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, July 12, 2022
5:45 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes
   Action requested: review and approve
   a. June 14, 2022 Finance-Personnel Meeting Minutes

3) License applications
   Action requested: review and approve
   a. July 2022 Licenses
   b. 2023 Waste Hauler Permits

4) Vouchers Paid
   a. June 2022 Vouchers Paid List

5) Resolutions
   Action requested: review and recommend approval
   a. **RESOLUTION 3965** A Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed $42,800
   b. **RESOLUTION 3966** A Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Total Estimated Amount of $72,960

6) Information Items
   a. Finance & Personnel Work Plan

7) Adjourn

Dated: July 12, 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

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, June 14, 2022
5:45 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, Caroline Fochs, City Clerk and Wendi Unger, Baker Tilly Partner.

2) Approve Meeting Minutes
   a. May 10, 2022 Finance-Personnel Meeting Minutes

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

AYES:	Bushee, Parrish, Strzelczyk

3) License applications
   a. June 2022 licenses

Alderman Strzelczyk asked Clerk Fochs about Newcastle and why they needed two separate licenses. Ms. Fochs said they have two separate buildings so they need two separate licenses.

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

AYES:	Bushee, Parrish, Strzelczyk

   b. 2023 Waste Hauler Permits

Alderman Parrish noted that he used to be on the Public Works Committee and he received some complaints, while on that committee, about waste hauling on Cedarburg Road. Residents said a lot of debris and garbage was on the side of the road from waste haulers.

All three aldermen agreed to accept the waste hauler permits, provided a reminder letter is mailed to each company, stating that garbage needs to be contained until reaching a proper dump site.

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

AYES:	Bushee, Parrish, Strzelczyk

4) Vouchers Paid
   a. May 2022 Vouchers Paid List

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

AYES:	Bushee, Parrish, Strzelczyk

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

Wendi Unger, Partner at Baker Tilly presented to Committee members Mequon's 2021 financials. Ms. Unger said one of their jobs as auditors is to issue an opinion on the financials of the City. She noted they issued a clean and unmodified opinion. That is the highest level of assurance from Baker Tilly.

Ms. Unger noted that there is a new GASB (Governmental Accounting Standard) that will affect the City in FY 2022 and forward. It is GASB 87 and it is the way the City will account for leases on both the lessor and lessee side. Leases will be noted as assets and liabilities on the financial statements, similar to how capital is accounted for. This will not affect any borrowing capacity or ratings, it is simply just a new way of reporting.

The General Fund ended in a favorable position at year end with the addition of $92,000 to fund balance. The current total in fund balance is almost $2.6M. The Debt Service and Capital Projects Funds ended the year with $1.5M and $3.2M in total fund balance, respectively.

The sewer and water utility ended in a positive change in net position.

Ms. Unger noted that the statutory debt limit is 5% of equalized value. For the City of Mequon, that equates to $270M. Currently, the City has $35M of G.O. outstanding debt.

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

MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk

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, Illinois in an Amount Not-to-Exceed $22,200

Assistant City Administrator Schoenemann explained that last month, Council approved a Compensation Study resolution with the firm Carlson Dettmann Consulting. Within the month, Mr. Schoenemann found that the firm was stretched too thin and were not able to adhere to the deadlines the City had established. Therefore, Mr. Schoenemann wants to receive Council approval to work on a Compensation Study with GovHR USA. GovHR has an eighteen week turnaround and is willing to add the Library staff to the study at no additional cost.

Alderman Bushee asked if the Fire employees need to be included in the study since they are now becoming their own entity with Thiensville. Mr. Schoenemann said he initially included them and they will need to know the data, they just will have their own final report, separate from the City. Also, Alderman Bushee asked if there was some way to note that Mequon provided the Library with this compensation study. Administrator Jones said this will be included in the list of accomplishments when we close the books for 2022.

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

AYES:	Bushee, Parrish, Strzelczyk

7) Information Items

a. FY2021 Popular Annual Financial Report (PAFR)

Finance Director Engroff stated the PAFR is a condensed version of the Annual Comprehensive Financial Report. It is intended for the average citizen to understand Mequon's financials. The City has received the GFOA (Government Finance Officers Association) PAFR Excellence award for the last six years and will submit again for year seven.

b. Finance & Personnel Work Plan

Alderman Parrish wants the City to look into GASB 87 and its affects moving forward. Director Engroff noted that she already started the project and explained it to staff last week.

8) Adjourn

A motion to adjourn was made at 6:17 PM by Alderman Parrish, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director

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

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

Following are recommended approvals:

CLASS B BEER LICENSE - NEW - For Taste of Mequon on 9/10/22 only. Contingent on passing all inspections.

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

CLASS B BEER AND CLASS C WINE LICENSE - NEW - For Taste of Mequon on 9/10/22 only. Contingent on passing all inspections.

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

Following are recommended denials:

None.

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

TO: **Finance-Personnel Committee**
FROM: **Kristen Lundeen, Director of Public Works/City Engineer**
DATE: **July 12, 2022**
SUBJECT: **2023 Waste Hauler Permit - Compost Crusader LLC**

Staff was notified of an additional composting contractor operating in the City without a permit. Upon notification of the permit requirements, the contractor submitted an application for processing. The City issues permits to waste haulers that are valid for one year, from July 1 to June 30. As the application was received on June 24, it could not be processed prior to the July 1 issuance. If the Finance-Personnel Committee approves the application, the permit will be effective July 13. The expiration will remain the same, as per ordinance.

Staff recommends approval of the following:

Waste Hauler – Renewal – Valid July 13, 2022 to June 30, 2023:

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

Attachments:
Compost Crusader LLC Application (PDF)

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

RECEIVED
JUN 24 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: Compost Crusader LLC

   Business address: 1780 E Bolivar Ave St Francis, WI 53235

2. Name of owner/s: Melissa Tashjian

   Mailing address: same as business address

3. Contact person for problems: Savannah or Ally in the office

4. Contact / Business telephone number/s: 262-394-6075

5. Number of customers ;
   a. Residential: 1 - 4 units: ______ ; 5 or more units: 16 households
   b. Commercial/Industrial: 2

6. Tons of garbage and refuse landfilled in previous year *(Mequon totals only)*: 14 tons
   (PROVIDE QUALIFIED ESTIMATE IF EXACT FIGURE IS NOT POSSIBLE)

7. Location of ~~Landfill~~: Compost site: Caldonia

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: foodscraps / yard material

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 1 =	$ 25
Vehicles over 12 Gross Tons	$50.00 x # of vehicles 1 =	$ 75
	TOTAL FEE	$ 160

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: [signature] Date: 6/17/2022

Melissa Tashjian
Print or type name here

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

Attachment: Compost Crusader LLC Application (7473 : 2023 Waste Hauler Permits)

City of Mequon, WI
City Hall
11333 N Cedarburg Rd.,
Mequon, WI 53092
Welcome

003559-0065 City C. 06/24/2022 10:53AM

MISCELLANEOUS
BUSINESS LICENSE (BUSINS)
2022 Item: BUSINS
BUSINESS LICENSE
(BUSINS) 160.00

160.00

Subtotal 160.00
Total 160.00

CHECK 160.00
Check Number 3089

Change due 0.00

Paid by: COMPOST CRUSADER LLC

Comments: HAULER PMT APPLICATION

Thank you for your payment

CUSTOMER COPY

79-1801/759

3089

COMPOST CRUSADER LLC
1780 E BOLIVAR AVE
ST. FRANCIS, WI 53235

DATE 6/17/2022 PMP

PAY TO THE ORDER OF City of Mequon $ 160.00

one hundred-sixty dollars 00/100 DOLLARS

← Heat Reactive Ink

© DELUXE deluxe.com/checks SPECIALTY GRAY HIGH SECURITY

Commerce STATE BANK
Earning Relationships

MEMO Mequon permit

Melissa Potts MP

⑆075918017⑆ 185792121⑈ 3089

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Attachment: Compost Crusader LLC Application (7473 : 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)	668,406.98
SPECIAL REVENUE FUND (0210)	1,225.00
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)	100.00
DEBT SERVICE TIF 3 FUND (0330)	300.00
CAPITAL PROJECT FUND (0410)	2,040,764.55
SEWER UT FUND (0610)	13,867.18
WATER UT FUND (0620)	44,489.44
TAX FIDUCIARY FUND (0810)	0.00
TOTAL	2,769,153.15

IN THE AMOUNT OF $ 2,769,153.15 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. 7/5/2022

WILLIAM JONES
CITY ADMINISTRATOR

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$ 2,769,153.15
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	REPLACEMENT OF CIRC PUMP @ C/H	5,006.86
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - SAFETY BLD-JUNE	2,891.00
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL-june	2,635.00
Building Maintenance	10204	CINTAS	FIRE ALARM CONTRACT	2,319.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC-APRIL	1,764.00
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - DPW-JUNE	1,250.00
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	255.00
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES-1 30 YRD	255.00
Building Maintenance	12464	AMERICAN TESTING AND INSPECTIONS SERVICES, LLC	ELEVATOR ANNUAL INSPECTIONS (C	250.00
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT-MARCH	236.11
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES FOR CH	211.74
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES-CITY HALL- MAY	176.30
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCO	MOP CONTRACT-MAY	143.52
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCO	MOP CONTRACT-JUNE	143.52
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT-MAY	123.95
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT-JUNE	121.46
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT-MAY	115.00
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT-APRIL	115.00
Building Maintenance	10074	AT & T CORP	ALARM CIRCUITS-APRIL	84.30
Building Maintenance	10074	AT & T CORP	ALARM CIRCUITS-MAY	84.30
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	61.57
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	47.55
Building Maintenance Tota				**18,290.18**
City Administrator	11747	CIVICPLUS LLC	WEBSITE FEES	4,490.00
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	37.79
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	36.05
City Administrator Tota				**4,563.84**
City Clerk	11289	WIS DEPT OF AGRICULTURE	WEIGHT/MEASURES INSPECTION	4,800.00
City Clerk	12532	GRANICUS, LLC	JUNE SUBSCRIPTION	1,228.50
City Clerk	10894	PITNEY BOWES 371887	POSTAL LEASE 4/18-7/17/22	967.65
City Clerk	11760	Diamond Business Graphics	10K WINDOW ENVELOPES W/NEW LOG	481.90
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	PUBLICATION 5/1/22-5/28/22	372.34
City Clerk	10894	PITNEY BOWES 371887	INSERTER LEASE 4/5/22-7/4/22	367.17
City Clerk	10834	OFFICE DEPOT *	ENVELOPES, CERTS, TAPE, LABEL, ETC	180.64
City Clerk	10192	CENTRAL ENGRAVING LLC	JESTER/MILLER NAME PLATES	32.30
City Clerk	10834	OFFICE DEPOT *	TAPE DISPENSER	17.49
City Clerk Tota				**8,447.99**
Common Council	90001	TEMP STAFF REIMB	STIPEND FOR COMPUTER	500.00
Common Council Tota				**500.00**
Community Developmen	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER MAY SERVICES	1,512.00
Community Developmen	90001	TEMP STAFF REIMB	APA CONF 5/29-5/26 MILE REIMB & MEAL	154.17
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES MAY	142.58
Community Development	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	50.98
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	50.90
Community Development Tota				**1,910.63**
Debt Service TIF 2 Fund	12380	BOND TRUST SERVICES CORP	GEN OBLIGATION REFUNDING BONDS SERIES 2020A	100.00
Debt Service TIF 2 Fund Total				

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Debt Service TIF 3 Fund	12380	BOND TRUST SERVICES CORP	GEN OBLIGATION REFUNDING BONDS SERIES 2020A	300.00
Debt Service TIF 3 Fund Total				**300.00**
Elections	10854	OZAUKEE COUNTY CLERK	BALLOTS, NOTICES, PROGRAM 4/5/	2,791.43
Elections	10290	DIGITAL EDGE COPY & PRINT CENTERS	VOTER PADS Q=52	273.00
Elections	12651	AMAZON CAPITAL SERVICES, INC	FLAG STAMPS, BINDERS, INK	162.22
Elections	12651	AMAZON CAPITAL SERVICES, INC	FLAG STAMPS, BINDERS, INK RETURN	-99.90
Elections Total				**3,126.75**
Engineering	11298	WISCONSIN DEPT OF NATL RESOURCES	ANNUAL STORMWATER PERMIT FEE	3,000.00
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	1,787.50
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 JUNE	290.00
Engineering	10585	KAPUR & ASSOCOCIATES INC	FOXTOWN TOWNHOMES SWMP REVIEW	264.00
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	148.62
Engineering	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	145.43
Engineering	12651	AMAZON CAPITAL SERVICES, INC	IPAD CASE	26.59
Engineering Total				**5,662.14**
Finance	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	AUDITED FINANCIAL STMTS	7,625.00
Finance	12998	ROBERT HALF INTERNATIONAL INC	TEMP HRS WK END 5/27/22	1,171.56
Finance	12651	AMAZON CAPITAL SERVICES, INC	BUSINESS PRIME MEMBERSHIP FEE	499.00
Finance	12651	AMAZON CAPITAL SERVICES, INC	VIVO DESK CONVERTER	161.98
Finance	12651	AMAZON CAPITAL SERVICES, INC	ERGONOMIC KEYBOARD & PHONE SUPPORT	58.63
Finance Total				**9,516.17**
Fire / EMS	10204	CINTAS	AED FOR CITY HALL	1,850.00
Fire / EMS	90001	TEMP STAFF REIMB	REIMBURSEMENT EMT BASIC & MATERIALS FOR COURSE	1,470.78
Fire / EMS	10321	EGELHOFF LAWN MOWER SERVICE INC	RESCUE SAW	1,359.20
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	1,078.52
Fire / EMS	11470	GATEWAY TECHNICAL COLLEGE	MITCHELL EMT SPRING 22	994.80
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	681.26
Fire / EMS	11679	PETE FEYERHERD	PAYROLL PROGRAMMING MEQUON FIRE ANNUAL	650.00
Fire / EMS	12694	AT&T MOBILITY LLC	JUNE 2022	549.87
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	522.45
Fire / EMS	10418	GENERAL FIRE EQUIPMENT CO	PARTS SIREN	446.80
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	401.10
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	395.73
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	373.20
Fire / EMS	10408	GALLS LLC	UNIFORMS	257.04
Fire / EMS	12349	MACQUEEN EQUIPMENT INC	COMPRESSOR TRAVEL	200.00
Fire / EMS	10408	GALLS LLC	UNIFORMS	178.50
Fire / EMS	11103	STRYKER SALES CORP	LARYNGOSCOPE BLADES	139.40
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	130.48
Fire / EMS	10417	GENERAL COMMUNICATIONS INC	ANTENNA	125.00
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	107.89
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00
Fire / EMS	10418	GENERAL FIRE EQUIPMENT CO	JEEP PARTS	65.00
Fire / EMS	10408	GALLS LLC	UNIFORMS	63.75
Fire / EMS	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	58.21

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fire / EMS	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	57.21
Fire / EMS	12405	TELECOM ONE, INC	PHONE BILL 5/1-5/31/22 ACCT 10000501831	56.69
Fire / EMS	12768	BONUS INC	SUPPLIE ACCT #000720	51.89
Fire / EMS	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	48.93
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	35.92
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	9.56
Fire / EMS	12883	PB HAHN & CO INC	HARDWARE SUPPLIES	6.29
Fire / EMS Total				**12,464.47**
Fleet Services	12609	QUALITY STATE OIL CO INC	FUEL-QTY 8,500 NOLEAD	38,130.40
Fleet Services	12609	QUALITY STATE OIL CO INC	FUEL-DIESEL	32,085.32
Fleet Services	10908	POMPS TIRE SERVICE INC	SKID STEER TIRES	1,663.16
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	SQUAD CAR TIRES	616.64
Fleet Services	12317	ALRO STEEL CORPORATION	STEEL	558.60
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	A/C COMPRESSOR	465.32
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERIES FOR 803	409.62
Fleet Services	11263	WEST BEND ELEVATOR INC	FLOOD DRY	407.50
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	ALTERNATOR SQUAD 19	376.86
Fleet Services	11702	ICE-KOLD, LLC	FREON	350.00
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	TANK STRAPS FOR 202	239.98
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	DRAIN OIL RECYCLE	217.00
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	VALVE FOR 328	150.33
Fleet Services	10523	APPLIED US, L.P.	HYD FITTINGS	137.62
Fleet Services	12390	ADVANCE AUTO PARTS	BRAKE PARTS	130.12
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	WIPER BLADES	127.92
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	MIRROR FOR 601	107.58
Fleet Services	10691	MENARDS	BATTERY & CASTER	97.44
Fleet Services	10092	BADGER TRUCK CENTER INC	A/C PARTS FOR 302	65.63
Fleet Services	10691	MENARDS	CASTERS	61.87
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	LIFE GUARD SEAT REPAIR	61.76
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK GAS	52.08
Fleet Services	10968	RELIANT FIRE APPARATUS INC	DRAIN VALVE	45.77
Fleet Services	12336	AIRGAS USA, LLC	WELDING SUPPLIES	45.08
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HYD FITTINGS	45.00
Fleet Services	12390	ADVANCE AUTO PARTS	SEAT COVER & BELT	44.06
Fleet Services	12253	MCMASTER-CARR SUPPLY COMPANY	HARDWARE	43.61
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HYD FITTINGS	38.99
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	38.50
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	38.50
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	A/C PARTS FOR 951	28.56
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	COUPLERS	28.32
Fleet Services	10360	JFTCO, INC	SEALS FOR 341	26.76
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	SEALS & CONNECTORS	24.63
Fleet Services	12390	ADVANCE AUTO PARTS	OIL FOR 337	24.44
Fleet Services	10360	JFTCO, INC	FITTING FOR 341	19.42
Fleet Services	12390	ADVANCE AUTO PARTS	HEADLIGHT	18.19

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	10737	MILW BELT-TECH COMPANY INC	CHIPPER BELTS	16.60
Fleet Services	10360	JFTCO, INC	SEAL FOR 341	14.08
Fleet Services	10360	JFTCO, INC	SHIPPING	12.25
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	BATTERY	9.66
Fleet Services	10360	JFTCO, INC	SEAL FOR 341	2.65
Fleet Services	10360	JFTCO, INC	SEAL FOR 341	2.65
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY CORES	-50.00
Fleet Services	10360	JFTCO, INC	FILTER CREDIT	-71.15
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	LIGHT RETURN	-239.00
Fleet Services Total				**76,720.32**
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	NEW SAW - REPLACES #372 HUSKY	1,215.99
Forestry	12651	AMAZON CAPITAL SERVICES, INC	HEAD SETS FOR MEETINGS-PARKS SPRAYER	199.98
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM-JUNE	84.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	PRUNERS & SAWS FOR CREW	83.96
Forestry	12883	PB HAHN & CO INC	BUNGEE FOR SHADE TARP	21.56
Forestry	12883	PB HAHN & CO INC	TOOLS - PARKS	20.11
Forestry	12883	PB HAHN & CO INC	TOOLS - PARKS	18.66
Forestry Total				**1,644.26**
General Fund - General Activit	11809	M3 INSURANCE SOLUTIONS	INSURANCE INSTALLMENT	191,289.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10448 N PORT WASH RD	4,022.00
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	3,585.84
General Fund - General Activit	10707	MEQUON POLICE ASSOCIATION	UNION DUES 6/10/22 P/R	2,160.00
General Fund - General Activit	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT 5956557 7532298 7844747 7657807 6/10/22	1,240.09
General Fund - General Activit	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 6/24/22	1,240.09
General Fund - General Activit	10810	NORTH SHORE BANK FSB	DEF COMP 6/10/22 P/R	766.00
General Fund - General Activit	10810	NORTH SHORE BANK FSB	DEF COMP 6/24/22 P/R	766.00
General Fund - General Activit	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 6/10/22 P/R	740.00
General Fund - General Activit	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	BOND WILLER, MCELDUFF, CHRISTOPHE 22-13569	500.00
General Fund - General Activit	90002	PARK REFUNDS	PARK RENTAL CANCELLED	475.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10340 N WILDWOOD CT	269.00
General Fund - General Activit	90002	PARK REFUNDS	DEPOSIT REFUND N REUTER PAV 5/20-5/21/22	200.00
General Fund - General Activit	90002	PARK REFUNDS	REFUND DEPOSITN REUTER PAV 5/18/22	200.00
General Fund - General Activit	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	BOND BRUCKNER, JOSHUA 22-13341	150.00
General Fund - General Activit	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	BOND RICHARD SANGER #22-15521	150.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 118 MILLER DR & 2933 RANGE LINE CT	120.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 127 BOUNDARY RD / 10010 WATERLEAF DR	120.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 6585 W DIVISON ST	120.00
General Fund - General Activit	90002	PARK REFUNDS	PARK RENTAL CANCELLED	100.00
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JULY	99.86
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10879 N WILDCAT WAY	61.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12037 W BONNIWELL RD	61.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12026 W FREISTADT RD	61.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSPECTION DEPOSIT 9717 W HUNT CLUB DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12026 W FREISTADT RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 108 W BOUNDARY RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1804 W HIDDEN RESERVE CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 12022 N RIDGEWAY AVE	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11219 N PRAIRIE VIEW LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 7845 W MOURNING DOVE LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1421 W WESTPORT CIR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 1627 W FIESTA LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 412 E NORTH POINT RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11938 N RIVER RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2127 N COLUMBIA DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 13156 N WEST SHORELAND DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10744 N ESSEX CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10316 N RANGE LINE RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10326 N WESTPORT CIR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 6300 W MEQUON RD #101 E	

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 214 IRONWOOD LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3414 W WOODVIEW CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2327 W DICKINSON CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11126 N WYNGATE TRACE	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3421 W RIVIERA CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10600 N MAGNOLIA DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 447 W POST CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11010 N CROWN CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 2318 W SADDLEBROOK LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4823 W BONNIWELL RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10219 N WATERLEAF DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 724 W SHADY LN	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 7212 W RIVER BIRCH DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10120 N FOXKIRK CIR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8409 W HIGHLANDER DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 14177 N SADDLEBROOK CIR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 11817 N BRIDGEWATER DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3727 TEMONT CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10733 N TREE SPARROW DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3121 W RIDGELINE CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 4213 W HILANDS CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 8006 W FREISTADT RD	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10750 N FIREFLY CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3301 W COLETTE CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10428 N PINE RIDGE DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10216 N KENILWORTH CIR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 3145 W PIERRE CT	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 7151 W MEQUON TRAIL	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 10221 N FOXKIRK DR	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 5840 W CAIRDEL AVE	60.00
General Fund - General Activit	90006	PERMIT REFUNDS	INSP DEPOSIT 108 W BOUNDARY RD	60.00
General Fund - General Activit	90002	PARK REFUNDS	REFUND DEPOSIT S ROTARY PAV 5/21/22	50.00
General Fund - General Activit	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 6/10/22 P/R	40.00
General Fund - General Activit	10610	L A W HEALTH BENEFIT TRUST	LAW HEALTH BEN 6/24/22 P/R L GRAYCAREK	10.00
General Fund - General Activit	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	9.52
General Fund - General Activit Total				**211,485.40**
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS NEEDED AND CULVERTS FOR RP	5,626.40
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	STREET SIGNS NEEDED	347.52
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	256.00
Highway	12400	BRAKE & EQUIPMENT CO INC	CHAIN BINDERS	232.28
Highway	10137	BOEHLKE BOTTLED GAS CORP	PIPE FOR PROJECT	210.00
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	192.00
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	192.00
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES-JUNE	132.12
Highway	10101	BATTERY PRODUCTS INC	BATTERIES	127.41
Highway	10137	BOEHLKE BOTTLED GAS CORP	PROPANE FILL UP	89.00
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	78.60
Highway	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	78.20
Highway	10639	SCHOESSOW, CARY A.	SIGN STICKERS	75.95
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	CHAIN SHARPEN	55.65
Highway	10834	OFFICE DEPOT *	LAMINATOR/SHEETS	54.84
Highway	12883	PB HAHN & CO INC	CONCRETE FOR PROJECTS	26.95
Highway	12883	PB HAHN & CO INC	CONCRETE MIX	26.95
Highway	12883	PB HAHN & CO INC	FASTENERS	8.05
Highway	12883	PB HAHN & CO INC	HOSE CLAMPS	6.83
Highway	10287	DIGGERS HOTLINE INC	LOCATES-MAY	5.22
Highway	10137	BOEHLKE BOTTLED GAS CORP	TRAILER PLUG	4.99
Highway Total				**7,826.96**
Human Resources	12882	AURORA MEDICAL GROUP INC	#600022297 Pre-Employment Testing	1,406.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	6/2022 Flexible Spending (FSA) Service	340.08
Human Resources	11286	STATE OF WISCONSIN	WI JOBS ANNOUNCEMENT ORDER	175.00
Human Resources	11286	STATE OF WISCONSIN	WI JOBS ANNOUNCEMENT ORDER	175.00

Attachment: June 2022 AP Vendor Listing by Dept (7484 : June 2022 Vouchers Paid List)

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	HR Specific Supplies	126.68
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	HR Specific Supplies	36.91
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	30.47
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	29.90
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	HR Specific Supplies	9.95
Human Resources Tota				**2,329.99**
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	PC Software, Security	5,865.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	PC Software, Security	1,910.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net 6/1-6/30/22	895.00
Information Services	12405	TELECOM ONE, INC	PHONE BILL 5/1-5/31/22 ACCT 10000501831	283.46
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet Service 7/2022	200.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	169.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	153.66
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC 6/1-6/30/22	150.14
Information Services	12651	AMAZON CAPITAL SERVICES, INC	One Time PC/Device Fund	59.99
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts & Tools	31.91
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Equipment, Parts &Tools	19.79
Information Services	12444	IMPACT ACQUISITIONS, LLC	CONTRACT BASE RATE CHARGE 12/1/21-2/28/22	6.09
Information Services Tota				**9,745.03**
Inspections	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER MAY SERVICES	488.00
Inspections	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	379.81
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	125.01
Inspections Total				**992.82**
Legal Counsel	12754	VON BRIESEN & ROPER, S.C.	Legal Fees	220.50
Legal Counsel Total				**220.50**
Library Services Grant	11133	THIENSVILLE, VILLAGE OF	LIBRARY SUPPORT 3RD QTR	265,250.00
Library Services Grant Tota				**265,250.00**
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	HIGHLAND ROAD INTERCHANGE	1,964,333.00
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS FOR ROAD PROGRAM	7,416.80
Local Road Projects	10625	LANNON STONE PRODUCTS, INC.	GRAVEL FOR ROAD PROGRAM	1,230.26
Local Road Projects	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS NEEDED AND CULVERTS FOR RP	1,220.00
Local Road Projects	10625	LANNON STONE PRODUCTS, INC.	GRAVEL FOR ROAD PROGRAM	1,020.07
Local Road Projects	10172	CARLIN SALES CORP	RESTORE SUPPLIES FOR ROAD PROG	564.15
Local Road Projects	11500	JAMES HEIDEN	STRAW RESTORATION FOR ROAD PRO	210.00
Local Road Projects Total				**1,975,994.28**
Other Road Projects	10811	NORTH SHORE ENGINEERING INC	COUNTY LINE BOX CULVERT DESIGN	700.00
Other Road Projects Tota				**700.00**
Parks	10625	LANNON STONE PRODUCTS, INC.	#2 STONE FOR BOY SCOUT PARK	295.78
Parks	12651	AMAZON CAPITAL SERVICES, INC	HEAD SETS FOR MEETINGS-PARKS SPRAYER	277.43
Parks	10137	BOEHLKE BOTTLED GAS CORP	SINK PARTS FOR REUTER	221.97
Parks	11245	WAYSIDE NURSERIES INC	CITY HALL REPLACEMENTS	160.75
Parks	10691	MENARDS	SPLIT RAIL FOR PARKS	129.54
Parks	10691	MENARDS	SPLIT RAIL FOR PARKS	115.85
Parks	10691	MENARDS	HARDWARE & SUPPLIES	106.79
Parks	10691	MENARDS	HARDWARE & SUPPLIES	95.49
Parks	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	TREATMENT SIGNAGE	85.13
Parks	10691	MENARDS	SPLIT RAIL FOR PARKS	

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Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Parks	10759	MINOR'S GARDEN CENTER INC	POTS FOR CITY HALL	68.65
Parks	10691	MENARDS	HARDWARE & SUPPLIES	67.34
Parks	10691	MENARDS	SPLIT RAIL FOR PARKS	55.49
Parks	10834	OFFICE DEPOT *	LAMINATOR/SHEETS	54.84
Parks	10691	MENARDS	HARDWARE & SUPPLIES	45.74
Parks	10691	MENARDS	SPLIT RAIL FOR PARKS	43.18
Parks	12883	PB HAHN & CO INC	ACRYLIC SHEET FOR KKCP	38.90
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	38.50
Parks	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	38.50
Parks	10691	MENARDS	HARDWARE & SUPPLIES	35.60
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	TRIMMER LINE	21.61
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	TRIMMER LINE	21.59
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	TRIMMER LINE	21.59
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	TRIMMER LINE	21.59
Parks	10321	EGELHOFF LAWN MOWER SERVICE INC	TRIMMER LINE	21.59
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.23
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.23
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.23
Parks	12883	PB HAHN & CO INC	SOIL FOR POTS AT CITY HALL	8.98
Parks	12883	PB HAHN & CO INC	ACRYLIC SHEET FOR KKCP	6.09
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	2.51
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	2.51
Parks Total				**2,215.90**
Police	10417	GENERAL COMMUNICATIONS INC	RADIO MAINENANCE CONTRACT	5,520.00
Police	12477	WELLS FARGO FINANCIAL LEASING INC	COPIER LEASE	3,636.94
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	1,680.00
Police	12228	GORDIE BOUCHER VILLAGE FORD	SQUAD MAINTENANCE	1,325.98
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	1,000.30
Police	12863	WISCONSIN LAW ENFORCEMENT ACCREDITATION GROUP INC	ACCREDITATION FEES	749.67
Police	12448	THE OFFICE TECHNOLOGY GROUP	COPY MACHINE QUARTERLY CONTRAC	697.11
Police	12897	ETHOS VETERINARY HEALTH LLC	VETERINARY CARE	616.00
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	TRAINING	530.90
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	504.75
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	493.46
Police	10417	GENERAL COMMUNICATIONS INC	SQUAD MAINTENANCE AND REPAIRS	349.20
Police	11766	LOU'S GLOVES, INC.	POLICE EQUIPMENT - GLOVES	342.00
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES APRIL	315.00
Police	10393	FOX VALLEY TECHNICAL COLLEGE	POLICE TRAINING CLASS # 70003	235.00
Police	10393	FOX VALLEY TECHNICAL COLLEGE	POLICE TRAINING	235.00
Police	10393	FOX VALLEY TECHNICAL COLLEGE	POLICE TRAINING	235.00
Police	12405	TELECOM ONE, INC	PHONE BILL 5/1-5/31/22 ACCT 10000501831	226.77
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	224.96
Police	12450	SUMMIT COMMERCIAL FITNESS, INC	FITNESS EQUIPMENT MAINTENANCE	209.99
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	172.96
Police	90001	TEMP STAFF REIMB	REIMB TRAINING 5/23-5/27 ICAC INVESTIGATIVE	171.09
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	169.18
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	165.57

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Police	12450	SUMMIT COMMERCIAL FITNESS, INC	FITNESS EQUIPMENT MAINTENANCE	160.00
Police	11699	OFFICE 8	OFFICE SUPPLIES	146.29
Police	10230	CONLEY PUBLISHING GROUP LTD	NEWS GRAPHIC SUBSCRIPTION	126.00
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	100.00
Police	90001	TEMP STAFF REIMB	6/14-6/16 SRO CONF REIMB	99.23
Police	10408	GALLS LLC	POLICE UNIFORMS AND EQUIPMENT	98.19
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	90001	TEMP STAFF REIMB	REIMB TRAINING SRO CONF 6/14-6/16	83.03
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	61.37
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	58.99
Police	90001	TEMP STAFF REIMB	TRAINING MIDWEST TACT OFFICER ASSOC MEALS 5/17-18	58.20
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	52.04
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SEARCH WARRANT	50.00
Police	90001	TEMP STAFF REIMB	SERGEANT GLEJF SWEARING IN CEREMONY CAKE	49.99
Police	12768	BONUS INC	HOSPITALITY	42.49
Police	90001	TEMP STAFF REIMB	REIMB TRAINING 6/13-6/15 VEH CONTACT INST COURSE	39.19
Police	10827	NOTARY BOND RENEWAL SERVICE	MATTHEW PEARCE NOTARY BOND	30.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	28.45
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	26.34
Police	12882	AURORA MEDICAL GROUP INC	Legal Blood Draws	25.00
Police	90001	TEMP STAFF REIMB	ACTIVE THREAT TRAINING 5/25-5/26 MEAL REIMB	25.00
Police	90001	TEMP STAFF REIMB	TRAINING UNDERCOVER 5/23-5/24 MEALS	23.28
Police	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	MATTHEW PEARCE NOTARY RENEWAL	20.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	16.66
Police	90001	TEMP STAFF REIMB	REIMB TRAINING 5/23-5/27 ICAC INVESTIGATIVE	9.84
Police	12466	LANGUAGE LINE SERVICES INC	INTERPRETER SERVICES	6.48
Police Total				**21,332.57**
Public Safety Equipment	12938	COMPLEX SECURITY SOLUTIONS INC	CAMERA SYSTEMS	1,709.97
Public Safety Equipment	12698	BELCO VEHICLE SOLUTIONS LLC	SQUAD EQUIPMENT	931.50
Public Safety Equipment Tota				**2,641.47**
Public Works Other	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH RD	10,106.66
Public Works Other	10202	CHOICE CUTS TREE SERVICE LLC	STUMP REMOVAL - VILLA GROVE	1,968.75
Public Works Other	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH RD	537.70
Public Works Other Tota				**12,613.11**
Public Works Vehicles	11503	MID-STATE GROUP, INC.	JOHN DEERE 1575 MOWER	40,340.69
Public Works Vehicles	13000	B&B TRAILERS INC	SKID STEER TRAILER	8,475.00
Public Works Vehicles Tota				**48,815.69**
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	250.89
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT 5956557 7532298 7844747 7657807 6/10/22	111.46
Sewer General activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 6/24/22	111.46
Sewer General activities	10810	NORTH SHORE BANK FSB	DEF COMP 6/10/22 P/R	60.00
Sewer General activities	10810	NORTH SHORE BANK FSB	DEF COMP 6/24/22 P/R	60.00
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT JULY	13.76
Sewer General activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	10.40
Sewer General activities Tota				**617.97**
Sewer UT Operations	10018	AECOM	CEDARBURG RD FLOW EQUILIZATION SAN MODEL (#3744)	4,931.91
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	DESIGN LS E BACK-UP PUMP SYS	2,338.42
Sewer UT Operations	11062	RASMITH, INC	INSPECT #2598-CM PER RES 3906	2,049.35
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	STH 57 SAN (#1953)	1,353.53

Attachment: June 2022 AP Vendor Listing by Dept (7484 : June 2022 Vouchers Paid List)

Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	STH 57 SAN (#1953)	1,133.47
Sewer UT Operations	10686	MCCONN INC	DISPOSABLE GLOVES	348.00
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	255.00
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES-1 30 YRD	255.00
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	iPAD DATA CHARGES SEWER,WATER,FORESTRY, HWY,ENG	233.27
Sewer UT Operations	10100	BATTERIES PLUS LLC	2 BATTERIES-APC BACKUP - TV TR	94.20
Sewer UT Operations	10446	GRAINGER	RELAY	80.91
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	MONTHLY BILLING	59.14
Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELL BILING	55.64
Sewer UT Operations	12883	PB HAHN & CO INC	PAINT ROLLERS, BUG SPRAY	44.29
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH RD	17.08
Sewer UT Operations Tota				**13,249.21**
Special Events	12642	MUSIC ON THE MOVE INC	DEPOSIT INFLATABLES	1,225.00
Special Events Total				**1,225.00**
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	WATER MANAGEMENT 3/4	2,550.00
Swimming Pool	10691	MENARDS	VARIOUS SUPPLIES FOR BATHHOUSE REVAMP	624.79
Swimming Pool	10691	MENARDS	SUPPLIES FOR BATHHOUSE REVAMP	368.67
Swimming Pool	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH DEPT	PUBLIC POOL 138 HSAT 7QX2T3 & 138 HSAT 7QXNNX	300.00
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	HOSE SPRAYER & CHEM FOR WASHING POOL	213.65
Swimming Pool	11790	CARRICO AQUATIC RESOURCES INC	DRAIN GRATE FOR WADING POOL	103.95
Swimming Pool Tota				**4,161.06**
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT 5956557 7532298 7844747 7657807 6/10/22	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 6/24/22	111.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	17.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 7/1-7/31/22	1.60
Water general Activities Tota				**241.98**
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	8,855.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	5,407.51
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING-MAY	5,375.49
Water UT Operations	10938	PUBLIC SERVICE COMMISSION OF	ANNUAL FEE	4,174.63
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	2,802.50
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	2,200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	2,000.00
Water UT Operations	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	AUDITED FINANCIAL STMTS	1,700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	1,595.66
Water UT Operations	10489	CORE & MAIN	HYDRANT TRAFFIC FLANGE REPAIR KITS	1,331.68
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	1,028.31
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	1,019.45
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	1,019.45
Water UT Operations	10489	CORE & MAIN	SERVICE PARTS	1,008.14
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATES-MAY	889.14
Water UT Operations	10654	L-R METER TESTING & REPAIR INC	METER TESTING	757.10
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	400.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	390.05
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	177.30
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	110.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	79.78
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH RD	50.78
Water UT Operations	10645	LIESENER SOILS INC	LANDSPACING/STONE	48.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 5/2022	26.59
Water UT Operations Tota				**44,247.46**

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: July 5, 2022
SUBJECT: RESOLUTION 3965 A Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed $42,800

Background

A new centralized database and land management system is a key technological improvement identified by both the IT Strategic Plan completed by Avero Advisors and the Community Development Operational Analysis conducted by Management Partners in 2021. This project will focus on all City departments involved in land management, including Community Development, Public Works, Fire and Assessing, among others. The project aims to enhance customer service by creating a new City-wide property database, establishing automated workflows across the departments impacted by the new system, implementing digital customer transactions (permits, inspections, applications, document submission, digital payments) and tracking turn-around times, among others.

The first portion of this undertaking is to develop a business process inventory, review current as-is systems, map current processes, and develop a future state vision that includes updated processes and requirements for a contemporary system that will then be used to then evaluate software solutions. This step requires a consultant's assistance in navigating these steps, vetting solutions, and guiding software selection for the departments involved in the City's land management processes.

Analysis

By both policy and general practice, the City typically utilizes a competitive process for projects that are $25,000 more. However, it is in the City's security interest to limit the number of vendors that know the configuration and internal operations of the organization's technological systems. While this project is focused on land management, it will also touch the City's financial and public safety systems. Avero Advisors is uniquely positioned with their existing knowledge of the City's system and operations to serve the organization as the consultant for facilitating the next steps in the enterprise land management system evaluation/selection process.

The City of Mequon engaged Avero to complete the City's IT Strategic Plan in 2021. Avero's team developed a comprehensive plan in an expedited manner and demonstrated professionalism through the process. At times Avero's team exceeded the contracted scope of services to complete the IT Strategic Plan at no additional cost to the City. Avero was among the most cost-competitive of the final firms that submitted a proposal for the IT Strategic Plan project.

If awarded this contract, Avero will dedicate a team of individuals that will include the same staff members who were a part of the City's IT Strategic Plan. Andrew Hayes, Senior Manager, is a certified Project Management Professional with master's degrees in Business Administration and Organizational Development, as well as 16 years of experience leading change management and IT modernization projects in the public, private, and nonprofit market sectors. Additionally, Tyler Gallant, Project Manager, would return for this project as well. Tyler specializes in providing IT Strategic Planning services with a B.S. in Business Management and possesses several years of experience working with public sector organizations, four of which have been spent with Avèro Advisors. Avero's team has demonstrated success in working with organizations to implement enterprise land management systems, and the attached statement of work includes three client references for which their team has completed enterprise land management implementations or other similar level systems.

Furthermore, the City has a strong business case for executing an agreement with Avero for this project. Their team's preexisting understanding of the City's systems from the IT Strategic Plan and the Management Partners study gives Avero a competitive advantage over other firms and will help expedite the project to ensure the City can procure the new software in 2023.

Fiscal Impact

The attached proposal and agreement contemplate a three-phase, performance-based process. As such, Avero must meet or exceed expectations to progress from one phase to the next. The first phase, which involves a business process analysis, is scoped to cost $42,800. The second phase, which will include scoping a new system's requirements and soliciting software proposals, is priced at $37,280. The third and final phase, includes system evaluation, selection and contract negotiations at a cost $39,840. Currently, the 2022 budget contains funds to fully finance the first phase. It is anticipated that the remaining funds needed for the second and third phases will be included in the City's 2023 budget. It should be noted that Avero's preexisting knowledge of the City system is contemplated in the project's overall estimated cost, and Avero has reduced its typical fee by roughly $80,000 due to its previous relationship with the City, as well as the organization's overall size.

Recommendation

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

Attachments:

Avero Proposal for ELM System	(PDF)
Professional Services Agreement	(DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3965

A Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed $42,800

RECITALS

A. Both the City's IT Strategic Plan and Community Development Operational Analysis identified the need for the City to implement an enterprise land management system for the organization.

B. Avero Advisors, the City's IT Strategic Plan consultant, is uniquely positioned with its preexisting knowledge and understanding of the City's system to provide the necessary services for procuring an enterprise land management system at a competitive cost.

C. The City hereby waives the Financial Policy requiring a competitive selection process due to the need to limit the number of consultants who have knowledge of the City's information technology system and the competitive advantage provided by Avero related to this project.

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

1. A Professional Services Agreement for Phase One of the Community Development Software Planning project is awarded to Avero Advisors, of Maryville, Tennessee, in an amount not-to-exceed $42,800, 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: July 12, 2022

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

____

Caroline Fochs, City Clerk

PROJECT UNDERSTANDING

Avèro Advisors is grateful for the opportunity to propose this Scope of Work for the City of Mequon's Community Development Software Planning (CDSP) initiative with a specific focus on the Community Development functional area. Avèro understands that the City is seeking Business Process Analysis related to Community Development. We also understand that we will be working closely with the Engineering, Public Works, Fire, and Community Development departments, analyzing how the City operates with its current systems. We will conduct our assessment on the Department's various processes including, but not limited to, the following:

- *Planning*
- *Permitting*
- *Engineering*
- *Code Enforcement*
- *Zoning*
- *Inspections*
- *Finance*
- *Fire*

Additionally, Avèro will provide System Requirement Definition services as part of developing a Request for Proposals Document for the procurement (and future implementation) of a new Enterprise Land Management software system.

This project will entail the following tasks, performed by our project team in collaboration with the City's key stakeholders:

- Document and analyze the current state (As-Is) of business processes related to Land Management and Community Development Planning;
- Provide recommendations for future state (To-Be) business process re-design for key business processes, based upon the functional capacity of a modernized Land Management enterprise software system;
- Define system requirements (e.g., functional, technical, and integration) for IT modernization, based upon business process re-design for Land Management and Community Development Planning;
- Develop a Request for Proposals to solicit proposals from industry-leading Enterprise Land Management software providers;
- Coordinate system demonstrations with top candidates that respond to the City's Request for Proposals; and
- Assist in the evaluation and selection of the future Enterprise Land Management System.
- Assist in the contract negotiation process for the procurement of the future Enterprise Land Management System.

PROJECT METHODOLOGY

Using our experience and knowledge of industry best practices, Avèro will complete the Community Development Software Planning project through the forthcoming proposed methodology. This methodology was developed exclusively for the City of Mequon and incorporates comprehensive analyses, leading tools, collaborative organizational engagement, and professional project management. Avèro welcomes feedback from the City to ensure compliance with the project's requirements and business needs. We remain flexible and fully committed to providing practical solutions that align with the City's vision in a timely and cost-effective manner.

TASK ONE: BUSINESS PROCESS ANALYSIS

1. PROJECT PLANNING & KICK-OFF

Avèro will facilitate a kick-off meeting with key stakeholders from the City's Community Development functional area, including project sponsorship, to formalize project expectations and deliverables. During the meeting, Avèro will conduct the following tasks:

- Introduce our project team and identify the roles of each consultant on this engagement
- Present a detailed Work Plan, including project tasks, goals, timeframes, deliverables, milestones, and communication plan
- Collaborate with City project sponsors to identify roles and responsibilities for reviewing and validating project deliverables
- Finalize the work plan & project schedule with feedback and approval of City of Mequon
- Meet with City's staff (as-needed throughout the project) to define City's expectations, answer questions and provide Project Status Updates, including revision to Work Plan

Deliverable 1: Finalized Project Schedule & Stakeholder Registry

2. DEVELOP BUSINESS PROCESS INVENTORY

Avèro will work in collaboration with the City and the Community Development stakeholders to determine the Business Process Inventory – a list of processes that will be analyzed and re-designed during this effort in preparation of the forthcoming system. Once we have decided on the business process inventory, we will begin to schedule sessions to review the current-state and prepare for the future state analysis.

Deliverable 2: Business Process Inventory

3. REVIEW CURRENT STATE OF COMMUNITY DEVELOPMENT

Avèro Advisors will conduct Current-State Discovery to solidify our understanding of the City's existing Community Development environment. Data gathering activities will include Discovery Sessions (1-2 hours per session) which will be conducted in individual and group settings virtually and/or onsite with identified stakeholders across multiple City departments, including Community Development, Public Works, Engineering, and Fire.

Avèro will gather crucial stakeholder feedback on City staff's daily activities, including challenges faced within existing systems and visions for enhancing productivity through the optimal ELM solution. This current-state review activity will help uncover hidden flaws within the existing Community Development platform (Black Bear) and identify opportunities with the future ELM system. In this step, Avèro will:

- Identify inefficiencies such as bottlenecks or duplications
- Identify missing key business activities (KBAs) and essential controls
- Determine undefined or ill-defined process ownership responsibilities
- Identify insufficient or ineffective performance indicators
- Identify structural inefficiencies
- Define inefficient access to data and determine the condition of existing data

4. DEVELOP FUTURE-STATE (TO-BE) BUSINESS PROCESS MAPS

Avèro will develop optimized future-state workflow diagrams in Business Process Model & Notation (BPMN) format for business processes across the City's departments, which will reflect the "wish list" improvements gathered from the key findings from previous project-based analyses. Avèro's team will also focus on eliminating bottlenecks, duplicated efforts, manual activities, in-house "workarounds," and potential legal and compliance risks within the current software.

We will apply our knowledge base of Information Technology industry best practices and conventional experience in similar engagements to ensure that the optimized business processes harness the functional capacity of workflow automation offered by modern ELM software. Furthermore, Avèro will map crucial integration points spanning processes and departments to accurately depict data integration between systems and general ledgers. Avèro will validate the future-state workflow diagrams with the City's key stakeholders before moving forward.

Deliverable 3: Future-State (TO-BE) Business Process Analysis

TASK 2: SYSTEM REQUIREMENTS & RFP SOLICITATION

5. DEVELOP SYSTEM REQUIREMENTS DRAFT

Avèro will develop a Requirements Traceability Matrix (RTM) specific to functional, technical, security, and integration requirements for the prospective ELM software based on information gathered by the project team. Avèro will ensure the matrix is built in a logical manner, broken down by functional area. By applying industry best practices and our experience working with other cities regarding ELM systems, our project team will develop a comprehensive list of critical functional requirements.

Deliverable 4: Requirements Traceability Matrix

6. CONDUCT REQUIREMENTS SESSION (1-week Onsite Residency)

Avèro will conduct a series of Requirements Review sessions, during an onsite 1-week residency at the City, with identified stakeholders (i.e., Community Development, Public Works, Engineering, and Fire Department) to define the future ELM software's functional, technical, and security requirements. The identified process improvements will guide this effort, along with any additional "wish list" items that may add value to the desired ELM functionality. These sessions will also enable the project team to determine the security levels the City would like to implement moving forward to meet its business needs in terms of industry best practices. Avèro will work closely with City IT to ensure that security and technical requirements (e.g., data conversion options, data access & analysis, tracking & reporting, workflow automation, and integration) are documented.

7. DEVELOP RFP DOCUMENT

Avèro will collaborate with the City to develop a Request for Proposal (RFP) to acquire the prospective ELM solution. During this activity, our project team will perform the following tasks:

- Define vendor selection criteria to guide evaluation and vendor selection
- Identify critical staff across departments for the Selection Committee
- Develop ELM software specifications including third party interfaces
- Develop a draft RFP document
- Define a set of evaluation criteria that meets requirements outlined in the pending RFP
- Conduct review session(s) with the City's Selection Committee for the draft RFP document and evaluation criteria
- Gather feedback and all findings completed in the other project activities in a way that satisfies the City's purchasing requirements
- Revise and conduct a final review of the RFP document & evaluation criteria to ensure that RFP standards and all critical input are included, and necessary attachments or addenda are prepared, as the City deems appropriate
- Collaborate with the City's procurement agent to release the RFP for response solicitation
- Develop and distribute the RFP through the City's defined channels

Deliverable 5: RFP Document

8. COORDINATE RFP SOLICITATION (INCLUDING PRE-BID CONFERENCE)

Avèro will work with the City's Selection Committee and Purchasing team to plan and coordinate any pre-bid conferences and Q & A sessions needed when the RFP is open. Our project team will stay onsite or will be available remotely to help manage and facilitate discussions and answer any questions about the City's RFP. Avèro will review all vendor questions and cooperate with the City of Mequon to develop draft responses. Upon completing the draft responses to vendor questions, Avèro will share the answers with key stakeholders for review and validation. Our project team will make any changes the City deems necessary before finalizing and releasing the City's responses for publication.

TASK 3: SYSTEM SELECTION & CONTRACT NEGOTIATIONS

9. ANALYZE VENDOR PROPOSALS (5)

Avèro will analyze the vendor responses (5) and equip the City's Selection Committee with scoring tools, which will enable evaluators to assess the vendor's responses to the solicitation for the procurement/implementation of their ELM solution. The tools will also help City evaluators ensure that the final decision from the response assessment will meet the required oversight requirements that the City is seeking. Avèro's team has extensive experience conducting meetings with evaluation teams and will facilitate purposeful discussions to assist the City's Selection Committee in analyzing vendor proposals.

10. FACILITATE VENDOR SYSTEM DEMONSTRATIONS (3)

Avèro, along with the Selection Committee and other critical stakeholders, will schedule onsite demonstrations for vendors included on the short-list (3). Avèro will completely manage the interview and demonstration processes (demo scripts, scheduling, venue, facilitation). These onsite demonstrations will enable City selectors to receive a hands-on, real-time demonstration of ELM solutions. This activity will also help the City's Selection Committee to perceive the ELM software's functionality and workflow capacity and the vendor's work ethic and culture to ensure that the vendor and the City's core values are strategically aligned. Our project team will also document and distribute demonstration meeting agendas and scripts to the City's project team and other critical stakeholders for an overview prior to the demos.

Deliverable 6: Scripts for Vendor Demonstrations

11. CONDUCT REFERENCE CHECKS

Avèro understands the importance of excellent references and testimonials from existing ELM users. Avèro will assist the City of Mequon in scheduling and conducting due diligence through reference calls with existing ELM system clients on behalf of the City and the proposed vendors. We will also develop a reference check template to support vendor selection. Following up on references would help the City's Selection Committee and Avèro's project team gain insights on the Post Go-Live user experience, the implementation process, proposed vendor personnel, and the level of ongoing customer service provided (including response time requests for functionality enhancements).

12. DEVELOP VENDOR EVALUATION REPORT

Avèro will act as a subject matter expert to the selection committee tasked with scoring, ranking, and making an award recommendation. Avèro will develop a comprehensive Vendor Evaluation Report following the completion of all ELM software demonstrations and reference calls to analyze and measure each vendor's response against the City's RFP. This report will provide the City of Mequon with a synopsis of the group scoring, potential benefits & shortcomings of each vendor, and an outline of their references with essential comments attached. Avèro will also include estimated potential risks and issues, licensing, implementation, and post-implementation support costs of each vendor solution to support the City with better decision making. Our project team will work with the City's project sponsors and the Selection Committee to further discuss the findings of the report before determining the finalist.

Deliverable 7: Vendor Evaluation Report

13. FACILITATE CONTRACT NEGOTIATIONS

Avèro Advisors has extensive experience negotiating contracts with vendors on behalf of our clients to ensure the price point is satisfactory and within our clients' best interest. Avèro will work directly with City of Mequon Selection Committee to develop a performance-based contract, where milestones are paid when accomplished. Avèro also strives to ensure that the vendor's proposed ELM solution, implementation efforts, and support services will adhere to the services' scope of work and encompass specific requirements in the contract. If the City deems it necessary, Avèro will lead the negotiation on behalf of the City for best value and work with the vendor to develop a "Best and Final Offer" (BAFO) to secure final pricing, resulting in a final contract. Any feedback from the City and the vendor will be incorporated into the final agreement document, which will be reviewed and validated by both parties.

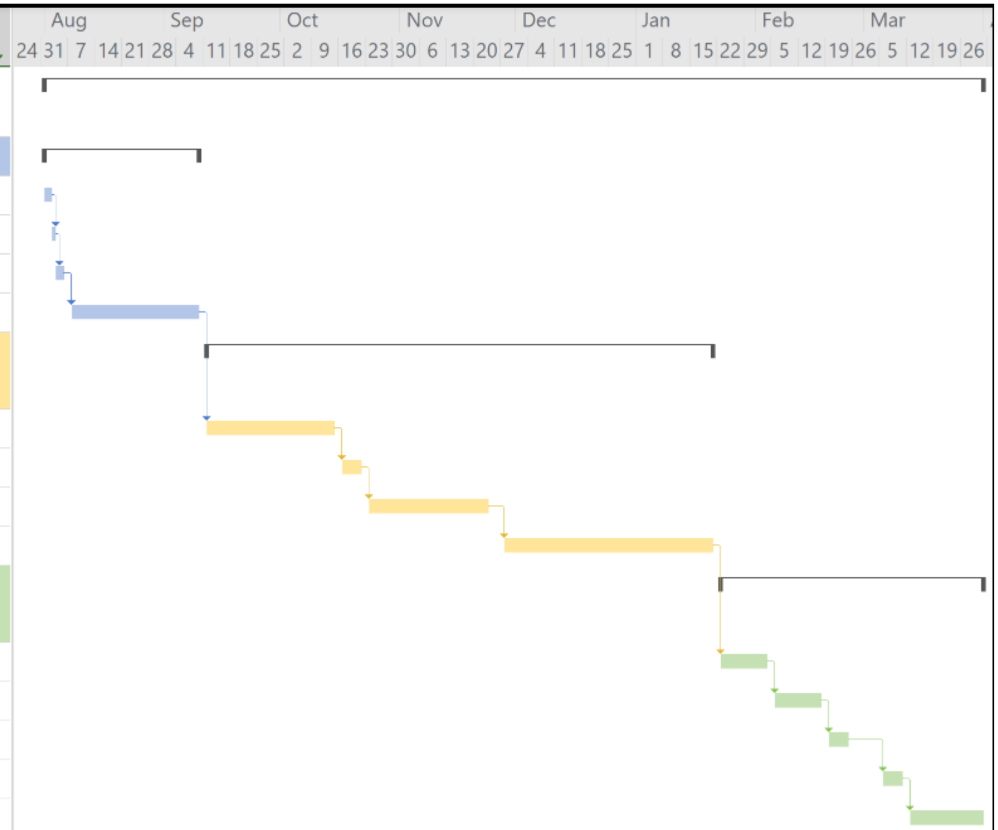
Deliverable 8: Contract Negotiation

PROJECT TIMELINE

Based upon our experience of completing similar initiatives with other government and public sector clients similar in scope to the City of Mequon, Avèro Advisors estimates a project timeline of **eight (8) months** from notice to proceed.

The **Estimated Project Timeline** for this engagement illustrates the phased timeline with specific Tasks for all project activities.

City of Mequon - Community Development	Duration	Start
MEQUON - COMMUNITY DEVELOPMENT SOFTWARE PLANNING	**173 days**	**Mon 8/1/22**
TASK 1 - BUSINESS PROCESS ANALYSIS	**30 days**	**Mon 8/1/22**
Project Planning	2 days	Mon 8/1/22
Develop Business Process Inventory	1 day	Wed 8/3/22
Review Current State Environment	2 days	Thu 8/4/22
Develop Future State BPMN Process Maps	25 days	Mon 8/8/22
TASK 2 - SYSTEM REQUIREMENTS & RFP SOLICITATION	**93 days**	**Mon 9/12/22**
Develop System Requirements Draft	25 days	Mon 9/12/22
Conduct Requirements Sessions	5 days	Mon 10/17/22
Develop RFP Document	23 days	Mon 10/24/22
Coordinate RFP Solicitation	40 days	Mon 11/28/22
TASK 3 - SYSTEM SELECTION & CONTRACT NEGOTIATIONS	**50 days**	**Mon 1/23/23**
Analyze Vendor Proposals	10 days	Mon 1/23/23
Facilitate Vendor System Demonstrations	10 days	Mon 2/6/23
Conduct Reference Checks	5 days	Mon 2/20/23
Develop Vendor Evaluation Report	5 days	Mon 3/6/23
Facilitate Contract Negotiations	15 days	Mon 3/13/23



Avèro also understands the proposed schedule and level of effort may change based on the City's availability and further discussions with the project sponsor. Our team will work with Mequon to accommodate any suggestions related to the modification of the project schedule.

COST ESTIMATE

The Estimated Project Cost for this Scope of Work for the Community Development Software Planning project was developed using the Hourly Rate Scale referenced from the prior contract between the City of Mequon and Avèro Advisors.

Hourly Rate Scale

Project Role	Hourly Rate
Senior Manager	$200
Project Manager	$180
Senior Business Analyst	$160

The proposed Estimated Project Cost for this Scope of Work (across all project phases) for the Community Development Software Planning, including hourly detail, is as follows:

Estimated Project Cost

City of Mequon Community Development Software Planning	Senior Project Manager	Project Manager	Senior Business Analyst	
	$200	$180	$160	Hourly Rate
	97	266	329	Total Hours
	Hours	Hours	Hours	
TASK 1 - BUSINESS PROCESS ANALYSIS	**33**	**98**	**116**	**$42,800**
Project Planning	8	40	8	$10,080
Develop Business Process Inventory	1	2	4	$1,200
Review Current State of Community Development	8	16	24	$8,320
Develop Future State BPMN Process Maps	16	40	80	$23,200
TASK 2 - SYSTEM REQUIREMENTS & RFP SOLICITATION	**32**	**72**	**112**	**$37,280**
Develop System Requirements Draft	8	16	40	$10,880
Conduct Requirements Sessions	0	16	24	$6,720
Develop RFP Document	16	24	40	$13,920
Coordinate RFP Solicitation	8	16	8	$5,760
TASK 3 - SYSTEM SELECTION & CONTRACT NEGOTIATIONS	**32**	**96**	**101**	**$39,840**
Analyze Vendor Proposals	8	16	32	$9,600
Facilitate Vendor System Demonstrations	8	24	32	$11,040
Conduct Reference Checks	0	8	12	$3,360
Develop Vendor Evaluation Report	8	24	24	$9,760
Facilitate Contract Negotiations	8	24	1	$6,080
			Project Total	**$119,920**

Assumptions:

- Estimated Project Cost of **$119,920** is a Not-To-Exceed amount.
- Actual Project Hours will be billed on a Time and Material basis.
- Actual Project Cost may be less than the proposed Estimated Project Cost.
- Project Invoices will be submitted on a Monthly basis.

Avèro Advisors sincerely appreciates the opportunity to present our Scope of Work to the City of Mequon for the Community Development Software Planning initiative. Please do not hesitate to reach out if you have further questions or need any additional information.

My regards,

Andrew Hayes, PMP®, MBA, MOD
Senior Manager, Consulting

Avèro Advisors
512 West Broadway Avenue
Maryville, TN 37801
Mobile: 865-323-4381
Email: ahayes@averoadvisors.com

CLIENT REFERENCES

CITY OF CHARLOTTESVILLE, VA

BUSINESS PROCESS MAPPING, SYSTEM SELECTION, & IMPLEMENTATION SERVICES FOR LAND MANAGEMENT SYSTEM & ENTERPRISE ASSET MANAGEMENT SYSTEMS

Contact Name:	Mr. Paul Oberdorfer, Former Deputy City Manager
Contact Information:	(937) 778-2051 | poberdorfer@piquaoh.org
Date of Services:	August 2018 – May 2021

Since August 2018, Avèro Advisors has been tasked with performing Business Process Mapping and System Selection Services for the City of Charlottesville (City). Throughout the project, Avèro's team helped identify issues with the City's existing business process workflows and interactions with current enterprise system systems and provide modernized resolutions to meet the City's business needs. Avèro has utilized our industry best practices, institutional knowledge, and expertise in business process redesign to optimize IT processes and procedures for the following City's departments:

- Utilities
- Public Works
- Parks & Recreation (P&R)
- Neighborhood Development Services (NDS)

Procurement/Implementation of Enterprise Software Systems – Avèro has collaborated with the City stakeholders from the NDS, Public Works, and P&R departments to develop a comprehensive list of system requirements in terms of technical, functional, and security aspects of the forthcoming enterprise software systems, including Enterprise Land Management (ELM) and Asset Management (EAM). The comprehensive list of system requirements was developed across various functional areas, including GIS, work order, inventory, asset management, integrations, security, reporting, and mobility. Avèro then assisted the City in the RFP development and is currently helping the City evaluate vendor responses. Avèro will provide project management services for the City to manage the implementation once the optimal ELM solution is selected in March 2021. For the system implementation, Avèro will work closely with the vendor, as there will be a need for data conversion from the legacy system and integration with their ERP (SAP).

CITY OF MARYVILLE, TN
IT ASSESSMENT & STRATEGIC PLAN,
ERP ADVISORY SERVICES

Contact Person:	Mr. Greg McClain, City Manager
Contact Information:	(865) 273-3401 | gmcclain@maryville-tn.gov
Date of Services:	February 2018 - Ongoing

Avèro Advisors currently serves as the Executive Project Manager on a multi-year strategic plan for the City of Maryville, TN. One task of this plan included replacement of the ERP system. Avèro developed a series of business process maps to visualize the workflow of the current-state (AS-IS), and the desired future-state (TO-BE) of their ERP environment. Avèro's team works closely with the City's high-level management from various departments (e.g., Human Resources, Financial, Public Utilities, Public Works, Development Services & Fleet) to provide the City with actionable recommendations on business process and technology improvements. Avèro helps provide ongoing support services on system evaluation, selection, and implementation activities for an ERP suite of integrated solutions.

The City's outdated financial ERP and HRMS system, GEMS, lacked workflow and automation for the various critical business processes, such as work order management, fleet management, plant accounting, and asset management. Furthermore, vendor support of the current version of GEMS ended in 2018, which led the City into an ambiguous direction. Avèro performed Business Process Analysis across many City departments, including Financial Services, Procurement, Human Resources, Development Services, Public Works, Fleet, and Public Utilities. This analysis enabled Avèro to identify current limitations and map out the future-state (TO-BE) of critical business processes. In 2020, Avèro successfully guided the City through system requirements definition, RFP development, ERP system evaluation, and selection for various enterprise solutions (Financial, Procurement, Human Resources, Fleet, and Asset Management). Avèro assisted the City through contract negotiations with the selected vendor, Tyler Technologies and CSA, and subsequently will provide project management support for these system implementations. Throughout the entire project, Avèro delivered Weekly Project Status Reports to the client ensure effective communication through the duration of each phase of the project.

BLOUNT COUNTY GOVERNMENT, TN
IT MODERNIZATION PROJECT, BUSINESS PROCESS MAPPING & REDESIGN, AND IMPLEMENTATION SUPPORT SERVICES (TYLER MUNIS)

Contact Name:	Mr. Justin McClure, Assistant IT Director
Contact Information:	(865) 273-5730 | mcclure@blounttn.org
Date of Services:	February 2016 - Ongoing

Since 2016, Avèro has served as the Executive Project Manager on a comprehensive multi-year IT Modernization Strategic Plan initiative with Blount County, TN, to update the County's IT infrastructure and related applications, including a replacement of the existing (then) legacy ERP system – AS400. Avèro worked closely with Blount County to identify existing risks and user needs, reviewed, and developed redesigned business processes and established best practices concerning, but not limited to, records management, payables, receivables, budgeting, and information technology services. The redesigned procedures and best practices were implemented to mitigate gaps between current state operations and the future state ("TO-BE") efficient processes for all departments throughout the County's departments.

Avèro then defined a comprehensive list of system requirements, developed a complete RFP for a new ERP software, and assisted the County throughout the phases of ERP system evaluation & selection. Our project team also served as a liaison between the County and the software vendor (Tyler Technologies) to monitor and provide advisory services throughout the ERP software implementation. In February 2019, Avèro successfully supported the County in rolling out a new ERP FMIS (Financial Management Information System) – Tyler's Munis. Implementing this cloud-based software system with mobile functionality helps County staff generate information faster and more economically with available features, such as the automated PO Change Orders process. The new ERP software also provides real-time information and automated reporting to enhance data transparency and integrity. Furthermore, the County employees are well furnished with software support through various training sessions and up-to-date FAQ forums before, during, and after Go-Live implementation phases empowering knowledge and quality of productivity for better services. Avèro is currently managing day-to-day support services for Post Go-Live and other IT initiatives (i.e., EAM implementation in April 2020) with the County's IT Department.

Avèro remained transparent, flexible, and responsive with Blount County's project team throughout the implementations of the various systems into Blount County's environment. As it pertains to vendor management, during the data configuration and integration project tasks, our team ensured that all capabilities the vendor proposed were met. All configuration and integration issues were met with swift response times.

KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION, TN

ERP IMPLEMENTATION PROJECT MANAGEMENT SERVICES

Contact Person:	Mr. Terry McKee, IT & Procurement Director
Contact Information:	(865) 403-1133 | tmckee@kcdc.org
Date of Services:	July 2019 - Ongoing

In mid-2019, Avèro Advisors developed an IT Strategic Plan (ITSP) report that included a set of IT modernization strategies to resolve the potential setbacks of identified weaknesses & threats and emphasize the strengths & growth opportunities for both internal & external controls at KCDC. Avèro also serves as an IT advisor to assist KCDC in implementing the ITSP, starting with the replacement of KCDC's legacy ERP system (**Emphasys Elite**).

Avèro completed the proposal evaluation analysis, system demonstrations, reference checks activities and assisted KCDC in negotiating with the awarded vendor, **Yardi**, in mid-2020. Our project team has also developed a comprehensive implementation plan with Yardi and currently provides KCDC with project oversight management services to replace the legacy software and implement the optimal ERP solution through 2022.

Avèro continues to provide project management services for the ERP Implementation Project at KCDC. Currently properties are phased in (March, May, July, September), with a "Big-Bang" Go-Live scheduled for all other remaining properties in October 2022.

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"*): Avèro Advisors, LLC

Address: 512 West Broadway Avenue, Maryville, Tennessee 537801

Telephone: (865) 415-3848

E-Mail: info@averoadvisors.com

Agreement Amount: $42,800

B. Project Description. The Consultant has been engaged to complete Phase One of the Community Development Software Planning project.

C. Representations of Consultant. The Consultant has submitted to the City a work proposal dated June 29, 2022, a copy of which is attached as **Exhibit A** 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.

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 immediately upon 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, but in no event later than March 13, 2023 (***"Time of Performance"***). The City may modify the Time of Performance 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 employees of 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 $42,800 (***"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. Records. The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the City to inspect and audit all data and records of the Consultant for work done pursuant to this Agreement. The records shall be made available to the City at reasonable times during the term of this Agreement, and for one year after the termination of this Agreement.

D. 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.

E. <u>Taxes, Benefits, and Royalties</u>. Each payment by the City to the Consultant includes all applicable federal, state, and City taxes of every kind and 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.

F. <u>Final Acceptance</u>. 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.

<u>SECTION 4.</u> <u>PERSONNEL; SUBCONTRACTORS</u>.

A. <u>Key Project Personnel</u>. 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. <u>Availability of Personnel</u>. 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. <u>Approval and Use of Subcontractors</u>. 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.

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 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 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.

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.

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

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:

Avèro Advisors, LLC
512 West Broadway Avenue
Maryville, Tennessee 37807
Attention: Abhijit Verekar, Founder & CEO

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.

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.

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: ____________________________

EXHIBIT A

Proposal Dated June 29, 2022

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: June 30, 2022
SUBJECT: RESOLUTION 3966 A Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Total Estimated Amount of $72,960

Background

On an organization-wide basis, the City leases all of its multi-functional copiers, printers, and related maintenance responsibilities. The Police Department has its own print services lease at $6,700 a year with the Office Technology Group (OTG), while all other printers and copiers are managed through one contract at $28,742 with Impact. The Police Department and the City's leases include toner, staples, and maintenance of all City-owned printers. The City's lease includes paper, while the Police Department's lease does not include paper, which is procured by the Department separately.

The Police Department's lease has ended and is now month-to-month. The City's lease for all other devices ends in February of 2023. The Police Department and the IT Division have recently been working to merge the two leases to achieve efficiencies and savings under one lease.

Analysis

Sourcewell is Minnesota based service that provides cooperative purchasing and services for education, local governments, and nonprofits. The City has used Sourcewell over the years to procure equipment. Sourcewell has competitively bid cooperative purchasing agreements for printers and services that licensed providers can provide to public entities. OTG's Print Services Division is an approved Sourcewell provider. Through Sourcewell, OTG can replace the City's five leased multifunction copiers that are approximately five years or older with new Sharp multifunction copiers that match the City's print capacity needs.

A new lease though OTG will also provide around the clock maintenance for all devices, including 36 printers owned by the City, automatic toner and staple replenishment, and replacement of machines with like machines in the event they are not repairable. Furthermore, the City will gain access to data to better understand print copy activity taking place across the organization, and where potential future device consolidation can result in additional savings during the new lease.

Fiscal

With a new lease, the City can consolidate the two leases into one for combined lease cost of $1,216 a month, which is $14,592 a year or $72,960 over five years. On top of the proposed lease cost is maintenance for all City printers, replacement of unfixable devices with like machines and managed print services that include toner, staples, and monitoring. At current usage rates, maintenance services and managed print services are anticipated to costs $1,004.59 a month, which is $12,055.08 a year or $60,275.40. All totaled the City's total costs is anticipated to be $26,647.08 per year, including the Police Department. The City's anticipated total cost is $133,235.40 over five years of the agreement.

The City's annual savings under the new agreement will be $8,794.92 a year when compared to the existing two print services leases. The agreement contains a three-year rate lock. Comparably, the City's current lease with Impact has no rate lock, which has resulted in 15% increases in four out of the last five years. However, the proposed lease with OTG does not include paper. At current prices, paper is anticipated to cost the City about $3,000 annually, which can be funded by anticipated savings achieved under the new lease. After accounting for paper, it is projected that the City will still realize a savings of about $5,795 each year, which is a savings of $28,975 over the life of the agreement.

Furthermore, approval of the lease in July will help the City avoid the impacts of future rate increases, buy out the existing Impact contract, and take delivery of the new Sharp devices in October. The buyout of the remainder of the Impact contract is accounted for within the City's new lease through OTG.

Recommendation

A recommendation is forthcoming by the Finance-Personnel Committee on July 12, 2022.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3966

A Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Total Estimated Amount of $72,960

RECITALS

A. The print services lease contract in the Police Department has expired and the City's lease for all other Departments is set to expire in February of 2023.

B. The replacement of this hardware is recommended because the current hardware is five years old and should be replaced to take advantage of new capabilities through one consolidated lease for the entire organization.

C. A lease agreement through The Office Technology Group, is recommended by City staff.

D. It is understood that by approval of the lease/purchase agreement a commitment is made for acquisition financing of the above-mentioned hardware and software over a term of five years.

E. The Finance-Personnel Committee has reviewed the above recommendations and recommends approval of the attached lease agreement to acquire new hardware.

F. The cost associated with the attached lease agreement is $72,960 over five years, plus maintenance and managed print services costs that are based on the City's printing usage.

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

1. The lease agreement with the Office Technology Group of Milwaukee, Wisconsin, in the form attached hereto is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: Andrew Nerbun, Mayor

Date Approved: July 12, 2022

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

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Caroline Fochs, City Clerk

2022 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
July	• Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed $42,800 • Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Total Estimated Amount of $72,960

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 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 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

• 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 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	• 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 • Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal Control • Acceptance of FY2021 Popular Annual Financial Report