINING	548.00	05/27/2022	110244	683501
Inspections	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER APRIL SERVICES	488.00	05/13/2022	110244	683201
Inspections	12978	GRAPHICOLOR PRINTING INC	BUILDING PERMIT CARDS	217.89	05/13/2022	110244	680301
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	124.77	05/02/2022	110244	680504
Inspections	11091	STATE OF WISCONSIN DEPT OF COM	LICENSE RENEWALS FOR MIKE & GREG	120.00	05/02/2022	110244	680501
Inspections	11581	STAPLES BUSINESS ADVANTAGE	STAPLES - CHAIR	109.99	05/02/2022	110244	680101
Inspections	11581	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES - FOLDERS	80.73	05/02/2022	110244	680101
Inspections	10698	MEQUON CITY OF-PETTY CASH	REIMB PETTY CASH	10.48	05/02/2022	110244	680505
Inspections Total				**2,365.27**			
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	MUNICIPAL COURT RETAINER FEB & MARCH	2,370.00	05/02/2022	110124	683303
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	Legal Fees MARCH LABOR & PRESONNEL	1,102.50	05/13/2022	110124	683312
Legal Counsel Total				**3,472.50**			
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	HIGHLAND ROAD INTERCHANGE I 43 N S FREEWAY	604,770.12	05/02/2022	410780	720011
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	HIGHLAND ROAD INTERCHANGE	470,884.27	05/13/2022	410780	720011
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM	10,046.00	05/13/2022	410780	720017
Local Road Projects	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS FOR ROAD PROJECT	7,952.33	05/27/2022	410780	720017
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM-PIPE FOR PROJECTS	7,893.38	05/13/2022	410780	720017
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM	7,275.60	05/27/2022	410780	720017
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM & STOCK	7,080.40	05/13/2022	410780	720017
Local Road Projects	12352	ENNIS PAINT, INC	1 TOTE WHITE/YELLOW ROAD PAINT FOR ROAD PROGRAM	5,095.75	05/13/2022	410780	720017
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM-PIPES FOR HWY PROJECTS	2,951.60	05/13/2022	410780	720017
Local Road Projects	10625	LANNON STONE PRODUCTS, INC.	GRAVEL FOR ROAD PROGRAM	2,529.01	05/27/2022	410780	720017
Local Road Projects	12985	BRIDGETOWER OPCO LLC	COUNTY LINE ROAD BOX AD	394.27	05/13/2022	410780	720017
Local Road Projects	10368	FASTENAL COMPANY	BOLTS & WASHERS FOR ROAD PROJE	278.47	05/27/2022	410780	720017
Local Road Projects	10686	MCCONN INC	SAFETY VEST - ADOPT A ROADWAY	225.00	05/27/2022	410780	720017
Local Road Projects Total				**1,127,376.20**			
Other Road Projects	10811	NORTH SHORE ENGINEERING INC	COUNTY LINE BOX CULVERT DESIGN	12,075.00	05/02/2022	410782	720017
Other Road Projects Total				**12,075.00**			
Parks	12982	ASSURANCE SAFETY LLC	SAFETY TRAINING-HWY/PARKS/SEWER	563.75	05/13/2022	110474	683501
Parks	12991	HOMESTYLE CUSTOM UPHOLSTERY LLC	REPAIR OF BASEPADS ON BALLFIEL	480.00	05/27/2022	110474	686550
Parks	11245	WAYSIDE NURSERIES INC	GRAVEL	334.00	05/27/2022	110474	680341
Parks	10691	MENARDS	LUMBER FOR ENCLOSURE@VILLA GROVE	254.83	05/02/2022	110474	680342
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	223.00	05/02/2022	110474	680341
Parks	10909	PORT-A-JOHN, INC.	SEASONAL RESTROOMS @ LEMKE	206.00	05/02/2022	110474	688120
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS-LEMKE	206.00	05/27/2022	110474	688120
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	GRASS SEED	188.89	05/13/2022	110474	680340
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	186.00	05/13/2022	110474	680341
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	186.00	05/13/2022	110474	680341
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	BROADLEAF WEED KILLER	182.36	05/27/2022	110474	680341
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	BROADLEAF WEED KILLER	182.36	05/27/2022	110474	680342
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	BROADLEAF WEED KILLER	182.36	05/27/2022	110474	680343
Parks	10107	BEACON ATHLETICS LLC	SHIPPING & SUPPLIES	164.38	05/27/2022	110474	680340
Parks	10107	BEACON ATHLETICS LLC	SHIPPING & SUPPLIES	164.38	05/27/2022	110474	680341
Parks	10107	BEACON ATHLETICS LLC	SHIPPING & SUPPLIES	164.38	05/27/2022	110474	680342
Parks	10107	BEACON ATHLETICS LLC	SHIPPING & SUPPLIES	164.36	05/27/2022	110474	680343
Parks	10428	GILLITZER ELEC CO LTD, FRANK	MAINTENANCE/SERVICE ROTARY	145.00	05/13/2022	110474	686550
Parks	12883	PB HAHN & CO INC	FAUCETS FOR ROTARY PAVILION	143.98	05/13/2022	110474	680340
Parks	10172	CARLIN SALES CORP	CHEMICALS/RAKE	131.93	05/27/2022	110474	680341
Parks	10909	PORT-A-JOHN, INC.	SEASONAL RESTROOM - VILLA GROVE	103.00	05/02/2022	110474	688120
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS-VILLA GROVE	103.00	05/27/2022	110474	688120
Parks	12883	PB HAHN & CO INC	TOOLS-PARKS	100.78	05/13/2022	110474	680401
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	93.00	05/13/2022	110474	680341
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	93.00	05/13/2022	110474	680341
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	93.00	05/13/2022	110474	680341
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	BROADLEAF WEED KILLER	90.51	05/27/2022	110474	680340
Parks	12883	PB HAHN & CO INC	SUPPLIES	74.40	05/13/2022	110474	680343
Parks	10834	OFFICE DEPOT *	OFFICE SUPPLIES-LABELS/FOLDERS	66.08	05/02/2022	110474	680101
Parks	11245	WAYSIDE NURSERIES INC	MULCH FOR CITY HALL	62.00	05/27/2022	110474	680341
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	44.82	05/13/2022	110474	680341
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	38.50	05/02/2022	110474	680504
Parks	10172	CARLIN SALES CORP	WANDS	34.85	05/27/2022	110474	680401
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	29.88	05/13/2022	110474	680342
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	29.88	05/13/2022	110474	680343
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	29.87	05/13/2022	110474	680340
Parks	12883	PB HAHN & CO INC	JIG SAW BLADES	14.39	05/02/2022	110474	680401
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	7.73	05/13/2022	110474	680345
Parks	10137	BOEHLKE BOTTLED GAS CORP	PLUG FOR WATER TANK	5.99	05/13/2022	110474	680342
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	5.39	05/13/2022	110474	680340
Parks	12883	PB HAHN & CO INC	WOOD GLUE	1.35	05/02/2022	110474	680340
Parks	12883	PB HAHN & CO INC	WOOD GLUE	1.35	05/02/2022	110474	680342
Parks	12883	PB HAHN & CO INC	WOOD GLUE	1.35	05/02/2022	110474	680343
Parks	12883	PB HAHN & CO INC	WOOD GLUE	1.34	05/02/2022	110474	680341
Parks Total				**5,579.42**			
Police	11101	STREICHER'S INC	POLICE UNIFORMS/EQUIPMENT	2,059.00	05/27/2022	110235	675101
Police	11349	WORZELLA PHOTOGRAPHY INC	DEPAERTMENT PHOTOS	1,200.00	05/02/2022	110235	683201
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	TRAINING	1,140.00	05/13/2022	110235	683501
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	969.27	05/13/2022	110235	680504
Police	10696	MEQUON AUTO BODY	SQUAD REPAIRS	962.15	05/02/2022	110235	686550
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS	677.25	05/02/2022	110235	683201
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	365.29	05/13/2022	110235	680504
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE	310.00	05/02/2022	110235	683702
Police	10834	OFFICE DEPOT *	OFFICE SUPPLIES	291.55	05/02/2022	110235	680101
Police	11056	SIRCHIE FINGER PRINT LAB INC	DRUG TESTING KITS	276.35	05/13/2022	110235	680301
Police	12405	TELECOM ONE, INC	PHONE BILL	239.29	05/13/2022	110235	680504
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE	205.00	05/13/2022	110235	683702
Police	10708	MEQUON POLICE-PETTY CASH	WORK SUPPLIESS/TRAINING	203.36	05/27/2022	110235	683501
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	165.57	05/27/2022	110235	683201
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	154.74	05/02/2022	110235	683201
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	140.36	05/13/2022	110235	680301
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	139.95	05/13/2022	110235	675101
Police	90001	TEMP STAFF REIMB	K9 TRAINING 3/21 4/11 4/21	113.58	05/27/2022	110235	683501
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	111.24	05/27/2022	110235	683201
Police	10834	OFFICE DEPOT *	OFFICE SUPPLIES	100.06	05/13/2022	110235	680101
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE AND REPAIRS	100.00	05/27/2022	110235	686550
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24	05/13/2022	110235	683702
Police	90001	TEMP STAFF REIMB	TRAINING 5/2-5/5 OCCUPANT KINEMATICS TRAINING	64.24	05/27/2022	110235	683501
Police	90001	TEMP STAFF REIMB	TRAINING 5/17-5/18 MTOA CONFERENCE	62.13	05/27/2022	110235	680402
Police	90001	TEMP STAFF REIMB	TRAINING 5/17-5/18 MTOA CONFERENCE	55.50	05/27/2022	110235	683501
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	52.04	05/13/2022	110235	683201
Police	12882	AURORA MEDICAL GROUP INC	Legal Blood Draws	50.00	05/02/2022	110235	683702
Police	90001	TEMP STAFF REIMB	IPMBA TRAINING 4/26-4/29/22	49.97	05/13/2022	110235	683501
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	49.90	05/02/2022	110235	680301
Police	90001	TEMP STAFF REIMB	HOMICIDE CONF 4/20-4/22 MEAL REIMB	42.65	05/02/2022	110235	683501
Police	90001	TEMP STAFF REIMB	TRAINING 5/12 5/13	41.52	05/27/2022	110235	683501
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	39.66	05/27/2022	110235	680101
Police	90001	TEMP STAFF REIMB	TRAINING 5/4/22-5/5/22	37.24	05/13/2022	110235	683501
Police	90001	TEMP STAFF REIMB	WAI CONF 4/4-4/7/22 MEAL REIMB	34.27	05/02/2022	110235	683501
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	31.71	05/02/2022	110235	686550
Police	10827	NOTARY BOND RENEWAL SERVICE	BOND HEINEN, BEN RENEWAL	30.00	05/02/2022	110235	680301
Police	90001	TEMP STAFF REIMB	TRAINING 5/4-5/5 RED DOT PISTOL INSTRUCTOR	29.95	05/27/2022	110235	683501
Police	12768	BONUS INC	HOSPITALITY APRIL	29.89	05/13/2022	110235	680301
Police	90001	TEMP STAFF REIMB	CONF 4/6-4/8/22 MEAL REIMB	25.38	05/02/2022	110235	683501
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	22.99	05/13/2022	110235	680301
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	BOND HEINEN, BEN RENEWAL	20.00	05/02/2022	110235	680301
Police	10708	MEQUON POLICE-PETTY CASH	WORK SUPPLIESS/TRAINING	10.53	05/27/2022	110235	
Police	12651	AMAZON CAPITAL SERVICES, INC	RETURN KOSS HEADPHONE	-11.48	05/13/2022	110235	

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

Police Total				**10,767.34**			
Public Safety Equipment	11520	KIESLER'S POLICE SUPPLY, INC	POLICE EQUIPMENT	360.86	05/02/2022	410791	730010
Public Safety Equipment	11094	LAWRENCE F FILO	K9 BOARDING / TRAINING	120.00	05/27/2022	410791	730012
Public Safety Equipment Total				**480.86**			
Public Safety Vehicles	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE AND REPAIRS	3,401.16	05/02/2022	410786	725014
Public Safety Vehicles Total				**3,401.16**			
Public Works Other	12607	GREAT LAKES TV SEAL INC	REMOVAL OF ROOT MASS FROM DRAIN TILE	12,725.45	05/27/2022	410798	730016
Public Works Other	12490	PROPERTY SOLUTIONS CONTRACTING, LLC	ASH TREE REMOVAL AT VILLA GROVE	9,450.00	05/02/2022	410798	730017
Public Works Other	12997	MUNSON INC	FENCING IMPROVEMENTS AT RIVER BARN	7,000.00	05/13/2022	410798	730011
Public Works Other	12607	GREAT LAKES TV SEAL INC	REMOVAL OF ROOT MASS-SHORECLIFF	5,267.95	05/02/2022	410798	730016
Public Works Other Total				**34,443.40**			
Public Works Vehicles	10536	INDUSTRIAL MARKETING AND CONSULTING INC	REPAIR OF HOLDER -INS CLAIM	15,478.94	05/27/2022	410787	725013
Public Works Vehicles Total				**15,478.94**			
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	238.30	05/13/2022	610000	224130
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/29/22	111.46	05/02/2022	610000	224150
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT PAY DATE 05.13.22	111.46	05/13/2022	610000	224150
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	CHILD SUPPORT 05.27.22	111.46	05/27/2022	610000	224150
Sewer General activities	10810	NORTH SHORE BANK FSB	DEF COMP 4/29/22 P/R	60.00	05/02/2022	610000	224101
Sewer General activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP PAY DATE 05.13.22	60.00	05/13/2022	610000	224101
Sewer General activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 05.27.22	60.00	05/27/2022	610000	224101
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	ACCIDENT-POLICY 76038	13.76	05/13/2022	610000	224122
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	11.37	05/13/2022	610000	224163
Sewer General activities Total				**777.81**			
Sewer UT Operations	10743	MILW METRO SEWERAGE DIST	QUARTERLY SANITARY UTILITY BILL 1/1-3/31/22	365,643.96	05/13/2022	610669	695108
Sewer UT Operations	12931	SJ ELECTRO SYSTEMS LLC	PUMPS FOR LS CDHL (#3617-21) R	96,825.00	05/13/2022	610669	740002
Sewer UT Operations	12968	NATIONAL POWER RODDING CORPORATION	SMH REHAB (#3501) PER RES 3908	61,995.00	05/13/2022	610669	740001
Sewer UT Operations	10154	BROWN & CALDWELL	SAN MODEL (#3744) PER RES 3911	25,011.50	05/13/2022	610669	740001
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL REHAB #3566 FEB	19,607.50	05/02/2022	610669	740006
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL CONTRACTS #3566 MARCH	17,912.00	05/02/2022	610669	740006
Sewer UT Operations	11217	VISU-SEWER INC	PER RESOLUTION 3844 SANITARY R	6,860.16	05/13/2022	610669	740001
Sewer UT Operations	11062	RASMITH, INC	FLOW MONITORING (#3780)	4,088.75	05/27/2022	610669	740001
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL Work #3566	2,631.25	05/27/2022	610669	740006
Sewer UT Operations	11062	RASMITH, INC	FLOW MONITORING (#3780)	2,146.04	05/27/2022	610669	740001
Sewer UT Operations	10341	ENERGENECS INC	NEW TRANSDUCER AT "D"	1,966.68	05/27/2022	610669	695105
Sewer UT Operations	10722	MID-AMERICAN RESEARCH CHEMICAL	ENZYMES FOR STATIONS	1,827.00	05/02/2022	610669	680301
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	LIFT STATION G CONDITION ASSESs (#3228)	1,122.66	05/02/2022	610669	683101
Sewer UT Operations	11062	RASMITH, INC	FLOW MONITORING (#3780)	1,047.30	05/27/2022	610669	740001
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	RANCH RD LS E BACK-UP PUMP SYS	826.92	05/27/2022	610669	740002
Sewer UT Operations	11062	RASMITH, INC	INSPECT #2598-CM PER RES 3906	825.00	05/27/2022	610669	740001
Sewer UT Operations	11567	C.L. THOMPSON COMPANY	50 PUMP FILTERS	669.50	05/13/2022	610669	680301
Sewer UT Operations	11062	RASMITH, INC	ETS FLOW MONITORING	626.22	05/27/2022	610669	740001
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES-	510.00	05/13/2022	610669	683201
Sewer UT Operations	11062	RASMITH, INC	INSPECT COUNTY LINE RD LS Q FM (3583)	425.00	05/27/2022	610669	740003
Sewer UT Operations	11062	RASMITH, INC	INSPECT COUNTY LINE RD LS Q	354.00	05/02/2022	610669	740003
Sewer UT Operations	10230	CONLEY PUBLISHING GROUP LTD	ADS FOR 2022 SANITARY WORK (#3	298.05	05/13/2022	610669	683201
Sewer UT Operations	12982	ASSURANCE SAFETY LLC	SAFETY TRAINING-HWY/PARKS/SEWER	281.86	05/13/2022	610669	683501
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	UB'S PRINTING, STUFFING ENVELOPES	240.61	05/13/2022	610669	680505
Sewer UT Operations	10241	CRANE ENGINEERING SALES INC	6 VOLUTE GASKETS	179.40	05/13/2022	610669	680301
Sewer UT Operations	90001	TEMP STAFF REIMB	RIMB TRAVEL CONF TRAINING 4/8/22	162.00	05/27/2022	610669	683501
Sewer UT Operations	11145	TOTAL ENERGY SYSTEMS LLC	BLOCK HEATER FOR "A"	134.36	05/27/2022	610669	680301
Sewer UT Operations	10834	OFFICE DEPOT *	OFFICE SUPPLIES-LABELS/FOLDERS	94.30	05/02/2022	610669	680101
Sewer UT Operations	11729	WIPER TECHNOLOGIES INC	STATION RAGS	70.00	05/27/2022	610669	680301
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELLULAR PHONE SERVICE	60.74	05/02/2022	610669	680504
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER, WATER, FORESTRY, HWY, ENG	60.08	05/02/2022	610669	680504
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FOR,HWY,ENG	60.08	05/27/2022	610669	680504
Sewer UT Operations	12883	PB HAHN & CO INC	4 CANS WASP SPRAY	20.76	05/27/2022	610669	680301
Sewer UT Operations	10341	ENERGENECS INC	CREDIT FROM $800 OVERPAYMENT 4/2021	-800.00	05/27/2022	610669	695105
Sewer UT Operations Total				**613,783.68**			
Special Events	12915	CANOPIES EVENTS WITH DISTINCTION	25% DEPOSIT TO CONFIRM ORDER	484.62	05/13/2022	210840	683201
Special Events Total				**484.62**			
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	POOL MANAGEMENT CONTRACT-1ST QUARTER	2,950.00	05/02/2022	110472	683201
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	POOL MANAGEMENT CONTRACT- 2 OF 4	2,550.00	05/27/2022	110472	683201
Swimming Pool Total				**5,500.00**			
TIF 3	12736	FOXTOWN CENTER LLC	WESTON DRIVE CONSTRUCTION IMPROVEMENT REIMB	59,892.03	05/13/2022	410803	710319
TIF 3	12526	MICHAEL BEST & FRIEDRICH LLP	FOXTOWN DEVEL 211845 0001	1,300.00	05/02/2022	410803	710318
TIF 3 Total				**61,192.03**			
Water general Activities	10091	BADGER METER INC	METER REGISTERS	1,135.56	05/13/2022	620000	115346
Water general Activities	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	600.00	05/13/2022	620000	115346
Water general Activities	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	600.00	05/13/2022	620000	115346
Water general Activities	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	300.00	05/27/2022	620000	115346
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 4/29/22	111.46	05/02/2022	620000	224150
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT PAY DATE 05.13.22	111.46	05/13/2022	620000	224150
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	CHILD SUPPORT 05.27.22	111.46	05/27/2022	620000	224150
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	17.25	05/13/2022	620000	224130
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 2832L UNIT33302 JUNE	1.75	05/13/2022	620000	224163
Water general Activities Total				**2,988.94**			
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER-APRIL	51,308.28	05/13/2022	620679	602001
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER-MARCH	16,272.61	05/02/2022	620679	602001
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER-APRIL	15,628.48	05/27/2022	620679	602001
Water UT Operations	10206	CITY WATER LLC	I-43 WATER MAIN RELOCATIONS (3776)	7,805.00	05/13/2022	620679	741004
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	7,426.78	05/27/2022	620679	662001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	5,217.75	05/13/2022	620679	662001
Water UT Operations	12878	GRUNAU COMPANY INC	WATER MAIN REPAIR-1720 W BRADFORD DR	5,134.00	05/13/2022	620679	673003
Water UT Operations	12878	GRUNAU COMPANY INC	SERVICE TAP REPAIR 3611 W SHER	4,901.50	05/02/2022	620679	675002
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	4,484.00	05/27/2022	620679	923001
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING - APRIL	3,824.13	05/27/2022	620679	662003
Water UT Operations	10654	L-R METER TESTING & REPAIR INC	METER TESTING	3,611.77	05/27/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	3,251.06	05/13/2022	620679	664001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	3,071.23	05/27/2022	620679	664001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	2,662.39	05/13/2022	620679	673001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	2,200.00	05/13/2022	620679	660001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	2,200.00	05/27/2022	620679	660001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	2,000.00	05/13/2022	620679	670001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	2,000.00	05/27/2022	620679	670001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	1,954.42	05/27/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	1,898.57	05/27/2022	620679	920001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,712.49	05/13/2022	620679	902001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	1,619.37	05/27/2022	620679	673001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,444.91	05/13/2022	620679	920001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	1,340.17	05/27/2022	620679	677001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,121.00	05/13/2022	620679	923001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,043.55	05/13/2022	620679	676001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	1,005.13	05/27/2022	620679	675001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	1,003.41	05/13/2022	620679	675001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	909.76	05/13/2022	620679	661001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	837.61	05/27/2022	620679	902001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	802.73	05/13/2022	620679	677001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	749.22	05/13/2022	620679	672001
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATES-APRIL	727.32	05/27/2022	620679	923001
Water UT Operations	10489	CORE & MAIN	CURB STOP BOX PARTS	711.20	05/13/2022	620679	675002
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING-MARCH	607.26	05/13/2022	620679	923001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	600.00	05/13/2022	620679	906001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	600.00	05/27/2022	620679	906001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	561.91	05/13/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	500.00	05/13/2022	620679	901001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	500.00	05/27/2022	620679	901001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	400.00	05/13/2022	620679	903001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	400.00	05/27/2022	620679	903001
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT-APRIL	300.00	05/27/2022	620679	662003
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	300.00	05/13/2022	620679	930001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	300.00	05/27/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	300.00	05/27/2022	620679	930001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	204.00	05/27/2022	620679	675001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	204.00	05/27/2022	620679	677001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	200.00	05/13/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	200.00	05/13/2022	620679	620001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	200.00	05/27/2022	620679	620001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	167.52	05/27/2022	620679	661001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	167.52	05/27/2022	620679	
Water UT Operations	12232	BAYSIDE PRINTING INC.	UB'S PRINTING, STUFFING ENVELOPES	160.41	05/13/2022	620679	

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	133.79	05/13/2022	620679	665001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	111.68	05/27/2022	620679	676001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	110.00	05/13/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES APRIL	110.00	05/27/2022	620679	663001
Water UT Operations	10206	CITY WATER LLC	WATER MANAGEMENT & OPERATION SERVICES MARCH	107.03	05/13/2022	620679	633001
Water UT Operations	10834	OFFICE DEPOT *	OFFICE SUPPLIES-LABELS/FOLDERS	29.59	05/02/2022	620679	921001
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER, WATER, FORESTRY, HWY, ENG	15.02	05/02/2022	620679	921001
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FOR,HWY,ENG	15.02	05/27/2022	620679	921001
Water UT Operations Total				**169,384.59**			

Attachment: May 2022 AP Vendor Listing by Dept (7424 : May 2022 Vouchers Paid List)

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: **Jennifer Engroff, Finance Director**
DATE: **June 7, 2022**
SUBJECT: **Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal Control**

Background

The City's financial records and procedures are audited annually by an independent firm as selected by the Common Council. Staff and the auditors produce an Annual Comprehensive Financial Report in concert with the audit firm's report on internal control.

Analysis

A representative from the City's auditor, Baker Tilly US, LLP, will present the Annual Comprehensive Financial Report and related Report on Internal Control for the year ending December 31, 2021. A copy of the Report on Internal Control is included in the Council's packet in advance of the meeting, and a copy of the FY2021 Annual Comprehensive Financial Report can be accessed via the City's website, on the Finance Department's web page at https://tinyurl.com/ACFR21. A limited number of hard copies of the report will be available in the Finance Department by the end of June. This report is on the consent agenda for formal acceptance by the Council.

Fiscal Impact

Actual General Fund Revenues were 100% of the budgeted total for 2021, and General Fund Expenditures were 98% of the budgeted amount last year. Therefore, the City ended 2021 with a surplus of $92,100 and an unassigned fund balance of approximately $2.3 million. Both the Water and Wastewater Utilities also finished 2021 with a surplus as well.

Recommendation

Motion to recommend the Council accept the Annual Comprehensive Financial Report and Report on Internal Control for the year ending December 31, 2021.

Attachments:
2021 ACFR Presentation 6.14.22 (PDF)
City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (PDF)

Presentation to the Finance-Personnel Committee of the City of Mequon

June 14, 2022

1. Objective of the audit was to express an opinion on your financial statements.
2. Reports issued
   a. Opinion on financial statements
      i. Unmodified opinion, fairly stated in accordance with applicable standards
   b. Communication to those charged with governance and management
      i. Included all communications required under professional standards
      ii. Includes comments and recommendations resulting from our audit
      iii. Includes information applicable to future audits
3. Financial highlights (in thousands)
   a. Governmental Funds

	General Fund	Debt Service	Capital Projects	Nonmajor Governmental Funds
Current year activity				
Revenues and other sources	$ 17,501	$ 5,291	$ 2,122	$ 310
Expenditures and other uses	17,409	3,722	2,951	204
Change in fund balances	$ 92	$ 1,569	$ (829)	$ 106
Fund Balance				
Nonspendable	$ 260	$ -	$ -	$ -
Restricted	-	1,492	2,885	688
Committed	-	-	-	196
Assigned	-	-	336	-
Unassigned	2,319	-	-	-
Total	$ 2,579	$ 1,492	$ 3,221	$ 884

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Attachment: 2021 ACFR Presentation 6.14.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal

b. Enterprise Funds

	Sewer Utility	Water Utility
Current year activity		
Revenues	$ 12,242	$ 5,188
Expenses	9,082	2,754
Change in net position	$ 3,160	$ 2,434
Cash flow		
Operating activities	$ (3,933)	$ 2,331
Investing activities	(2)	(5)
Noncapital financing activities	7,111	-
Capital and related financing activities	(2,875)	(3,007)
Net change in cash	$ 301	$ (681)

c. Long-term debt

Type of debt	Governmental Activities	Business-type Activites	Total
General obligation bonds and notes	$ 20,495	$ 14,550	$ 35,045
Revenue bonds	-	8,465	8,465
Unamortized debt premium	793	1,239	2,032
Capital leases	37	-	37
Total other postemployment liability	769	54	823
Total pension liability - single employer plan	389	38	427
Net pension liability - WRS	-	-	-
Net OPEB liability - LRLIF	849	36	885
Compensated absences	632	34	666
	$ 23,964	$ 24,416	$ 48,380

Statutory debt limit (5% of equalized value)	$ 270,158
Capacity for additional general obligation debt	$ 235,113
Percentage of capacity to debt limit	87%

4. Questions?

Attachment: 2021 ACFR Presentation 6.14.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal

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now, for tomorrow



Reporting and insights from 2021 audit:

City of Mequon

December 31, 2021

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

Executive summary

June 2, 2022

To the City Council
City of Mequon
Mequon, Wisconsin

We have completed our audit of the financial statements of the City of Mequon (the City) for the year ended December 31, 2021, and have issued our report thereon dated June 2, 2022. This letter presents communications required by our professional standards.

Your audit should provide you with confidence in your financial statements. The audit was performed based on information obtained from meetings with management, data from your systems, knowledge of your City's operating environment and our risk assessment procedures. We strive to provide you clear, concise communication throughout the audit process and of the final results of our audit.

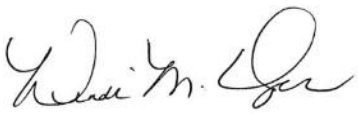
Additionally, we have included information on key risk areas the City of Mequon should be aware of in your strategic planning. We are available to discuss these risks as they relate to your organization's financial stability and future planning.

If you have questions at any point, please connect with us:

- Wendi Unger, Partner: wendi.unger@bakertilly.com or +1 (414) 777 5423

Sincerely,

Baker Tilly US, LLP



Wendi M. Unger, CPA, Partner

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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Responsibilities

Our responsibilities

As your independent auditor, our responsibilities include:

- Planning and performing the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. Reasonable assurance is a high level of assurance.
- Assessing the risks of material misstatement of the financial statements, whether due to fraud or error. Included in that assessment is a consideration of the City's internal control over financial reporting.
- Performing appropriate procedures based upon our risk assessment.
- Evaluating the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management.
- Forming and expressing an opinion based on our audit about whether the financial statements prepared by management, with the oversight of the Common Council:
  - Are free from material misstatement
  - Present fairly, in all material respects and in accordance with accounting principles generally accepted in the United States of America
- Our audit does not relieve management or the Common Council of their responsibilities.

We are also required to communicate significant matters related to our audit that are relevant to the responsibilities of the Common Council, including:

- Internal control matters
- Qualitative aspects of the City's accounting practice including policies, accounting estimates and financial statement disclosures
- Significant unusual transactions
- Significant difficulties encountered
- Disagreements with management
- Circumstances that affect the form and content of the auditors' report
- Audit consultations outside the engagement team
- Corrected and uncorrected misstatements
- Other audit findings or issues

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Audit status

Significant changes to the audit plan

There were no significant changes made to either our planned audit strategy or to the significant risks and other areas of emphasis identified during the performance of our risk assessment procedures.

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Audit approach and results

Planned scope and timing

Audit focus

Based on our understanding of the City and environment in which you operate, we focused our audit on the following key areas:

- Key transaction cycles
- Areas with significant estimates
- Areas of complexity including capital assets and debt

Our areas of audit focus were informed by, among other things, our assessment of materiality. Materiality in the context of our audit was determined based on specific qualitative and quantitative factors combined with our expectations about the City's current year results.

Key areas of focus and significant findings

Significant risks of material misstatement

A significant risk is an identified and assessed risk of material misstatement that, in the auditor's professional judgment, requires special audit consideration. Within our audit, we focused on the following areas below.

Significant risk areas	Testing approach	Conclusion
Management override of controls	Incorporate unpredictability into audit procedures, emphasize professional skepticism and utilize audit team with industry expertise	Procedures identified provided sufficient evidence for our audit opinion
Improper revenue recognition due to fraud	Confirmation or validation of certain revenues supplemented with detailed predictive analytics based on non-financial data and substantive testing of related receivables	Procedures identified provided sufficient evidence for our audit opinion

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Other areas of emphasis

We also focused on other areas that did not meet the definition of a significant risk, but were determined to require specific awareness and a unique audit response.

Other areas of emphasis		
Cash and investments	Revenues and receivables	General disbursements
Payroll	Pension assets/liabilities and OPEB liabilities	Long-term debt
Capital assets including infrastructure	Net position calculations	Financial reporting and required disclosures

Internal control matters

We considered the City's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing an opinion on the financial statements. We are not expressing an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis.

A material weakness is a deficiency or combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Other comments and recommendations

- **Departmental Controls**

As part of our annual audit process, we focus our efforts on the primary accounting systems, internal controls and procedures used by the City. This is in keeping with our goal to provide an audit opinion which states that the financial statements of the City are correct in all material respects.

In some cases, the primary system of accounting procedures and controls of the City are supported by smaller systems which are decentralized and reside within a department or location. In many cases, those systems are as simple as handling cash collections and remitting those collections to the Finance Department.

Generally, the more centralized a function is, the easier it is to design and implement accounting controls that provide some level of checks and balances. That is because you are able to divide certain tasks over the people available to achieve some segregation of duties. For those tasks that are decentralized, it is usually very difficult to provide for proper segregation of duties. Therefore, with one person being involved in most or all aspects of a transaction, you lose the ability to rely on the controls to achieve the safeguarding of assets and reliability of financial records.

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As auditors, we are required to communicate with you on a variety of topics. Since there is now more emphasis on internal controls and management's responsibilities, we believe it is appropriate to make sure that you are informed about the lack of segregation of duties that may occur at departments or locations that handle cash. Functions in your City that fit this situation may include the following:

Swimming Pool
Recreation
Engineering
Police
Building Inspector
Municipal court
Ambulance

As you might expect, similar situations are common in most governments.

As auditors, we are required to focus on the financial statements at a highly summarized level and our audit procedures support our opinion on those financial statements. Departments or locations that handle relatively smaller amounts of money are not the primary focus of our audit. Yet, because of the lack of segregation of duties, the opportunity for loss is higher there than in centralized functions that have more controls.

Because management is responsible for designing and implementing controls and procedures to detect and prevent fraud, we believe that is important for us to communicate this information to you. We have no knowledge of any fraud that has occurred or is suspected to have occurred within the departments mentioned above. However, your role as the governing body is to assess your risk areas and determine that the appropriate level of controls and procedures are in place. As always, the costs of controls and staffing must be weighed against the perceived benefits of safeguarding your assets.

Without adding staff or splitting up the duties, your own day-to-day contact and knowledge of the operation are also important mitigating factors.

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Required communications

Qualitative aspect of accounting practices

- Accounting policies: Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we have advised management about the appropriateness of accounting policies and their application. The significant accounting policies used by City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during 2021. We noted no transactions entered into by the City during the year for which accounting policies are controversial or for which there is a lack of authoritative guidance or consensus or diversity in practice.

- Accounting estimates: Accounting estimates, including fair value estimates, are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements, the degree of subjectivity involved in their development and because of the possibility that future events affecting them may differ significantly from those expected. The following estimates are of most significance to the financial statements:

Estimate	Management's process to determine	Baker Tilly's conclusions regarding reasonableness
Accrued compensated absences	Evaluation of hours earned and accumulated in accordance with employment policies and average wage per hour rates	Reasonable in relation to the financial statements as a whole
Net pension asset and related deferrals	Evaluation of information provided by the Wisconsin Retirement System	Reasonable in relation to the financial statements as a whole
Net/Total OPEB and Total Pension liabilities and related deferrals	Key assumptions set by management with the assistance of a third party actuary	Reasonable in relation to the financial statements as a whole
Depreciation	Evaluate estimated useful life of the asset and original acquisition value	Reasonable in relation to the financial statements as a whole

There have been no significant changes made by management to either the processes used to develop the particularly sensitive accounting estimates, or to the significant assumptions used to develop the estimates, noted above.

- Financial statement disclosures: The disclosures in the financial statements are neutral, consistent and clear.

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Significant unusual transactions

There have been no significant transactions that are outside the normal course of business for the city that otherwise appear to be unusual due to their timing, size, or nature.

Disagreements with management

Professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Audit report

There have been no departures from the auditors' standard report.

Audit consultations outside the engagement team

We encountered no difficult or contentious matters for which we consulted outside of the engagement team.

Uncorrected misstatements and corrected misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management is in agreement with the misstatements we identified, and they have been corrected in the financial statements. In our judgment, none of the misstatements that management has corrected, either individually or in the aggregate, indicate matters that could have had a significant effect on the Organization's financial reporting process.

Other audit findings or issues

We encountered no other audit findings or issues that require communication at this time.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

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Other information in documents containing audited basic financial statements.

The City's audited financial statements are "general purpose" financial statements. General purpose financial statements consist of the basic financial statements that can be used by a broad group of people for a broad range of activities. Once we have issued our audit report, we have no further obligation to update our report for events occurring subsequent to the date of our report. The City can use the audited financial statements in other client prepare documents, such as official statements related to the issuance of debt, without our acknowledgement. Unless we have been engaged to perform services in connection with any subsequent transaction requiring the inclusion of our audit report, as well as to issue an auditor's acknowledgment letter, we have neither read the document nor performed subsequent event procedures in order to determine whether or not our report remains appropriate.

Management's consultations with other accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing or accounting matters.

Written communications between management and Baker Tilly

The Appendix includes copies of other material written communications, including a copy of the management representation letter.

Compliance with laws and regulations

We did not identify any non-compliance with laws and regulations during our audit.

Fraud

We did not identify any known or suspected fraud during our audit.

Going concern

Pursuant to professional standards, we are required to communicate to you, when applicable, certain matters relating to our evaluation of the City's ability to continue as a going concern for a reasonable period of time but no less than 12 months from the date the financial statements are issued or available to be issued, including the effects on the financial statements and the adequacy of the related disclosures, and the effects on the auditor's report. No such matters or conditions have come to our attention during our engagement.

Independence

We are not aware of any relationships between Baker Tilly and the City that, in our professional judgment, may reasonably be thought to bear on our independence.

Related parties

We did not have any significant findings or issues arise during the audit in connection with the City's related parties.

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Other matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information which accompanies the financial statements but is not RSI. With respect to the supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the other information, which accompanies the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Nonattest services

The following nonattest services were provided by Baker Tilly:

- Financial statement preparation
- Adjusting journal entries
- Compiled regulatory reports

In addition, we prepared GASB No. 34 conversion entries which are summarized in the "Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position" and the "Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities" in the financial statements.

None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

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Finance-Personnel committee resources

Visit our resource page for regulatory updates, trending challenges and opportunities in your industry and other timely updates.

Visit the resource page at https://www.bakertilly.com/insights/audit-committee-resource-page.

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Management representation letter

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Finance Department

June 2, 2022

Baker Tilly US, LLP
777 E. Wisonsin Avenue, 32nd Floor
Milwaukee, Wisconsin 53202

Dear Baker Tilly US, LLP:

We are providing this letter in connection with your audit of the financial statements of the City of Mequon as of December 31, 2021 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Mequon and the respective changes in financial position and cash flows, where applicable, in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit.

Financial Statements

1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter.

2) The financial statements referred to above are fairly presented in conformity with accounting principles generally accepted in the United States of America. We have engaged you to advise us in fulfilling that responsibility. The financial statements include all properly classified funds of the primary government required by accounting principles generally accepted in the United States of America to be included in the financial reporting entity.

3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5) Significant assumptions we used in making accounting estimates, if any, are reasonable.

6) All events subsequent to the date of the financial statements and for which accounting principles generally accepted in the United States of America require adjustment or disclosure have been adjusted or disclosed. No other events, including instances of noncompliance, have occurred subsequent to the financial statement date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

7) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

8) All known audit and bookkeeping adjustments have been included in our financial statements, and we are in agreement with those adjustments.

9) There are no known or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements. There are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with accounting principles generally accepted in the United States of America.

10) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11) We have provided you with:

a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as financial records and related data, documentation, and other matters.

b) Additional information that you have requested from us for the purpose of the audit.

c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

d) Minutes of the meetings of the Common Council or summaries of actions of recent meetings for which minutes have not yet been prepared.

12) We have disclosed to you results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

13) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

a) Management,

b) Employees who have significant roles in internal control, or

c) Others where the fraud could have a material effect on the financial statements.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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14) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

15) We have no knowledge of known instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16) There are no known related parties or related party relationships and transactions of which we are aware.

Other

17) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

18) The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

19) We are responsible for compliance with federal, state, and local laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits, debt contracts, and IRS arbitrage regulations; and we have identified and disclosed to you all federal, state, and local laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

20) There are no:

a) Violations or possible violations of budget ordinances, federal, state, and local laws or regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance, except those already disclosed in the financial statement, if any.

b) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.

c) Nonspendable, restricted, committed, or assigned fund balances that were not properly authorized and approved.

d) Rates being charged to customers other than the rates as authorized by the applicable authoritative body.

e) Violations of restrictions placed on revenues as a result of bond resolution covenants such as revenue distribution or debt service funding.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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21) In regards to the nonattest services performed by you listed below, we have 1) accepted all management responsibility; 2) designated an individual with suitable skill, knowledge, or experience to oversee the services; 3) evaluated the adequacy and results of the services performed, and 4) accepted responsibility for the results of the services.

    a) Financial statement preparation

    b) Adjusting journal entries

    c) Compiled regulatory reports

    None of these nonattest services constitute an audit under generally accepted auditing standards, including *Government Auditing Standards*.

22) The City of Mequon has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

23) The City of Mequon has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.

24) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations, if any. Component units have been properly presented as either blended or discrete.

25) The financial statements properly classify all funds and activities.

26) All funds that meet the quantitative criteria in GASB Statement No. 34 and No. 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

27) Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.

28) The City of Mequon has no derivative financial instruments such as contracts that could be assigned to someone else or net settled, interest rate swaps, collars or caps.

29) Provisions for uncollectible receivables, if any, have been properly identified and recorded.

30) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

31) Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

32) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

33) Deposits and investments are properly classified, valued, and disclosed (including risk disclosures, collateralization agreements, valuation methods, and key inputs, as applicable).

34) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated/amortized. Any known impairments have been recorded and disclosed.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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35) Tax-exempt bonds issued have retained their tax-exempt status.

36) We have appropriately disclosed the City of Mequon's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position were properly recognized under the policy. We have also disclosed our policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available.

37) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

38) With respect to the supplementary information, (SI):

a) We acknowledge our responsibility for presenting the SI in accordance with accounting principles generally accepted in the United States of America, and we believe the SI, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the SI have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

b) If the SI is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

39) We assume responsibility for, and agree with, the findings of specialists in evaluating the other postemployment and pension benefits and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had impact on the independence or objectivity of the specialists.

40) We assume responsibility for, and agree with, the information provided by the Wisconsin Retirement System as audited by the Legislative Audit Bureau relating to the net pension asset/liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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41) We assume responsibility for, and agree with the information provided by the Department of Employee Trust Funds for the Local Retiree Life Insurance program as audited by the Legislative Audit Bureau relating to the net OPEB liability and related deferred outflows and deferred inflows and have adequately considered the reasonableness of the amounts and disclosures used in the financial statements and underlying accounting records. We also assume responsibility for the census data that has been reported to the plan.

42) The auditing standards define an annual report as "a document, or combination of documents, typically prepared on an annual basis by management or those charged with governance in accordance with law, regulation, or custom, the purpose of which is to provide owners (or similar stakeholders) with information on the entity's operations and the entity's financial results and financial position as set out in the financial statements." Among other items, an annual report contains, accompanies, or incorporates by reference the financial statements and the auditor's report thereon. We do not issue an annual report.

Sincerely,

City of Mequon

Signed: _____
Ms.Jennifer Engroff, Finance Director

Signed: _____
Mr. William Jones, City Administrator

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

Client service team



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Accounting changes relevant to the City of Mequon

Future accounting standards update

GASB Statement Number	Description	Potentially Impacts you	Effective Date
87	Leases	✓	12/31/22*
91	Conduit Debt	✓	12/31/22*
92	Omnibus 2020	✓	12/31/22*
93	Replacement of Interfund Bank Offered Rates	✓	12/31/22*
94	Public-Private and Public-Public Partnerships and Availability Payment Arrangements	✓	12/31/23
96	Subscription-Based Information Technology Arrangements	✓	12/31/23
97	Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans	✓	12/31/22

*The statements listed above through Statement No. 93 had their required effective dates postponed by one year with the issuance of Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Gui*dance, with the exception of Statement No. 87 which was postponed by one and a half years. The effective date reflected above is the required revised implementation date.
Further information on upcoming GASB pronouncements.

Ready or not – the new lease standard is here!

GASB's new single model for lease accounting is effective for next year's audit (fiscal years ending June 30, 2022 and later). This standard requires governments to identify and evaluate contracts that convey control of the right to use another entity's nonfinancial asset for a period of time in an exchange or exchange-like transaction. Contracts meeting the criteria for control, term and other items within the standard will result in recognizing a right to use asset and lease liability or a receivable and deferred inflow of resources. The standard specifies that leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated).

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The implementation process can be broken down into a four-step methodology:



Now is the time to evaluate where your government is in this process and the timeline to complete implementation. The third step for lease evaluation, data extraction and review is typically the most time-consuming step; organizations should begin this process well before year end to ensure adequate lead time. A key decision that will need to be made is whether a lease administration software package is necessary. Depending on the volume and complexity of your lease activity, spreadsheets may not be sufficient to track and calculate all the required information.

We are available to discuss this further and help you develop an action plan. Baker Tilly also has complimentary resources available online including:

- GASB 87 lease identification questionnaire
- GASB 87 lease assistance tool
- Variety of GASB 87 podcasts and articles

Access tools and learn more about GASB 87.

Preparing for the new conduit debt reporting

Conduit debt includes arrangements where there are three separate parties involved including a third party that is obligated for payment, a debt holder or lender and an issuing party which is often a government. This standard provides additional criteria for identifying and classifying conduit debt with the intent of providing consistency in how the debt is recorded and reported in governmental financial statements. The City should identify any existing debt arrangements involving third-party obligors and evaluate how those arrangements will be reported under the new standard in order to determine the potential impact of this standard on future financial reporting.

Determining if GASB 94 applies for your organization

GASB 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements* provides guidance related to public-private and public-public partnerships (PPP) and availability payment arrangements (APA).

A PPP is an arrangement in which an entity contracts with an operator to provide public services by conveying control of the right to operate or use infrastructure or other capital asset. A common example of PPP is a service concession arrangement.

An APA is an arrangement in which an entity compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an asset.

The City should start to identify any contracts that could meet either definition to ensure they are reviewed for applicability and accounted for correctly when the standard is effective. Initial steps include reviewing contracts that didn't meet the definition of a lease under GASB 87 and identifying any other agreements where the organization contracts with or partners with another entity to provide services.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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Future accounting for subscription-based IT arrangements

Subscription-based IT arrangements include contracts that convey control of the right to use another party's IT software. It would not include any licensing arrangements that provide a perpetual license, which would still be accounted for as an intangible asset. Subscription-based IT arrangements are becoming more and more popular with IT vendors. This standard mirrors the new lease standard. The City will be able to utilize the systems put into place to implement the lease standard to properly account for these contracts. Common examples of these contracts in the utility industry include:

- Leasing space in the cloud
- GIS systems
- SCADA systems
- Some work order or inventory systems as well as some general ledger or billing systems

The City should work with its IT department and department managers to determine a population listing of contracts that would fall under this standard to determine the potential future impact to financial reporting.

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Two-way audit communications

As part of our audit of your financial statements, we are providing communications to you throughout the audit process. Auditing requirements provide for two-way communication and are important in assisting the auditor and you with more information relevant to the audit.

As this past audit is concluded, we use what we have learned to begin the planning process for next year's audit. It is important that you understand the following points about the scope and timing of our next audit:

a. We address the significant risks of material misstatement, whether due to fraud or error, through our detailed audit procedures.

b. We will obtain an understanding of the five components of internal control sufficient to assess the risk of material misstatement of the financial statements whether due to error or fraud, and to design the nature, timing and extent of further audit procedures. We will obtain a sufficient understanding by performing risk assessment procedures to evaluate the design of controls relevant to an audit of financial statements and to determine whether they have been implemented. We will use such knowledge to:

   - Identify types of potential misstatements.
   - Consider factors that affect the risks of material misstatement.
   - Design tests of controls, when applicable, and substantive procedures.

c. We will not express an opinion on the effectiveness of internal control over financial reporting or compliance with laws, regulations and provisions of contracts or grant programs.

d. The concept of materiality recognizes that some matters, either individually or in the aggregate, are important for fair presentation of financial statements in conformity with generally accepted accounting principles while other matters are not important. In performing the audit, we are concerned with matters that, either individually or in the aggregate, could be material to the financial statements. Our responsibility is to plan and perform the audit to obtain reasonable assurance that material misstatements, whether caused by errors or fraud, are detected.

Our audit will be performed in accordance with auditing standards generally accepted in the United States of America.

We are very interested in your views regarding certain matters. Those matters are listed here:

a. We typically will communicate with your top level of management unless you tell us otherwise.

b. We understand that the governing board has the responsibility to oversee the strategic direction of your organization, as well as the overall accountability of the entity. Management has the responsibility for achieving the objectives of the entity.

c. We need to know your views about your organization's objectives and strategies and the related business risks that may result in material misstatements.

d. Which matters do you consider warrant particular attention during the audit, and are there any areas where you request additional procedures to be undertaken?

e. Have you had any significant communications with regulators or grantor agencies?

f. Are there other matters that you believe are relevant to the audit of the financial statements?

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Also, is there anything that we need to know about the attitudes, awareness and actions of the governing body concerning:

a. The entity's internal control and its importance in the entity, including how the Common Council oversee the effectiveness of internal control?

b. The detection or the possibility of fraud?

We also need to know if you have taken actions in response to developments in financial reporting, laws, accounting standards, governance practices, or other related matters, or in response to previous communications with us.

With regard to the timing of our audit, here is some general information. If necessary, we may do preliminary financial audit work during the months of October-December and sometimes early in January. Our final financial fieldwork is scheduled during March to best coincide with your readiness and report deadlines. After fieldwork, we wrap up our financial audit procedures at our office and may issue drafts of our report for your review. Final copies of our report and other communications are issued after approval by your staff. This is typically 6-12 weeks after final fieldwork, but may vary depending on a number of factors.

Keep in mind that while this communication may assist us with planning the scope and timing of the audit, it does not change the auditor's sole responsibility to determine the overall audit strategy and the audit plan, including the nature, timing and extent of procedures necessary to obtain sufficient appropriate audit evidence.

We realize that you may have questions on what this all means, or wish to provide other feedback. We welcome the opportunity to hear from you.

Attachment: City of Mequon 12-31-2021 Audit Results - FINAL 6.06.22 (7380 : Acceptance of the FY2021 Annual Comprehensive Financial

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11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655
www.ci.mequon.wi.us
Office of Administration

TO: **Finance-Personnel Committee**
FROM: **Justin Schoenemann, Assistant City Administrator**
DATE: **May 2, 2022**
SUBJECT: **RESOLUTION 3959 A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with GovHR USA, LLC, Northbrook, Wisconsin in an Amount Not-to-Exceed $22,200**

Background

In May 2022, a contract award to Carlson Dettman Consulting was approved for the completion of a classification and compensation review of the City's non-represented employees. Following approval, City staff initiated the next steps in executing the contract. During that time it became clear to staff that while Carlson Dettman Consulting's team is qualified to complete the study, the firm is overextended and is not presently in a position to serve the City of Mequon on this study.

Given the timeline and needs of the organization, it is staff's recommendation to award the contract to GovHR, another equally qualified firm to ensure timely completion of the study. GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. If approved, Ms. Cademartori will be the City's Project Manager. Additionally, it should be noted that former City Administrator Lee Szymborski now works for GovHR. Mr. Szymborski will not be a part of the City's compensation study.

Analysis

GovHR was one of eight submitted and among the top four firms interviewed by a panel of City staff. Pursuant to the RFP, which was reviewed by the Finance-Personnel Committee on March 8, GovHR's assessment is intended to:

- Quantitatively evaluate the job content of each position using a methodology that will update the City's ranking of positions within the compensation plan, as well as recommend modifications to the present compensation structure and provide recommendations regarding the City's performance evaluation process.
- Identify other Wisconsin municipal organizations that are comparable to the City of Mequon and conduct salary surveys as needed for similar positions with identified comparable cities and other local public entities.
- Review, update, and provide recommendation(s) regarding the City's compensation plan options while remaining consistent with the City's pay policy, outlining the pros and cons of each option, and furnish a new compensation plan for the organization.

- Recommend allocations of each position to an appropriate pay grade based on internal equity and marketplace considerations when comparing against like positions with similar responsibilities.

The cost of the eight (8) proposals, is outlined below.

Firm	Location	Cost
GovHR	Northbrook, IL	$21,600
JER HR Group	NY or IA	$26,400
Carlson Dettmann Consulting	Appleton, WI	$27,750
DDA Human Resources	N/A	$29,800
PayPoint HR	Davidsonville, MD	$35,000
GPS	Gun Barrel City, TX	$35,000
Flaherty Hood	Saint Paul, MN	$59,675
RightSourcing	Bethpage, NY	$160,000

The proposal presented by GovHR addresses the RFP, demonstrates a complete understanding of the required scope of services, presents a well-qualified project team that has worked on several similar projects, and provides a strong group of local government clients. Reference checks found GovHR has successfully completed numerous classification and compensation projects for other municipalities and jurisdictions throughout the country, both on time and within budget. The assigned project manager, Joellen Cademartori is the Chief Executive Officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector, human resources and management consulting.

Fiscal Impact

The 2022 budget does not include funding for the study. However, staff recommends the study be financed with ARPA funds since it is a one-time expense. Fund balance could also be considered as an alternative funding source for the study. The total costs will be $22,200 with the inclusion of a $600 additive bid item of having GovHR's team review the City's positions Fair Labor Standards Act Compliance. GovHR's fee is about $5,000 less than Carlson Dettmann and GovHR is willing to include the Frank L. Weyenberg Library employees at no additional cost.

A copy of GovHR's proposal, without attachments, is enclosed as Exhibit B.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on June 14, 2022.

Attachments:
EXHIBIT A- RFP (PDF)
EXHIBIT B - Proposal (PDF)
EXHIBIT C - Professional Services Agreement (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3959

A Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with GovHR USA, LLC, Northbrook, Wisconsin in an Amount Not-to-Exceed $22,200

RECITALS

A. Staff issued a Request for Proposals for the completion of said Classification and Compensation Study.

B. The proposals were received and reviewed by the City and the top firms were interviewed by City representatives.

C. The authority previously granted in Resolution 3949 for the completion of a Classification and Compensation study is revoked.

D. Following that process, it is recommended that a contract award for the completion of a Classification and Compensation Study be made to GovHR USA, LLC of Northbrook, Illinois in the amount of $22,200.

E. The Finance-Personnel Committee approved staff's recommendation at its meeting on June 14, 2022.

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

1. The Professional Services Agreement for a Classification and Compensation Study is awarded to GovHR USA, LLC of Northbrook, Illinois, in an amount not-to-exceed $22,200, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

_____
Approved by: Andrew Nerbun, Mayor

Date Approved: June 14, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 14, 2022.

Caroline Fochs, City Clerk

Request for Proposals
(RFP)

Compensation Study
of Non-Represented Positions



City of Mequon, Wisconsin

March 9, 2022

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

Purpose and Invitation

The City of Mequon is seeking proposals from qualified consultants to conduct a compensation review for non-represented employees and update the existing pay plan for the stated class of employees.

The goal of the City is to update the current compensation system utilizing accepted practices in management to ensure appropriate compensation of non-represented employees. In doing so, the objectives of the City are:

- *To attract and retain qualified employees who will be paid market-competitive salaries.*
- *To provide fair salaries for all employees and a fiscally responsible way to administer annual salary increases.*
- *To enable the City to maintain a competitive position with other comparable municipalities within the same geographic area.*

The City is accepting proposals from qualified consultants for this study. Consultants who meet the criteria set forth herein shall submit a proposal that meets all of the requirements set forth in this RFP. The City is appreciative of your time and effort in preparing a proposal.

Background

The City of Mequon was incorporated on May 24, 1957. The Common Council is the duly elected legislative and policy-making body. The fundamental job of the Common Council is to make policy decisions for the City. The Council is advised and assisted in its duties by the City Administrator and other staff. Four standing committees of the Common Council render recommendations to the full body regarding municipal projects, facilities, services, finance and personnel as well as issues of health, safety, and welfare of the community at large. The Council solicits and receives the support of many volunteer citizen committees to ensure a democratic, citizen-centered process.

The City comprises approximately 48 square miles and serves approximately 25,000 residents. Mequon is located along the western shores of Lake Michigan, approximately 14 miles north of downtown Milwaukee. The City is bordered by a total of eight (8) other communities, including the Cities of Cedarburg and Milwaukee, the Towns of Cedarburg and Grafton, and the Villages of Bayside, Brown Deer, Germantown and River Hills.

The City of Mequon has approximately 123 full-time equivalent employees of which 86 are non-represented. Within these positions, there are a number of positions descriptions that apply to numerous employees.

Scope of Services

The study shall evaluate the City's present compensation structure as compared to the specific job market for comparable positions in the public sector, excluding represented protective service employees. The consultant shall perform or provide the following:

1. Quantitatively evaluate the job content of each position using a methodology that will update the City's ranking of positions within the compensation plan, as well as recommend modifications to the present compensation structure and provide recommendations regarding

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

the City's performance evaluation process that determines annual compensation adjustments. A copy of the City's current compensation plan is enclosed (**Attachment A**).

2. Identify other Wisconsin municipal organizations that are comparable to the City of Mequon in a manner that also accounts for departmental structures, establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with identified comparable cities and other local public entities.

3. Apply a job evaluation system to all positions to balance internal relationships with market factors.

4. Review, update, and provide recommendation(s) regarding the City's compensation plan options while remaining consistent with the City's pay policy, outlining the pros and cons of each option, and furnish a new compensation plan for the organization.

5. Recommend allocations of each position to an appropriate pay grade based on internal equity and marketplace considerations when comparing against like positions with similar responsibilities.

6. Present results to the Finance and Personnel Committee or City Council as requested, particularly at critical points in the study. Present to the City a final report and overall plan that is clear and understandable, and summarizes the information gathering process, findings, and the estimated cost of wage recommendations.

Consultants must agree to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, national origin, sex, marital status, disability or age, or any other characteristic as prohibited by law.

Additive Bid Items

The City is interested in the below additive bid items. The costing of the additive bid items should be separate from the scope of work estimated for the project.

1. Providing a thorough review, update and recommendation(s), and development if necessary, regarding the City's non-represented employee job descriptions, identify gaps in positions, and review for compliance with the Fair Labor Standards Act.
2. Perform the stated scope of work for an additional 18 employees (10 positions) of the Frank L. Weyenberg Library, which is a joint library between the City of Mequon and the Village of Thiensville. A copy of the Library's salary table is enclosed (**Attachment B**).

Proposal Response Format

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal. As such, the City will accept proposals containing both technical and price proposal information in a single document submission. Accordingly, proposals should include:

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

1. A summary cover letter.

2. Documentation of the relative experience and qualifications of the proposing organization as it applies to the project's scope, including any specialized experience related to analysis and formulation of compensation plans.

3. Designation of a firm principal who will be in charge of the project, as well as the primary staff who will conduct the study.

4. The resumes and detailed information on the proposed staff's experience and qualifications that will be utilized in performing the study.

5. A client listing of other municipal government organizations (communities with a population base of more than 10,000 but less than 50,000) for which compensation studies have been conducted within the past 5 years. Provide a brief description of the services performed, including contact information. The supplying of contact information by the proposer is authorization for the City to perform reference checks.

6. A timeline for completing the proposed services, including estimate of hours, breakdown of hours by activity, number and type of meetings, description of study participants and estimated completion date. Proposers should confirm they are able to begin providing services to the City by no later than May 11, 2022.

7. A price proposal. Provide a not-to-exceed cost based on the tasks to be performed, per the Scope of Services. In addition, a breakdown of tasks with estimated hours and cost per task. Please also include an hourly rate if additional or supplementary services are available. Please provide the same breakdown separately for additive bid items listed above if bidding on such.

8. Data gathering methodology.

9. Any other information that the proposer feels is applicable to the evaluation of their proposal or qualifications for accomplishing the services described herein.

10. A completed Proposal Submission Form and Certificate of Non-Collusion **(Attachment C).**

PROJECT TIMEFRAME

The City will pursue the following schedule in selecting a consultant and executing this study:

Milestone	**Completion**
Request-for-Proposals Available	March 9
Deadline for Submittal of Questions Concerning RFP	March 23
Distribution of Responses to RFP Questions	March 28
Deadline for Submittal of RFP Proposals	April 11
Proposer Interviews and/or Proposal Evaluations Completed	April 22
Award of Contract to Recommended Consultant	May 10

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

Consulting Agreement(s) Executed; Study Commences	May 11
Study Execution	May 11 – July 6
Consultant(s) complete remaining analyses & present initial report	July 7
Comments Returned to Consultant	July 22
Final Draft Delivered to City	August 1
Presentation to Mayor & Common Council	August 10

City Resources

The City of Mequon will provide copies of all current pay ranges, job classifications, job descriptions, previous studies, performance evaluation forms & descriptions for determining merit increases and any other available in-house information that the successful consultant may require to complete the study.

Proposal Submissions

One electronic copy on a thumb drive or email should be provided. All proposals must be received by the City of Mequon by mail, email or in person by 4:00 p.m. on April 11, 2022. All proposals should be addressed to:

Justin Schoenemann
Assistant City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Email: jschoenemann@ci.mequon.wi.us

Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and a contract is awarded to the selected proposer(s). Any such request for information will be treated as public records requests.

Evaluation of Proposals

The City shall review all RFP proposals and may select one or more finalists for interviews. In addition, the evaluation team may require the submission of supplemental materials. The successful contractor will be required to enter into an agreement for professional services with the City of Mequon, a copy of which is enclosed as **Attachment D**. Proposals may be withdrawn at any time, and withdrawal of a proposal will not prejudice the right of a proposer to file a new proposal. Proposals will remain confidential until a firm has been selected.

The City of Mequon reserves the right to accept or reject any or all proposals, waive minor informalities, to cancel, delay or suspend all or any part of this RFP and to award a contract deemed to be in the best interests of the City. Further, the City reserves the right to issue subsequent requests for proposals, postpone opening for its own convenience, remedy technical errors or waive non-material irregularities in the RFP process and negotiate with any, all or none of the Proposers.

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

ADDITIONAL INFORMATION

Requests for additional information from the City should be gathered into one email communication from the proposer and submitted to Assistant City Administrator Justin Schoenemann at jschoenemann@ci.mequon.wi.us. All inquiries made by potential proposers will be submitted to all interested parties in order to ensure that all parties are operating with the same information. The deadline for inquiries about the RFP is 4:00 P.M. on March 23, 2022.

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

Attachment A

CITY OF MEQUON, WISCONSIN
FY2022 EMPLOYEE COMPENSATION PLAN

	2022 Pay Ranges					
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	JOB POSITION
1	$28,363	$30,865	$33,368	$35,870	$38,373	CUSTODIAN
2	$30,632	$33,335	$36,038	$38,741	$41,444	
3	$33,082	$36,001	$38,920	$41,839	$44,758	
4	$35,729	$38,881	$42,034	$45,186	$48,339	
5	$38,588	$41,993	$45,398	$48,802	$52,207	
6	$41,674	$45,352	$49,029	$52,706	$56,384	ACCOUNTING ASSISTANT ADMINISTRATIVE SECRETARY ASSESSMENT TECHNICIAN DEPUTY CLERK DISPATCHER HUMAN RESOURCES COORDINATOR PERMIT COORDINATOR RECORDS CLERK UTILITY CLERK
7	$45,009	$48,980	$52,951	$56,922	$60,893	
8	$48,609	$52,899	$57,188	$61,477	$65,766	BUILDINGS MAINTENANCE WORKER EXECUTIVE ASSISTANT FORESTRY WORKER HIGHWAY EQUIPMENT OPERATOR HIGHWAY WORKER HIGHWAY/PARKS WORKER MECHANIC PARKS WORKER SEWER WORKER
9	$52,499	$57,131	$61,763	$66,395	$71,027	ENGINEERING TECHNICIAN I HIGHWAY FOREMAN SEWER FOREMAN

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

Attachment A

CITY OF MEQUON, WISCONSIN
FY2022 EMPLOYEE COMPENSATION PLAN

	2022 Pay Ranges					
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	JOB POSITION
10	$56,697	$61,700	$66,703	$71,706	$76,709	ADMINISTRATIVE COORDINATOR ENGINEERING FIELD COORDINATOR ENGINEERING TECHNICIAN II INSPECTOR PUBLIC SAFETY IT SPECIALIST PLANNER
11	$61,234	$66,637	$72,040	$77,443	$82,846	ASSISTANT TO THE FINANCE DIRECTOR
12	$66,132	$71,967	$77,802	$83,637	$89,471	BUILDINGS SUPERINTENDENT FLEET SUPERINTENDENT HIGHWAY SUPERINTENDENT INSPECTIONS SUPERVISOR SEWER SUPERINTENDENT PARKS & FORESTRY SUPERINTENDENT
13	$72,511	$78,541	$84,571	$90,601	$96,631	INFORMATION TECHNOLOGY MANAGER
14	$77,137	$83,943	$90,749	$97,555	$104,361	BATTALION CHIEF
15	$79,143	$87,535	$95,926	$104,318	$112,709	ASSISTANT CITY ADMINISTRATOR ASSISTANT CITY ENGINEER ASST. DIRECTOR - COMMUNITY DEVELOPMENT CITY CLERK DEPUTY DIRECTOR OF UTILITIES DEPUTY DIRECTOR OF PUBLIC WORKS POLICE CAPTAIN DEPUTY CHIEF
16	$89,971	$97,910	$105,849	$113,789	$121,728	
17	$104,735	$113,004	$121,273	$129,542	$137,812	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS FINANCE DIRECTOR FIRE CHIEF POLICE CHIEF
18	*Established by Employment Contract*					CITY ADMINISTRATOR

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

Attachment B

FRANK L. WEYENBERG LIBRARY
OF MEQUON-THIENSVILLE

Date: March 9, 2022
To: Justin Schoenemann
From: Rachel Muchin Young
Re: F. L. Weyenberg Library UNOFFICIAL 2022 Wage Ranges

Current Practice (2022)

	Position (hrs/wk) #Current Employees in Position	Minimum	Mid-Point	Maximum
1	Library Director (FT) 1	$36.00	$42.75	$49.50
2	Patron Services Manager (FT) 1	$25.00	$29.50	$36.00
3	Access Services Manager (FT) 1 Business Manager (FT) 1	$24.00	$27.00	$30.00
4	Librarian (FT) 3	$22.00	$25.00	$28.00
5	Patron Services Associate (20 to 28 hrs.) 2 Access Services Lead (FT) 0 Technician (FT) 1	$15.00	$18.00	$21.00
6	Access Services Associate (20 hrs.) 5	$15.00	$16.25	$17.50
7	Page (12 hrs) 4	$9.00	$10.00	$11.00

Employees 20 hrs/wk and above received prorated time off benefits (Holiday [8 days/yr], Personal Holiday [1 day], Sick [4 hrs/pay period]). Employees who work at least 24 hrs/week received prorated insurance benefits and contributions to the Wisconsin Retirement System. Some employees working less than 20 hrs/wk are grandfathered into WRS.

Last Approved (2019 and 2020)

	Position(s)	Minimum	Mid-Point	Maximum
1	Library Director (FT) 1	$36.00	$42.75	$49.50
2	Patron Services Manager (FT) 1	$25.00	$29.50	$36.00
3	Access Services Manager (FT) 1 Business Manager (FT) 1	$22.50	$25.75	$29.00
4	Librarian (FT) 3	$20.00	$23.38	$26.75
5	Patron Services Associate (20 to 28 hrs.) 2 Access Services Lead (FT) 1 Technician (FT) 1	$15.00	$17.00	$19.00
6	Access Services Associate (12 to 20 hrs.) 4	$13.00	$14.75	$16.50
7	Page (12 hrs) 4	$8.00	$9.00	$10.00

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

ATTACHMENT C

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
Compensation Study

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

_____ _____
Signature of Person Submitting Contract/Bid Date

_____
Name of Business

_____

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)):_____, _____, _____.

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

ADDENDUM NO. 1
CITY OF MEQUON
REQUEST FOR PROPOSALS TO CONDUCT A
COMPENSATION STUDY

March 23, 2022

TO ALL PROPOSERS:

Attention of all Proposers is called to the following revisions and general clarifications to the Proposal Documents for the completion of a Compensation Study for the City of Mequon, Wisconsin.

The information given in this Addendum shall be taken into account by each prospective Proposer in the preparation of its Proposal.

Receipt of this Addendum shall be acknowledged on Attachment C: Proposal Submission Form that is included with the Request for Proposals that was issued by the City. Additionally, it is requested that a copy of this Addendum be included in the Proposer's Proposal.

GENERAL CLARIFICATIONS & INTERPRETATIONS

The following is general clarifications and revision of the proposal documents, based on inquiries received via electronic mail:

1. The City is willing to consider proposals that extend project completion past August 2022 as long as the City can be provided with a draft or other actionable documentation in August to assist in making budgeting decisions for the following year. The selected consultant may be required to present such information at an evening meeting of the Common Council. Proposers should specify the target completion date of the project within their submission.

As further indicated in the RFP, the deadline for submitting proposals in response to the RFP is 4:00 p.m. on April 11, 2022.

DATED this 23rd day of March 2022.

CITY OF MEQUON

By: /s/ Justin Schoenemann
Assistant City Administrator
City of Mequon, Wisconsin

Attachment: EXHIBIT A- RFP (RESOLUTION 3959 : Comp Study Contract)

GovHR USA
GovTEMPS USA

April 5, 2022

Mr. Justin Schoenemann
Assistant City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Dear Mr. Schoenemann:

Attached is GovHR USA's ("GovHR") Proposal for a Classification and Compensation Study for the City of Mequon's 61 non-union positions in the organization. GovHR is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR has conducted more than 80 classification and compensation studies in the past nine years. A complete list of our Classification and Compensation Study clients is located on our website at wwwgovhrusa.com.

If selected to conduct this Study for the City of Mequon, GovHR CEO Joellen Cademartori will serve as the Project Manager, and she will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, HR Specialist Alice Bieszczat, and HR Generalist Mysi Hall. Biographies for the consultant team are attached to the proposal, and Ms. Cademartori's contact information is:

Joellen Cademartori, Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
Telephone 847-380-3238
Jcademartori@govhrusa.com

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the Town can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the Town avoids the costs of re-recruitments

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand the high expectations that have been established in Mequon in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

Please contact Ms. Cademartori or me if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with you on this important project.

Sincerely,



Judith Schmittgens
Corporate Secretary and Compliance Manager

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

MEQUON, WISCONSIN
Proposal for a Classification and Compensation Study
April 5, 2022

GovHR USA, LLC ("GovHR") is pleased to provide the City of Mequon with this proposal for a comprehensive Classification and Compensation Study for approximately 86 non-represented employees in 61 positions in the organization. The Study will include an evaluation of the City's overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

FIRM QUALIFICATIONS AND EXPERIENCE

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are at 630 Dundee Road, Suite 225, in Northbrook, Illinois. GovHR is a limited liability company and is a certified Female Business Enterprise in the State of Illinois, working exclusively in the public sector. The company was formed as Voorhees Associates in February, 2009, and changed its name to GovHR USA in 2013.

GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance. GovHR has conducted more than 80 classification and compensation studies within the past nine years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. We recently completed a Classification and Compensation Study in McFarland, Wisconsin, and are currently conducting several studies in Illinois, Massachusetts, Michigan, Minnesota, Vermont and West Virginia that are in various stages of completion. A list of the firm's studies and a complete list of GovHR's clients is located on our website at www.govhrusa.com.

PROJECT TEAM

Ms. Cademartori will serve as the Project Manager for Mequon's Classification and Compensation Study. Ms. Cademartori's contact information is:

Joellen Cademartori, Chief Executive Officer
GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
Telephone 847-380-3238
jcademartori@govhrusa.com

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs and Joan Walko, Human Resource Specialist Alice Bieszczat and Human Resources Generalist Mysi Hall in study preparation, data gathering and employee interviews. Ms. Skaggs joined the firm in 2019, after having served as the City Manager of Princeton, Illinois. Ms. Bieszcat joined the firm in 2013. Together, Ms. Cademartori and Ms. Bieszcat have worked on the majority of the classification and compensation studies conducted by GovHR, and Ms. Skaggs has managed and/or assisted on more than 30 studies since joining the firm. Ms. Walko was the Senior Human Resources Business Partner for the City of Largo, Florida and most recently served as the Director of Interim Services and Consulting with Strategic Government Resources (SGR). Ms. Hall has 24 years of local government experience, and has assisted with several classification and compensation studies in Illinois and Wisconsin. Biographies for the Consultant Team are attached to this Proposal, and their client lists are available on our website at www.govhrusa.com.

PROJECT APPROACH

Mequon would like a comprehensive review and update of its current classification and compensation system for approximately 86 employees in 61 non-union positions in the organization. One of the purposes of the Study is an evaluation of the labor market, and the Study data will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary Survey, Job Analysis.
DELIVERABLE: Start Up Documents
DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (via telephone or video conference call).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City to accomplish this task. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.

- **Establishing comparables**
  DELIVERABLE: Group of Comparable Communities

  Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Mequon.

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

- **Employee Kickoff Meeting (Project Manager)**

  Shortly after the initial project meeting with the City representatives, the Consultant will meet with employees virtually to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary surveys.**
  GovHR will design and send out the salary surveys (under City letterhead) to gather salary data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with City representatives to select approximately 30 benchmark classifications from the City's 61 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in the City. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary data for "like" positions in the comparable communities.

  Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those municipalities and that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:

  - Read each JAQ (up to 86) and corresponding Job Description (up to 61), in their entirety.
  - Personally interview at least one (1) employee (via Zoom) from each job classification to further understand the scope of their job.
  - Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.
    Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to

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discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with City representatives and revise as necessary.

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data
DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.

  The Consultants will work with the City at the initial meeting to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 61 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

III. Progress Reports (via email and video/conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key staff such as department heads to participate in a question-and-answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

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IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
- assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
- recommendations on keeping the plan current, equitable and up to date over the next ten years.
- An implementation plan and cost estimates of implementing the Study's findings and recommendations.

- Once the City representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the City.

V. Presentation of Findings (Project Manager)

The Project Manager will make a presentation of findings to the Finance Committee of the Common Council detailing the final results of the Study, if desired.

VI. Training

GovHR will provide the City with a procedure manual on the use of the system and will train designated staff on the maintenance and upkeep of the classification and compensation plan.

VII. Updates to Job Descriptions (Optional)

GovHR will identify any job descriptions in need of update or rewrite and will provide the City with a template for updating the position descriptions. Alternatively, GovHR will update the City's job descriptions for an additional fee. See Optional Services/Cost Proposal.

VIII. FLSA Review (Optional)

GovHR will review the City's FLSA classifications and make appropriate recommendations for reclassification, if desired, for an additional fee. See Optional Services/Cost Proposal.

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PROPOSED PROJECT TIMELINE

GovHR is available to start this project within three weeks of acceptance of its proposal. A Study of this size would normally take approximately 90 - 120 days. We can work with the City on a shorter timeframe, if needed. This timetable below is contingent upon the timely response from the comparable governmental supplying the salary data, as well as the timely response of the City employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary surveys to comparable public entities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary surveys.
- Week 7: Reading of JAQs and job descriptions; interview employees.
- Week 8 and 9: Analyze data; prepare new classification and compensation plans.
- Week 10: Send draft findings to the City.
- Week 11: Meet with key City representatives to review preliminary findings.
- Week 12: Prepare Draft Report and send to the City.
- Week 13: Get return comments from the City.
- Week 14: Prepare Final Report.
- Week 15: Present Report to the Common Council and City Management.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES

McFarland, Wisconsin
Classification and Compensation and Staffing Study (2021) – 43 positions
Contact: Cassandra Suettinger, Village Clerk/Treasurer
608-838-3153
Cassandra.Suettinger@mcfarland.wi.us

Town of North Andover, Massachusetts
Classification and Compensation Study and Job Description Updates (2020) – 63 job classifications
Contact: Denise Casey, Deputy Town Manager
978-688-9516
dcasey@northandoverma.gov

Village of Glenview, Illinois
Classification and Compensation Study and Job Description Updates (2019) – 55 positions
Contact: Sarah Schillerstrom, HR Manager
847-904-4370
sschillerstrom@glenview.il.us

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Town of Hingham, Massachusetts
Classification and Compensation Study (2020/21) – 70 positions
Contact: Lisa Campbell, Human Resources Director
781-804-2479
campbelll@hingham-ma.gov

City of Seward, Alaska
Classification and Compensation Study, Job Description Updates (2019) – 70 positions
Contact: Stephen Sowell, Assistant City Manager
907-224-4066
ssowell@cityofseward.net

COST PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the City requests any in-person meetings and CDC and state guidelines indicate that it is safe and permissible to travel, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

We estimate the fee for the entire study to be **$21,600** and will agree to complete the study for this **fixed fee of $21,600.** Payment will be due as follows: 40% of the professional fees ($8,640) will be due after the initial project meeting, 40% ($8,640) after delivery of the preliminary findings approximately 10 weeks into the Study, and the remaining 20% ($4,320) will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

Study Phase Breakdown	Hour Breakdown	Cost
I. Meetings, Salary Survey, Job Analysis		
Study preparation and project meeting (via video conference call)	2 hours	**$300**
Establishing comparables	10 hours	**$1,500**
Employee kickoff meetings/distribute JAQs	2 hours	**$300**
Prepare and send out salary surveys	12 hours	**$1,800**
Job evaluation analysis and establishment of job classification system ➢ reading of up to 86 JAQs/61 JDs ➢ employee interviews via Zoom calls (Consultant Team) ➢ analyzing data and establishing classes ➢ assigning of skill levels ➢ review and evaluation of preliminary analysis with City representatives (via email and conference calls)	 6 hours 36 hours 10 hours 6 hours 6 hours	 **$900** **$5,400** **$1,500** **$900** **$900**
II. Salary Survey Analysis		
Analyzing salary survey data	16 hours	**$2,400**

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Establishing new salary schedules	12 hours	**$1,800**
III. Meetings with City representatives and Department Heads to Review Survey Data and Job Classifications (via conference calls)	4 hours	**$600**
IV. Draft and Final Report Preparation		
Writing draft report	12 hours	**$1,800**
Final report	4 hours	**$600**
V. Presentation of Findings	2 hours	**$300**
VI. Training on Use of System	4 hours	**$600**
PROJECT HOUR AND COST TOTAL	**144 Hours**	**$21,600**

NOTE: If the City accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.
Site Visits – If the City chooses to have the Consultants make any on-site visits (and CDC and State guidelines say it is safe to travel) for meetings, employee interviews and/or presentation of findings, there would be additional costs for consultant travel and related expenses.
Benefits Review – If the City would like a review of benefits in the comparable communities, there would be additional fees of $2,400 for the benefits survey and analysis.
Job Descriptions – Updates to existing job descriptions cost $200.00 each; new job descriptions, if needed, cost $300.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.
FLSA Review and Recommendations – 4 hours, $600
Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of $150 an hour plus expenses.

This quote is good for a period of three months, after which prices may increase.

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CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Mequon is of the highest caliber and qualifications.

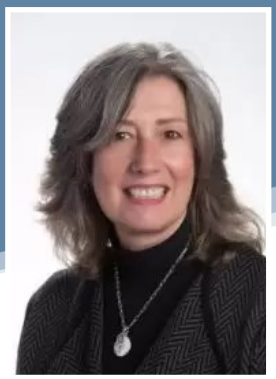
GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City on this important project.

Sincerely,

Judith M. Schmittgens
Corporate Secretary ad Compliance Manager

Attachments: Consultant Biographies

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)



Joellen Cademartori

GovHR USA
GovTEMPS USA

Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 ye of cumulative experience working in the public sector as a municipal leader, and in human resour and management consulting. Joellen's exceptional communication style has enabled her to deve and maintain strong relationships with her peers, elected and appointed officials, and related lo government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments acr the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, inte staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professic highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which incl organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing s and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in lo government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICM Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-20 Current Member
- Illinois City and County Management Association (ILCM Current Member
- ICMA - Task Force on Women in the Profession 2012 – 20 Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

• Evanston, IL	
Director of Administrative Services	2009-2011
Director of Human Resources	2007-2009
• Catawba County, NC	
Assistant County Manager	2004-2007
• Barnstable, MA	
Assistant Town Manager	2000-2003
• Yarmouth, MA	
Assistant Town Administrator	1993-2000
• Northborough, MA	
Assistant Town Administrator	1992-1993
Acting Town Administrator	1991
Administrative Asst. to the Town Admin	1988-1990
• Holden, MA	
Intern	1987

Click here to view full biography at GovHRusa.com

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RACHEL SKAGGS

GovHR USA
GovTEMPS USA

Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, impro economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administrat from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, an city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over $25 million. community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Pla During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operat and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotia multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement plann budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus women in government and the history behind the low number of women in executive level positions in local government. Throughout tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase commu engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvem diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government,
  ICMA Conference, Phoenix, Arizona (2012)
  The Legacy Project
  ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- City Manager, Princeton, IL 2015 - 2019
- Management Analyst, Village of Schaumburg, IL 2012 - 2015
- Management Analyst/HR Manager, Village of Montgomery, IL 2009 - 2012

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P: 847.380.3240 www.gov



JOAN WALKO

GovHR USA
GovTEMPS USA

Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and humar resources consulting. She most recently served as Director of Interim Services and Consulting witl Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resour with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of hur resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenan employee relations, compensation and classification, performance management/improvement, risk management, coaching, and bene and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master's degree in Human Resources Development. A lifelong learner, has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She rece completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Townson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster – All Lines License

MEMBERSHIPS AND AFFILIATIONS

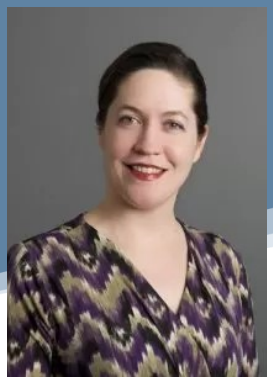
- Suncoast Human Resources – Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen's Academy
- Largo Citizen's Academy
- First Evangelical Lutheran Church– HR Committee Member
- St. Johns Lane Community Association- Special Events Memb
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 - 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-200
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation , University of Maryland 1992-199
- Compensation Specialist, John Hopkins Health System 1990-1992

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

P: 847.380.3240 www.gov



ALICE BIESZCZAT

GovHR USA
GovTEMPS USA

Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years o experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-pr consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aur Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she hel implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research transportation innovations was published in the Transportation Research Journal and featured in national media such as the New Y Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and univer settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her caree telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to p design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Pub Sectors

• GovHR USA/Voorhees Associates 2008;	2012 – Prese
• Chaddick Institute of Metropolitan Development at DePaul University, IL	2009 – 2012
• Lurie Children's Hospital of Chicago	2005 – 2008
• American Diabetes Association	2004 – 2005
• Accelerated Fundraising Solutions	2000 – 2003
• Sprint Cellular/Alltel	1996 – 2000

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

P: 847.380.3240 www.gov



Mysi Hall

GovHR USA
GovTEMPS USA

Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. S joined in 2013 and has served a key role in internal human resources policies and procedures, bene administration, risk management, payroll processing, interim staff placement and on-boardi development of social media outreach, utilization of web-based tools, website maintenan administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public effo public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (20 and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administra Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is curre studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Pu Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 20 Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi serve the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achie Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)
- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquar Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluati Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com]

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

ATTACHMENT C

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
Compensation Study

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Judy Schmittgens 4/5/22 _____
Signature of Person Submitting Contract/Bid Date

GovHR USA
Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)): 1, (3/23/22), _____, _____.

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

ADDENDUM NO. 1
CITY OF MEQUON
REQUEST FOR PROPOSALS TO CONDUCT A
COMPENSATION STUDY

March 23, 2022

TO ALL PROPOSERS:

Attention of all Proposers is called to the following revisions and general clarifications to the Proposal Documents for the completion of a Compensation Study for the City of Mequon, Wisconsin.

The information given in this Addendum shall be taken into account by each prospective Proposer in the preparation of its Proposal.

Receipt of this Addendum shall be acknowledged on Attachment C: Proposal Submission Form that is included with the Request for Proposals that was issued by the City. Additionally, it is requested that a copy of this Addendum be included in the Proposer's Proposal.

GENERAL CLARIFICATIONS & INTERPRETATIONS

The following is general clarifications and revision of the proposal documents, based on inquiries received via electronic mail:

1. The City is willing to consider proposals that extend project completion past August 2022 as long as the City can be provided with a draft or other actionable documentation in August to assist in making budgeting decisions for the following year. The selected consultant may be required to present such information at an evening meeting of the Common Council. Proposers should specify the target completion date of the project within their submission.

As further indicated in the RFP, the deadline for submitting proposals in response to the RFP is 4:00 p.m. on April 11, 2022.

DATED this 23rd day of March 2022.

CITY OF MEQUON

By: /s/ Justin Schoenemann
Assistant City Administrator
City of Mequon, Wisconsin

Received:

Judy Schmittgens
Judy Schmittgens

Attachment: EXHIBIT B - Proposal (RESOLUTION 3959 : Comp Study Contract)

CITY OF MEQUON
PROFESSIONAL SERVICES AGREEMENT

This **AGREEMENT** is dated as of the _____ day of _____, 2022 (***"Agreement"***), and is by and between the **CITY OF MEQUON**, a Wisconsin municipal corporation (***"City"***) and the Consultant identified in Section 1.A of this Agreement.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in this Agreement, and pursuant to the City's statutory powers, the parties agree as follows:

SECTION 1. CONSULTANT.

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

Consultant Name (*"Consultant"*): GovHR USA, LLC

Address: 630 Dundee Road, Suite 225, Northbrook, IL 60062

Telephone: 847-380-3238

E-Mail: Jcademartori@govhrusa.com

Agreement Amount: $22,200 for City of Mequon

B. Project Description. The Consultant has been engaged to complete a comprehensive compensation review for non-represented employees and update the existing pay plan for the stated class of employees. The project is further described in the Request for Proposals issued by the City on March 9, 2022, which is attached as **Exhibit A** to this Agreement ("***RFP***").

C. Representations of Consultant. The Consultant has submitted to the City a work proposal dated April 5, 2022, a copy of which is attached as **Exhibit B** to this Agreement (***"Proposal"***). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the RFP and in the Proposal (***"Services"***) in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The City retains the Consultant to perform, and the Consultant agrees to perform the Services.

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

C. Commencement; Time of Performance. The Consultant shall commence the Services within three weeks of receipt of written notice from the City that this Agreement has been fully executed by the Parties (***"Commencement Date"***). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services or upon the termination of this Agreement by the City (***"Time of Performance"***). The City may modify the Time of Performance stated in the proposal at any time upon 15 days prior written notice to the Consultant. Delays caused by the City shall extend the Time of Performance in equal proportion to the delay caused by the City; provided, however, that the Consultant shall be responsible for completion of all work within the Time of Performance, notwithstanding any strike or other work stoppage by either Consultant or of the City.

D. Reporting. The Consultant shall regularly report to the Assistant City Administrator, or his designee, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. Agreement Amount. The total amount paid by the City for the Services under this Agreement (including, without limitation, the amount of all reimbursable expenses) shall not exceed $22,200 ("Agreement Amount").

B. Invoices and Payment. The Consultant shall submit invoices in an approved format to the City for costs incurred by the Consultant in performing the Services. The amount billed in each invoice for the Services shall be based solely upon the rates set forth in the Proposal. The City shall pay to the Consultant the amount billed within 30 days after receiving such an invoice.

C. Additional Services. The Consultant acknowledges and agrees that the City shall not be liable for any costs incurred by the Consultant in connection with any services provided by the Consultant that are outside the scope of this Agreement (***"Additional Services"***), regardless of whether such Additional Services are requested or directed by the City, except upon the prior written consent of the City.

D. Taxes, Benefits, and Royalties. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties, and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claims or rights to claim additional compensation by reason of the payment of any such tax, contribution, premium, cost, royalty, or fee are hereby waived and released by the Consultant.

E. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. Key Project Personnel. The Key Project Personnel identified in the Proposal shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.

B. Availability of Personnel. The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassignment, or resignation.

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

D. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the City and consistent with commonly accepted professional practices, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. Confidential Information. The term ***"Confidential Information"*** shall mean information in the possession or under the control of the City relating to the technical, business, or corporate affairs of the City; City property; user information, including, without limitation, any information pertaining to usage of the City's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. City Confidential Information shall not include information that can be demonstrated: (1) to have been rightfully in the possession of the Consultant from a source other than the City prior to the time of disclosure of such information to the Consultant pursuant to this Agreement (***"Time of Disclosure"***); (2) to have been in the public domain prior to the Time of Disclosure; (3) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the City; or (4) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the City to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the City under this Agreement, have access, or be directly or indirectly exposed, to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without the express prior written consent of the City. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF SERVICES AND INDEMNIFICATION.

A. Representation and Certification of Services. The Consultant represents and certifies that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in existence at the Time

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

of Performance. The representations and certifications expressed shall be in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the City.

B. Indemnification. The Consultant shall, and does hereby agree to, indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with the Consultant's performance of, or failure to perform, the Services or any part thereof, or any failure to meet the representations and certifications set forth in Section 6.A of this Agreement.

C. Insurance. The Consultant shall provide, at its sole cost and expense, liability insurance in the aggregate amount of $1,000,000, which insurance shall include, without limitation, protection for all activities associated with the Services. The insurance shall be for a minimum of $1,000,000 per occurrence for bodily injury and $1,000,000 per occurrence for property damage. The Consultant shall cause the City to be named as an additional insured on the insurance policy described in this Section 6.C. Not later than 10 days after the Commencement Date, the Consultant shall provide the City with either: (a) a copy of the entire insurance policy; or (b) a Certificate of Insurance along with a letter from the broker issuing the insurance policy to the effect that the Certificate accurately reflects the contents of the insurance policy. The insurance coverage and limits set forth in this Section 6.C shall be deemed to be minimum coverage and limits, and shall not be construed in any way as a limitation on the Consultant's duty to carry adequate insurance or on the Consultant's liability for losses or damages under this Agreement.

D. No Personal Liability. No elected or appointed official or employee of the City shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing in, nor done pursuant to, this Agreement shall be construed: (1) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the City and Consultant; or (2) to create any relationship between the City and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge: (1) no elected or appointed City official, employee or agent has a personal financial interest in the business of the Consultant or in this Agreement, or has personally received payment or other consideration for this Agreement; (2) as of the date of this Agreement, neither the Consultant nor any person employed or associated with the Consultant has any interest that would

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the City prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the City for all loss or damage that the City may suffer, and this Agreement shall, at the City's option, be null and void.

D. Termination. Notwithstanding any other provision hereof, the City may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed, which shall be determined on the basis of the rates set forth in the Proposal.

E. Compliance With Laws and Grants.

1. Compliance with Laws. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including without limitation: any applicable prevailing wage laws; the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes requiring preference to laborers of specified classes; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, and the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the City or the Consultant with respect to this Agreement or the Services.

2. Liability for Noncompliance. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or any of its subcontractors', performance of, or failure to perform, the Services or any part thereof.

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

F. Default. If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other requirement of this Agreement (***"Event of Default"***), and fails to cure any such Event of Default within 10 business days after the Consultant's receipt of written notice of such Event of Default from the City, then the City shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. Cure by Consultant. The City may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement;

2. Termination of Agreement by City. The City may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement after the effective date of termination; and/or

3. Withholding of Payment by City. The City may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the City as the result of any Event of Default by the Consultant or as a result of actions taken by the City in response to any Event of Default by the Consultant.

G. No Additional Obligation. The Parties acknowledge and agree that the City is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

H. Common Council Authority. Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by, the Consultant to vendors shall be subject to the approval of the Common Council. For purposes of this Section 7.H, "vendors" shall mean entities engaged in subcontracts for the provision of additional services directly to the City. The City shall not be liable to any vendor or third party for any agreements made by the Consultant without the knowledge and approval of the Common Council.

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

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

J. News Releases. The Consultant shall not issue any news releases, advertisements, or other public statements regarding the Services without the prior written consent of the City Administrator.

K. Ownership. Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received from the City by the Consultant in connection with any or all of the Services to be performed under this Agreement (***"Documents"***) shall be and remain the exclusive property of the City. At the City's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the City.

SECTION 8. GENERAL PROVISIONS.

A. Amendment. No amendment or modification to this Agreement shall be effective unless and until the amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

B. Assignment. This Agreement may not be assigned by the City or by the Consultant without the prior written consent of the other party.

C. Binding Effect. The terms of this Agreement shall bind and inure to the benefit of the Parties to this Agreement and their agents, successors, and assigns.

D. Notice. All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or by (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section 8.D, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to the other party, but no notice of a change of addressee or address shall be effective until actually received.

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

City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Attention: Justin Schoenemann, Assistant City Administrator

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

With a copy to:

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

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

GovHR USA, LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
Attention: Joellen Cademartori, Chief Executive Officer

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation shall be made or be valid against the City.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

G. Time. Time is of the essence in the performance of all terms and provisions of this Agreement.

H. Calendar Days and Time. Unless otherwise provided in this Agreement, any reference in this Agreement to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Agreement falls on a Saturday, Sunday, or federal holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, or federal holiday.

I. Governing Law and Venue. This Agreement shall be governed by, construed and enforced in accordance with the internal laws, but not the conflicts of laws rules, of the State of Wisconsin. Venue for any action or other proceeding that may be brought arising out of, in conjunction with, or by reason of this Agreement, shall be the Wisconsin Circuit Court for and in Ozaukee County.

J. Authority to Execute.

1. The City. The City hereby warrants and represents to the Consultant that the persons executing this Agreement on its behalf have been properly authorized to do so by its corporate authorities.

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

2. The Consultant. The Consultant hereby warrants and represents to the City that the persons executing this Agreement on its behalf have the full and complete right, power, and authority to enter into this Agreement and to agree to the terms, provisions, and conditions set forth in this Agreement and that all legal actions needed to authorize the execution, delivery, and performance of this Agreement have been taken.

K. Entire Agreement. This Agreement constitutes the entire agreement between the parties to this Agreement and supersedes all prior agreements and negotiations between the parties, whether written or oral relating to the subject matter of this Agreement.

L. Waiver. Neither the City nor the Consultant shall be under any obligation to exercise any of the rights granted to them in this Agreement except as it shall determine to be in its best interest from time to time. The failure of the City or the Consultant to exercise at any time any such rights shall not be deemed or construed as a waiver of that right, nor shall the failure void or affect the City's or the Consultant's right to enforce such rights or any other rights.

M. Consents. Unless otherwise provided in this Agreement, whenever the consent, permission, authorization, approval, acknowledgement, or similar indication of assent of any party to this Agreement, or of any duly authorized officer, employee, agent, or representative of any party to this Agreement, is required in this Agreement, the consent, permission, authorization, approval, acknowledgement, or similar indication of assent shall be in writing.

N. Grammatical Usage and Construction. In construing this Agreement, pronouns include all genders and the plural includes the singular and vice versa.

O. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties to this Agreement participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

P. Headings. The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

Q. Exhibits. Exhibit A, the City's Request for Proposals (RFP), and Exhibit B, the Consultant's Proposal, are attached to, and by this reference incorporated in and made a part of, this Agreement. In the event of a conflict between an Exhibit and the text of this Agreement, the text of this Agreement shall control. In the event of a conflict between the RFP and the proposal, the RFP shall control.

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

R. **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

S. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement this _____ day of _____, 2022.

ATTEST:

CITY OF MEQUON

By: _____
Caroline A. Fochs, City Clerk

By: _____
Andrew Nerbun, Mayor

Approved as to Form:

_____
Brian C. Sajdak, City Attorney

ATTEST:

CONSULTANT

By:_____

Title:_____

By: _____

Its: _____

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

EXHIBIT A

City of Mequon Request-for-Proposal (RFP) Dated March 9, 2022

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

EXHIBIT B

Proposal Dated April 5, 2022

Attachment: EXHIBIT C - Professional Services Agreement (RESOLUTION 3959 : Comp Study Contract)

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: **Jennifer Engroff, Finance Director**
DATE: **June 8, 2022**
SUBJECT: **FY2021 Popular Annual Financial Report (PAFR)**

Background

The Popular Annual Financial Report (PAFR) is a brief summary of the City's financial activities and is intended to increase awareness throughout the community of the financial operations of the City. The financial information within this report is taken in large part from the Comprehensive Annual Financial Report (ACFR). The City's Governmental funds are placed in a clear, concise and more simplified format for the general public to read and understand. Notably, the Enterprise funds are not represented in the PAFR.

For the past six years, the Finance Department has put together the PAFR and has submitted the report to the Government Finance Officers Association (GFOA). The report, in each of the six years, has received the Award for Outstanding Achievement in Popular Annual Financial Reporting. The Finance Department will submit the 2021 PAFR for this award once again. While the City has received very high remarks from the GFOA in previous years, the PAFR received a significant format refresh from City staff this year as requested.

Recommendation

Acceptance of the FY2021 PAFR.

Attachments:
2021 PAFR Final (PDF)

CITY OF MEQUON, WISCONSIN POPULAR ANNUAL FINANCIAL REPORT 2021



ANNUAL REPORT TO THE CITIZENS OF MEQUON FOR THE FISCAL YEAR ENDED DECEMBER 31, 2021

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

TABLE OF CONTENTS

Page 3: Introduction

Page 4: Mequon Common Council & Administrative Staff

Page 5: About Mequon

Page 6: Where do your tax dollars go?

Page 7: Fiscal Year 2021 Revenues

Page 8: Fiscal Year 2021 Expenditures

Page 9: General Government

Page 10: Public Safety

Page 11: Public Works

Page 12: Community Enrichment

Page 13: Conservation & Development

Page 14: Capital Projects/Debt Service Funds

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

INTRODUCTION

The City of Mequon strives to provide useful financial information to its residents. As part of this goal, the City annually publishes this Popular Annual Financial Report (PAFR). The PAFR places beneficial financial information in a clear, concise, and more simplified format for the general public. The PAFR contains fiscal data from the City's General Fund, Debt Service Fund, Capital Projects Fund and non-major funds. All other funds, such as Enterprise Funds have been excluded from this report.

The financial information found in this report is extracted directly from the City's Annual Comprehensive Financial Report (ACFR). The ACFR contains performance metrics and discussion and analysis by management regarding the City's financial performance across all funds, including enterprise funds. Financial statements presented in the ACFR are prepared by Generally Accepted Accounting Principles (GAAP) and audited by the public accounting firm Baker Tilly US, LLP.

On an annual basis, it is the City of Mequon's goal to attain all three of the Government Finance Officer Association's (GFOA) awards presented to local governments. This includes the Distinguished Budget Presentation Award, a Certificate of Achievement for Excellence in Financial Reporting, and the Award for Outstanding Achievement in Popular Annual Finance Reporting. It is the City's view that participation in GFOA's awards program enhances transparency and accountability of the City's financial information.

A copy of the 2021 Annual Comprehensive Financial Report can be obtained at: *https://tinyurl.com/PAFR21* or by contacting the City's Finance Department at (262) 236-2947.

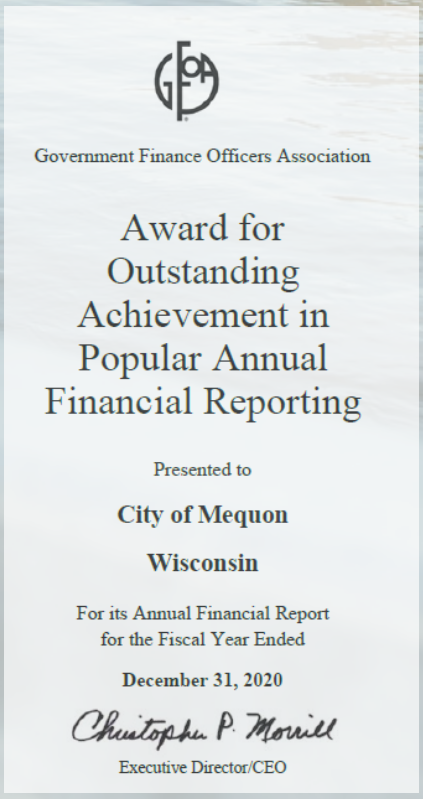
DEFINITIONS

General Fund: The General accounting fund of the City. This fund accounts for all financial resources except those required to be accounted for in another fund.

Debt Service Fund: Used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Capital Project Fund: Used to account for acquiring equipment, vehicles, land, and infrastructure greater than $1,000.

Non-Major Funds: Used to account for Park and Open Space, Revolving Loan and Police Reserve revenue funds.


Government Finance Officers Association

Award for Outstanding Achievement in Popular Annual Financial Reporting

Presented to

City of Mequon

Wisconsin

For its Annual Financial Report for the Fiscal Year Ended

December 31, 2020

Christopher P. Morrill

Executive Director/CEO

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

MEQUON COMMON COUNCIL & ADMINISTRATIVE STAFF



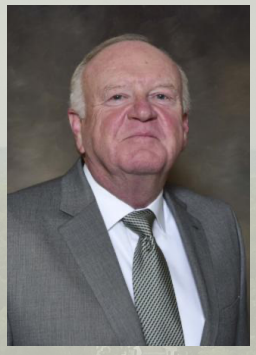
Mayor of Mequon
Andrew Nerbun



Alderman
Robert Strzelczyk
District #1



Alderman
Glenn Bushee
District #2



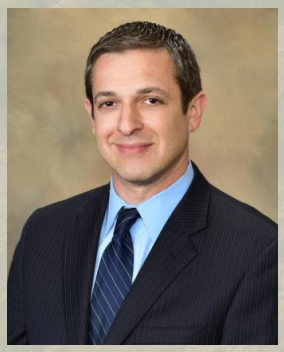
Alderman
Dale Mayr
District #3



Alderman
Jeffrey Hansher
District #4



Alderman
Mark Gierl
District #5



Alderman
Brian Parrish
District #6



Alderwoman
Kathleen Schneider
District #7

City Administrator
William Jones
Assistant City Administrator/HR Director
Justin Schoenemann
Fire Chief
David Bialk
Finance Director
Jennifer Engroff

City Clerk
Caroline Fochs
Public Works Director/City Engineer
Kristen Lundeen
Police Chief
Patrick Pryor
Community Development Director
Kimberly Tollefson

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

ABOUT MEQUON

Located on the western shores of Lake Michigan, just north of Milwaukee, the City of Mequon boasts majestic lakeshore bluffs, stately homes, lush farmland, and expansive open space. The community enjoys many parks, five golf courses, the winding Milwaukee River, and easy access to the I-43 interstate for a convenient commute to Milwaukee. Mequon's rural heritage is preserved by high development standards and low-density zoning requirements. Fifty percent of the land within the City is undeveloped and still mostly farmed.

Additionally, Mequon has one of the lowest crime rates and one of the lowest tax rates in the Metropolitan Milwaukee area. Property values have increased by an average of five percent each year for the last ten years. The K-12 school system is ranked one of the best in Wisconsin. Concordia University and the North Campus of the Milwaukee Area Technical College are located in Mequon and offer a broad range of programs. Prime healthcare facilities and services are readily available throughout the City and include Ascension Hospital. Mequon is also a business-friendly community with over 500 businesses and two industrial parks with small and mid-sized firms as well as larger companies like Rockwell Automation.

At A Glance:	FY 2020	FY 2021
City Property Tax Rate (per $1000 of assessed value)	$3.44	$3.08
Total Property Tax Rate (M-T Schools)	$15.58	$13.76
Total Property Rate (Cedarburg Schools)	$14.67	$11.62
Equalized Value	$5,232,431,000	$5,403,150,300
Assessed Value	$4,752,468,730	$5,394,765,380
Bond Rating	AA (Stable)	AA (Stable)

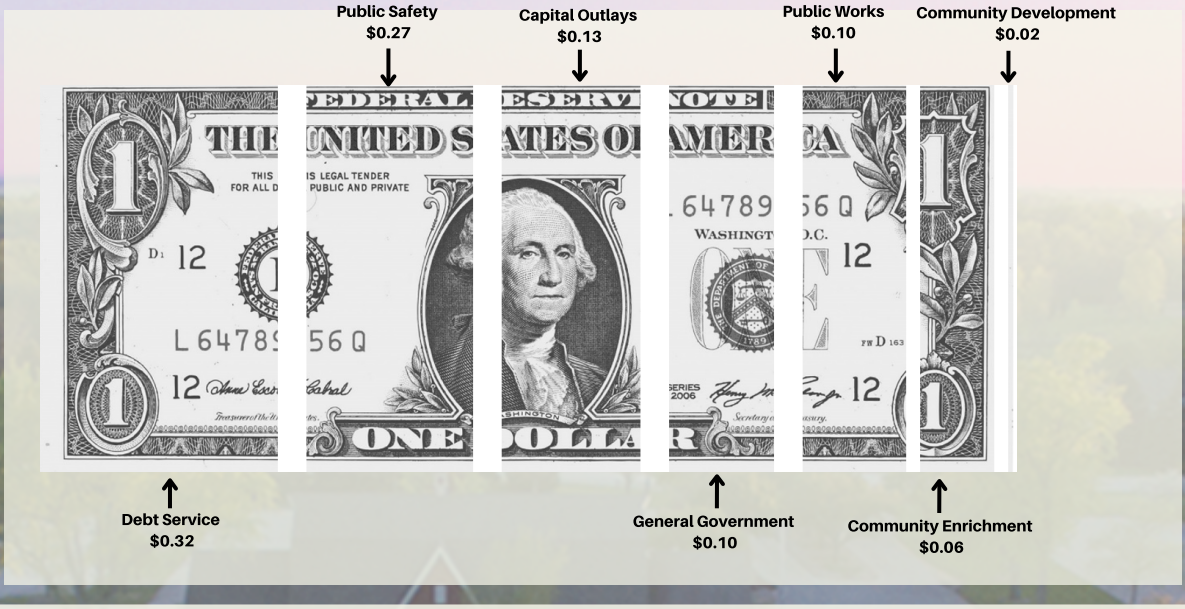
Population	25,142
Median Household Income	$128,403
High School Graduate (% of persons age 25+)	97.9%
Bachelors Degree or higher (% of persons age 25+)	69.9%
Number of Households	8,839
Median Value of owner-occupied housing unit	$396,700
Median monthly owner costs w/ mortgage	$2,365
Median monthly owner costs w/o mortgage	$871
Median Gross Rent	$1,708

Data from Census.gov



Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

WHERE DO YOUR TAX DOLLARS GO?



A home valued at $350,000 in the City of Mequon generates $1,078 in annual property taxes for the City. That equates to $90 per month in property taxes.

What Could You Buy With $90 Per Month?

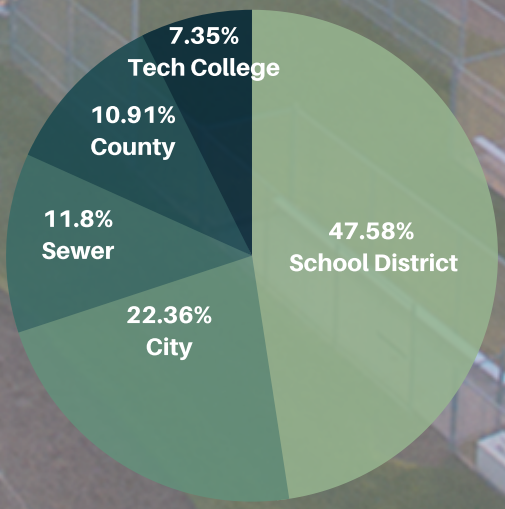
ONE OF THESE

- One Month of Internet Service
- One Month of Cell Phone Service
- A Golf Lesson
- One Month Gym Membership
- Dinner for Two

OR ALL OF THESE

- 24/7/365 Police Protection
- 24/7/365 Fire Protection
- Snow and Ice Removal
- Maintaining 1,200 Acres of Parks
- Street Lighting
- Paved & Maintained City Streets
- Special Events

Breakdown of 2021 Tax Rate by Jurisdiction:



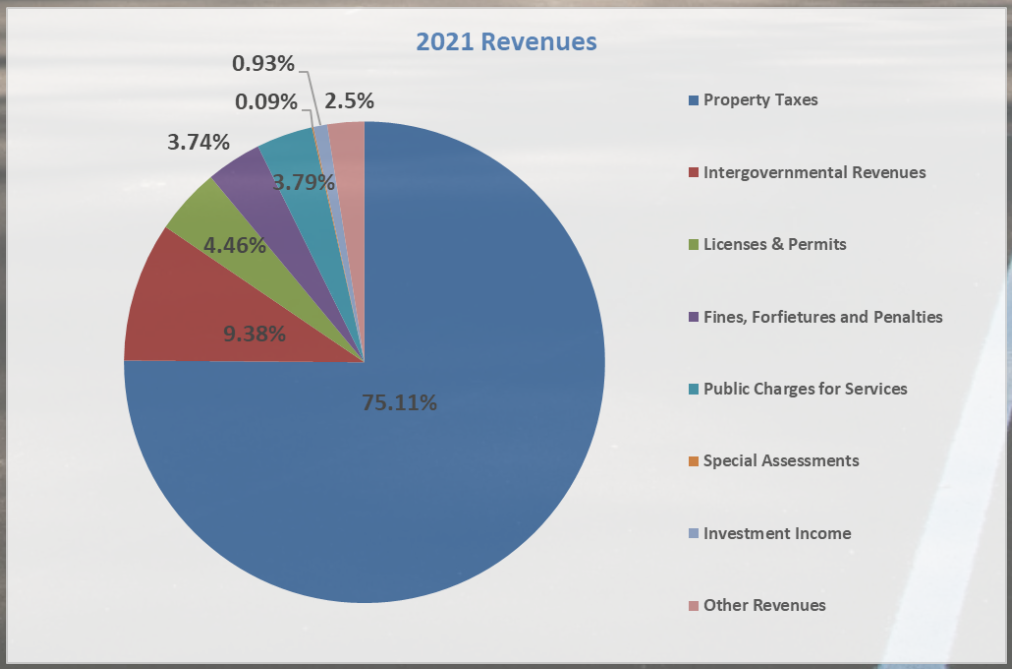
Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

FISCAL YEAR 2021 REVENUES

This section is designed to provide readers with information to illustrate the financial standing of Mequon and to understand how available resources are utilized to provide services. The charts shown below summarize the City's largest sources of revenue ("Where the Money Comes From") and expenditures ("Where the Money Goes") for the general fund, debt service fund, capital projects fund and non-major governmental funds. FY 2021 General Fund saw a revenue increase of just over $800,000. This was primarily due to an increase in the City mill rate in order to create three new full-time Battalion Chief positions.

WHERE THE MONEY COMES FROM

	FY 2019	FY 2020	FY 2021
Property Taxes	$15,941,941	$17,191,976	$18,693,416
Intergovernmental Revenues	$ 3,189,179	$ 2,533,207	$ 2,335,157
Licenses & Permits	$ 1,565,059	$ 1,403,824	$ 1,111,185
Fines, Forfietures and Penalties	$ 219,554	$ 149,638	$ 929,686
Public Charges for Services	$ 1,769,439	$ 1,455,313	$ 944,138
Special Assessments	$ 40,445	$ 30,490	$ 23,514
Investment Income	$ 382,602	$ 282,252	$ 231,308
Other Revenues	$ 151,691	$ 705,481	$ 618,756
	$23,259,910	$23,752,181	$24,887,160



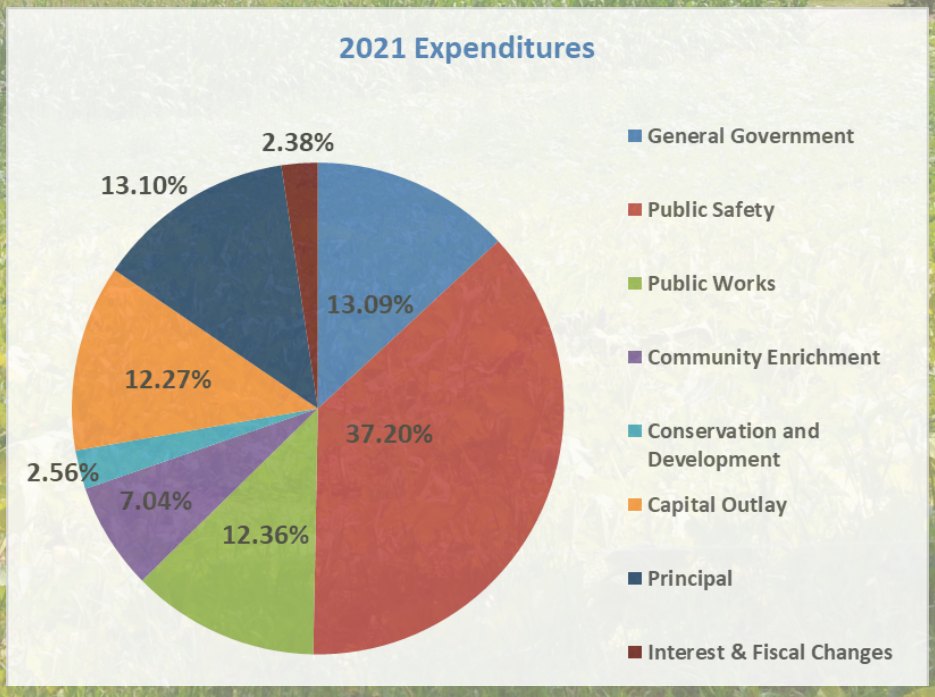
Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

FISCAL YEAR 2021 EXPENDITURES

Total expenditures for FY 2021 decreased $7,590,636 from FY 2020. The main reason for the significant decrease in expenditures is due to the City refinancing debt service in FY 2020. Additionally the City spent $1.4 million in 2020 to improve Town Center District (TID) 3. Despite the ongoing economic toll of the COVID-19 pandemic, the City ended the year in a favorable position with a General Fund surplus of $92,093.

WHERE THE MONEY GOES

	FY 2019	FY 2020	FY 2021
General Government	$ 2,765,802	$ 3,266,926	$ 3,149,699
Public Safety	$ 8,361,409	$ 8,321,663	$ 8,949,494
Public Works	$ 3,210,284	$ 2,926,942	$ 2,974,261
Community Enrichment	$ -	$ 1,969,988	$ 1,692,557
Conservation and Development	$ 1,921,220	$ 733,858	$ 615,616
Capital Outlay	$ 462,723	$ 4,169,921	$ 2,950,707
Principal	$ 4,468,526	$ 9,331,520	$ 3,150,000
Interest & Fiscal Changes	$ 3,903,373	$ 924,542	$ 572,390
	$ 25,093,337	$ 31,645,360	$ 24,054,724

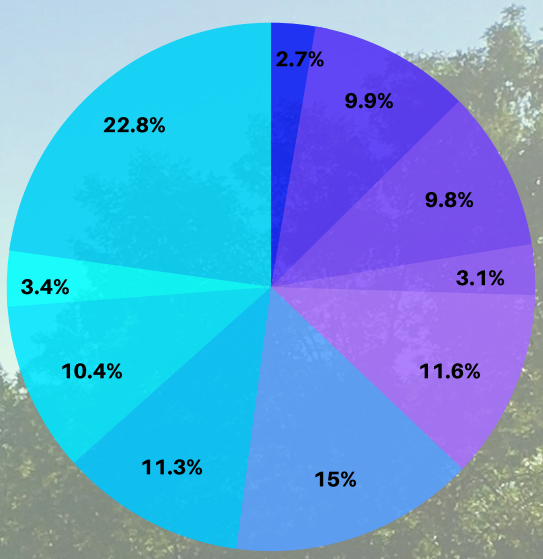


Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

GENERAL GOVERNMENT

General Government accounts for the day-to-day operation of Mequon's administrative and leadership responsibilities including administration, finance, legal and human resources.

FY 2021 General Government Expenditures:



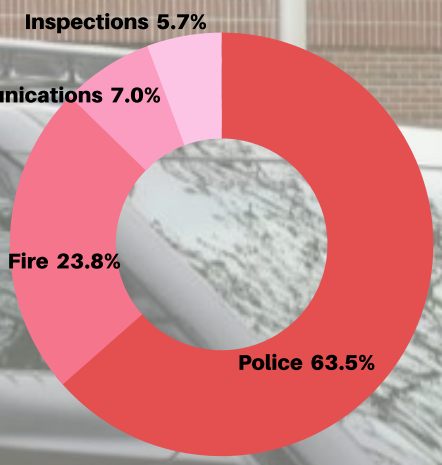
	2019 Actual	2020 Actual	2021 Actual	% of Total
Common Council	$ 103,142	$ 83,045	$ 84,914	2.7%
Administration	$ 278,224	$ 377,760	$ 311,014	9.9%
City Clerk	$ 268,168	$ 326,426	$ 308,947	9.8%
Elections	$ 34,349	$ 143,051	$ 96,799	3.1%
Information Services	$ 333,233	$ 321,637	$ 365,636	11.6%
Finance	$ 571,519	$ 544,469	$ 473,864	15.0%
Assessor	$ 227,833	$ 284,770	$ 354,436	11.3%
Human Resources	$ 198,975	$ 403,213	$ 328,891	10.4%
Legal Counsel	$ 101,055	$ 123,321	$ 108,291	3.4%
Building Maintenance	$ 649,304	$ 659,234	$ 716,906	22.8%
TOTAL	*$ 2,765,802*	*$ 3,266,926*	*$ 3,149,699*	100%

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

PUBLIC SAFETY

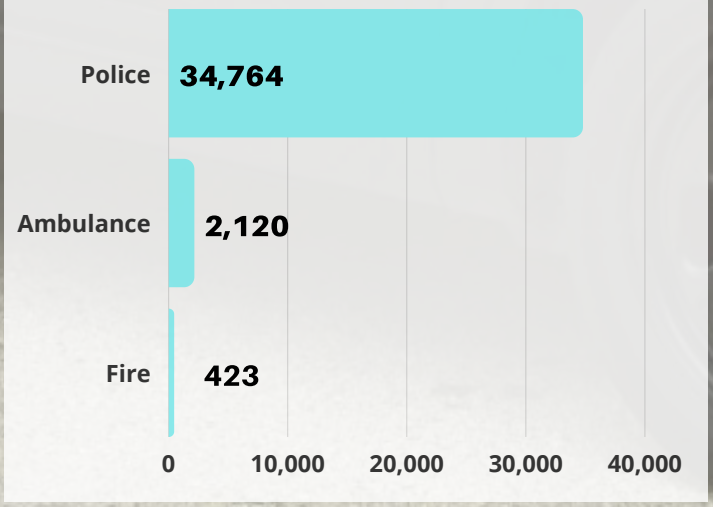
- Law Enforcement
- Investigations
- Emergency Communications (911)
- Emergency Response (Fire & EMS)
- Traffic Enforcement
- Building Inspections

2021 Expenditures



The total expenditures for public safety in 2021 were ***$8,873,004***.
The majority of expenditures in this area continue to be salaries and benefits.

2021 Calls for Service



Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

PUBLIC WORKS

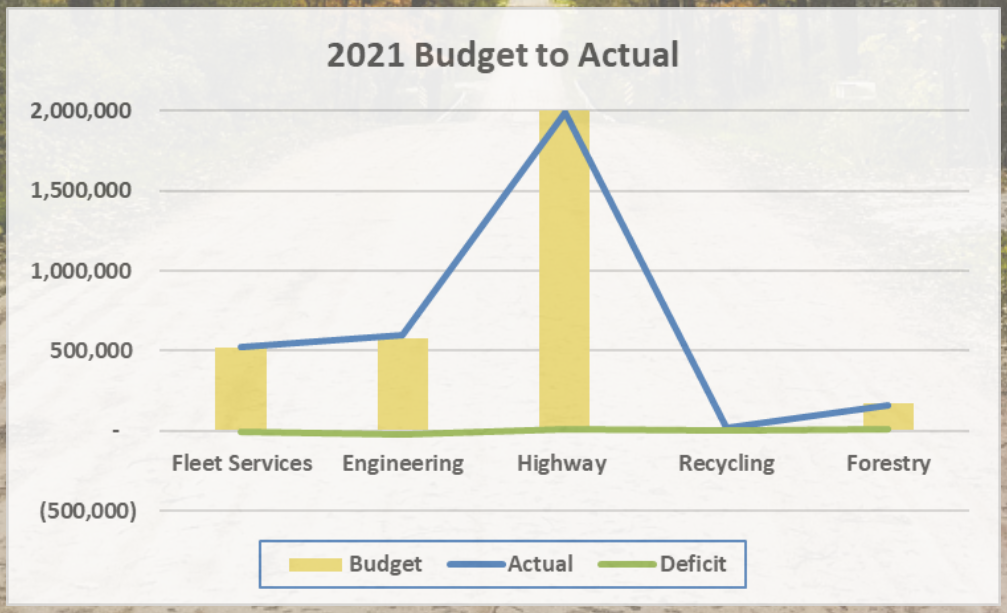
FUNCTIONS:

The Department of Public Works is comprised of the following Divisions:

- **Fleet**
- **Engineering**
- **Highway**
- **Forestry**
- **Recycling**

Public Works is responsible for snow removal, fleet repair and maintenance, road maintenance, road repair and striping, and much more.

FISCAL YEAR 2021 saw a budget deficit of 0.27% for the Department.



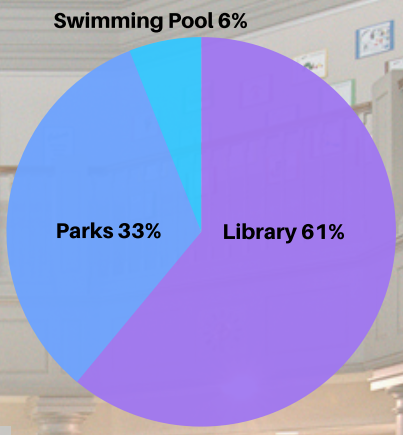
2021 Accomplishments

- **Completed 750 repairs and preventative maintenance on City vehicles**
- **Oversaw concept plan approval and design of a safe crossing of Mequon Road at the Ozaukee Interurban Train**
- **Facilitated multiple agreements with the Wisconsin Department of Transportation for the I-43 North/South Corridor project**
- **Snow control operations during 19 snow events throughout the year**
- **Removed and subsequently replaced 2,500 trees**

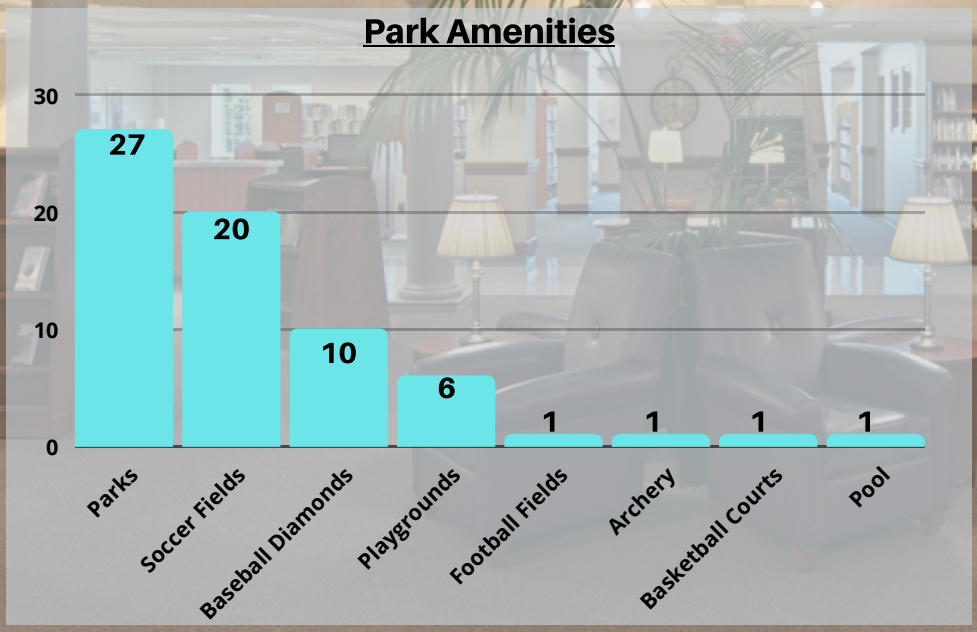
Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

COMMUNITY ENRICHMENT

2021 Enrichment Expenditures



Park Amenities





Swimming Pool

Community Enrichment includes Parks, the Community Swimming Pool and the Weyenberg Library. The City of Mequon jointly administers the community library with the Village of Thiensville. These services are provided to the community as a means to improve the overall quality of life within the city.

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

CONSERVATION & DEVELOPMENT

The City's conservation and development efforts are coordinated by the Department of Community Development's Planning Division, which is responsible for policy analysis, long-range planning, site plan review, zoning code administration, economic development, landmark administration, and geographic information systems (GIS) and census/ demographic updates. This Department is also responsible for managing the City's Tax Increment Financing Districts and attracting new business to the community. The total expenditures for this Division in 2021 were ***$512,367.*** Most of these funds were spent on salaries and benefits for 3.5 full-time equivalent employees that staff the Planning Division.

The City's Code Enforcement Inspector is responsible for following up on code violations and complaints and addressing possible health and safety concerns.



Lakefront



River Barn Park



Mequon Business Park

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

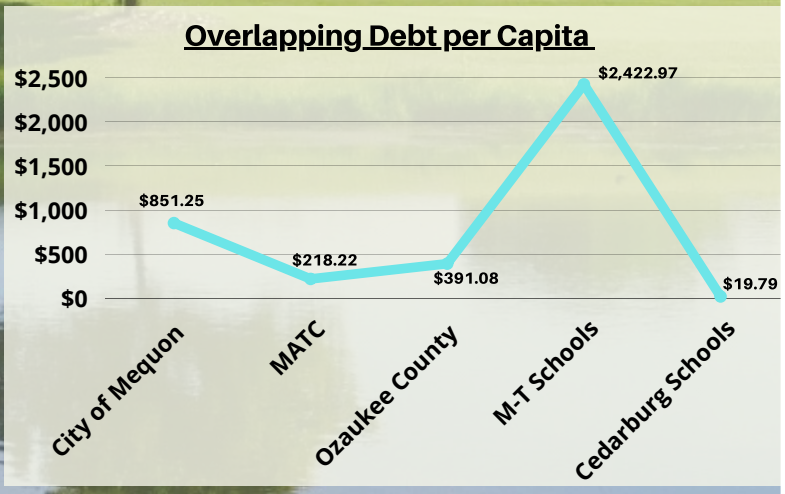
CAPITAL PROJECTS/DEBT SERVICE FUNDS

Financial Statement

REVENUES	Debt Service Fund			Captial Projects Fund		
	2019	2020	2021	2019	2020	2021
Taxes	$3,686,687	$ 4,516,511	$5,290,780	$1,380,086	$1,686,123	$1,568,572
Intergovernmental	$ 109,241	$ 57,394	$ -	$ 913,489	$ 199,463	$ 78,432
Public Charges for Service	$ -	$ -	$ -	$ 74,801	$ 50,498	$ 93,871
Special Assessments	$ -	$ -	$ -	$ 40,445	$ 30,490	$ 23,514
Investment Income	$ 12,894	$ 23,800	$ 953	$ 117,587	$ 89,078	$ 22,229
Miscellaneous	$ -	$ -	$ -	$ 7,987	$ 203,834	$ 600
TOTAL	$3,808,822	$ 4,597,705	$5,291,733	$2,534,395	$2,259,486	$1,787,218

EXPENDITURES	Debt Service Fund			Captial Projects Fund		
	2019	2020	2021	2019	2020	2021
General Government	$ -	$ -	$ -	$ 117,619	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$4,468,526	$4,169,921	$2,950,707
Debt Service	$3,842,850	$10,209,542	$3,722,390	$ 60,523	$ 46,520	$ -
TOTAL	$3,842,850	$10,209,542	$3,722,390	$4,646,668	$4,216,441	$2,950,707

- Debt per capita is calculated by taking the total outstanding debt for the entity at year-end, multiplying the amount by the percent of equalized property in the City of Mequon, and dividing it by the City's total population.
- This metric is used to depict the relative amount of debt the City and other taxing jurisdictions have incurred on a per resident basis.



Resources

If there are any questions, comments or suggestions regarding this 2021 Popular Annual Financial Report, please contact the City of Mequon Finance Department at (262)236-2947.

Please visit the City's website (www.ci.mequon.wi.us) to learn more information about City services, community events, construction projects, new businesses, weather alerts, public safety tips and much more.

Attachment: 2021 PAFR Final (7381 : FY2021 Popular Annual Financial Report (PAFR))

2022 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
June	• Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with GovHR USA, LLC, Northbrook, Wisconsin in an Amount Not-to-Exceed $22,200 • Acceptance of FY2021 Annual Comprehensive Financial Report and Report on Internal Controls • Acceptance of the FY2021 Popular Annual Financial Report (PAFR)

Future Agenda Topics

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

2022 Completed Items

- Resolution Ratifying the City of Mequon's COVID-19 Emergency Medical Leave Policy Between January 1 - March 31, 2022
- Resolution Authorizing Execution of a Contract for Network Upgrades with Office Technology Group, Milwaukee, Wisconsin for a Not-to-Exceed Cost of $43,866
- Resolution Approving a Second Amendment to the Cell Tower Lease Agreement with United States Cellular LLC Extending the License term at 11830 North Port Washington Road
- Resolution Approving a Third Amendment to the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC
- Resolution Authorizing a Fifth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.
- Resolution Authorizing a Town Center TID No. 3 Incentive with P2 Development, in Connection with Construction of a Planned Unit Development Located at 11040 and 11110 North Buntrock Avenue
- Resolution Awarding the Sale of $9,490,000 General Obligation Promissory Notes Series 2022A; Providing the Form of the Notes; and Levying a Tax in Connection Therewith
- Resolution Approving a Revolving Loan Fund Application for $100,000 for Mind+ Neurology, a medical clinic, located at 12200 Corporate Parkway
- Resolution Approving the First Amendment to a Lease Agreement with United States Cellular Operating Company LLC, in Connection with Installation of Additional Telecommunications Equipment on the City's Water Tower Located Along North Weston Drive
- Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Years 2020

Attachment: June 2022 F&P Work Plan (7422 : Finance & Personnel Work Plan)

• Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS) • Resolution Approving a Contract for Streetscape Design on Port Washington Road from Mequon Road to County Line Road in the Amount of $24,000 • Resolution Ratifying the Recording of $79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road • Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with Carlson Dettmann Consulting, Appleton, Wisconsin in an Amount Not-to-Exceed $27,750	• Resolution Approving a Side Letter Between the City of Mequon and the Mequon Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time Paramedic/Firefighters Upon Hire • Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of $52,000 • Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022 • Denial of Operator License Appeal for Tyler Lee Wurtinger

Attachment: June 2022 F&P Work Plan (7422 : Finance & Personnel Work Plan)