



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 13, 2021

6:30 PM

Virtual Meeting

Amended Agenda

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect the community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens wishing to attend the meeting are encouraged to join the meeting online or by phone. Please go to <https://global.gotomeeting.com/join/377401845> to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 377-401-845.

WRITTEN PUBLIC COMMENTS may be made in advance of the meeting. Written comments should be directed to the Finance Department at least 2 hours prior to the meeting by email at mkeyser@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Acting Finance Director Marie Keyser at mkeyser@ci.mequon.wi.us or by leaving a message at 262-236-2948 no later than 2 hours prior to the meeting.

- 1) Call to Order, Roll Call
- 2) Approve Meeting Minutes
Action requested: review and approve
 - a. June 8, 2021 Finance & Personnel Meeting Minutes
- 3) License Applications
Action requested: review and approve
 - a. July 2021 Licenses
- 4) Vouchers for Payment
Action requested: review and approve
 - a. June 2021 Voucher Approval List

5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3857** A Resolution Approving a Revolving Loan Fund Application for Aleksa Learning Center, Located at 1415 Donges Bay Road, in the Amount of \$100,000
- b. **RESOLUTION 3858** A Resolution Appointing Jennifer Engroff to the Position of Director of Finance/City Treasurer
- c. **RESOLUTION 3859** A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with Better Dash Faster Consulting of Madison, Wisconsin in the Amount of \$8,500
- d. **RESOLUTION 3860** A Resolution Approving a Waiver of Repurchase and Right of First Refusal Under the Mequon Business Park Covenants and Restrictions for Copps Industries, Inc.
- e. **RESOLUTION 3866** A Resolution Increasing Compensation for the Position of Mayor

6) Discussion Items

Action requested: discuss and take action as needed

- a. Finance & Personnel Work Plan

7) Adjourn

Dated: July 13, 2021

/s/ John Wirth, Chair

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

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

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



See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-2941
Fax: 262-242-9655

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, June 8, 2021

6:45 PM

Virtual Meeting

Minutes

1) Call to Order, Roll Call

a. Call to Order

Present:

Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also Present: Acting Finance Director Keyser, City Clerk Fochs, City Administrator Jones, Assistant City Administrator Schoenemann, Wendi Unger, Baker Tilly, Chris Wood and Greg Palmer.

2) Approve Meeting Minutes

a. May 11, 2021 Finance & Personnel Meeting Minutes

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

3) License Applications

a. June 2021 Licenses

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

b. 2022 Waste Hauler Permits

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

4) Vouchers for Payment

a. May 2021 Voucher Approval List

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

5) Resolutions

a. **RESOLUTION 3848** An Amended and Restated Final Resolution Regarding Industrial Development Revenue Bond Financing For Copps Industries, Inc. Project**RESULT:** **Approved by Voice Acclamation [Unanimous]****MOVED BY:** Alderman Bushee**SECONDED BY:** Alderman Hansher**AYES:** Hansher, Bushee, Strzelczyk

6) Discussion Items

a. Acceptance of the FY2020 Comprehensive Annual Financial Report and Report on Internal Control

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

b. FY2020 Popular Annual Financial Report (PAFR)

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

c. Work Plan

7) Adjourn

A motion to adjourn was moved by Alderman Hansher and seconded by Alderman Bushee. All three members voted "aye" at 6:54 p.m.

Respectfully Submitted,

Carrie Enea



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

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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: July 8, 2021
SUBJECT: July 2021 Licenses

Following are recommended approvals:

CLASS C WINE LIQUOR LICENSE – NEW – For the Taste of Mequon September 11, 2021 only.

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

CLASS B BEER AND C WINE LIQUOR LICENSE – NEW – For the Taste of Mequon September 11, 2021 only.

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

New Peddler's, Canvasser's, Solicitor's or Transient Merchant's License

Spidexx Pest Control
N16 W22040 Jericho Dr., Unit 2
Waukesha, WI 53186
Request door-to-door soliciting of pest control services.
Period July 15, 2021 – October 15, 2021

Applicant Names-Spidexx Pest Control
Alexa Kroneberger
Caroline Grace Tibbitts

Following are recommended denials:

None.

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

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	703,819.55
SPECIAL REVENUE FUND	250.00
PARKS & OPEN SPACE	0.00
REVOLVING LOAN FUND	0.00
SPECIAL FEDERAL GRANT FUND	0.00
DEBT SERVICE FUND	0.00
DEBT SERVICE TIF 2 FUND	0.00
DEBT SERVICE TIF 3 FUND	0.00
CAPITAL PROJECT FUND	623,853.04
SEWER UT FUND	489,440.99
WATER UT FUND	243,523.38
TAX FIDUCIARY FUND	0.00
TOTAL	<u>2,060,886.96</u>

IN THE AMOUNT OF \$ 2,060,886.96 IS HEREBY CERTIFIED AS CORRECT
 AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

7/8/2021

WILLIAM JONES
 CITY ADMINISTRATOR

Attachment: Voucher List (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
	10610	L A W HEALTH BENEFIT TRUST	62376	LAW HEALTH BEN 6/25/21 P/R	10.00	06/25/2021	45204	0110	110000	224170
	10702	MEQUON FIRE & EMS ASSOCIATION	62275	UNION DUES 6/11/21 P/R	720.00	06/11/2021	1001658	0110	110000	224160
	10707	MEQUON POLICE ASSOCIATION	62272	UNION DUES 6/11/21 P/R	2,220.00	06/11/2021	1001659	0110	110000	224160
	10810	NORTH SHORE BANK FSB	62273	DEF COMP 6/11/2021 P/R	375.00	06/11/2021	1001660	0110	110000	224101
	10810	NORTH SHORE BANK FSB	62273	DEF COMP 6/11/2021 P/R	60.00	06/11/2021	1001660	0610	610000	224101
	10810	NORTH SHORE BANK FSB	62377	DEF COMP 6 /25/21 P/R	475.00	06/25/2021	1001680	0110	110000	224101
	10810	NORTH SHORE BANK FSB	62377	DEF COMP 6 /25/21 P/R	60.00	06/25/2021	1001680	0610	610000	224101
	11331	WIS SUPPORT COLLECTIONS TRUST	62274	SUPPORT ID 5956557 7532298 7844747 7657807 6/11 PR	1,240.09	06/11/2021	45160	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62274	SUPPORT ID 5956557 7532298 7844747 7657807 6/11 PR	111.46	06/11/2021	45160	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62274	SUPPORT ID 5956557 7532298 7844747 7657807 6/11 PR	111.46	06/11/2021	45160	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62378	SUPPORT ID 5956557 7532298 7844747 7657807 6/25/21	1,240.09	06/25/2021	45269	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62378	SUPPORT ID 5956557 7532298 7844747 7657807 6/25/21	111.46	06/25/2021	45269	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62378	SUPPORT ID 5956557 7532298 7844747 7657807 6/25/21	111.46	06/25/2021	45269	0620	620000	224150
				Department Total	6,846.02					
COMMON COU	10555	LEONARD MCCA W	62238	RECORD PUBLIC MEETING C/C 6/8/21	250.00	06/11/2021	1001655	0110	110101	683211
				Department Total	250.00					
CITY CLERK	10230	CONLEY PUBLISHING GROUP LTD	62206	PUBLICATION 5/2/21-5/29/21	419.05	06/11/2021	45104	0110	110112	680502
	10834	OFFICE DEPOT *	62310	POST ITS	26.32	06/25/2021	45224	0110	110112	680101
	10834	OFFICE DEPOT *	62311	BATTERIES, PENS, COLOR PAPER, ENVELOPES	110.86	06/25/2021	45224	0110	110112	680101
	10834	OFFICE DEPOT *	62312	GREEN BINDER	19.29	06/25/2021	45224	0110	110112	680101
	10894	PITNEY BOWES 371887	62156	INSERTER 4/5/21-7/4/21	367.17	06/25/2021	45235	0110	110112	680401
	10894	PITNEY BOWES 371887	62309	POSTAL LEASE 4/18/21-7/17/21	967.65	06/25/2021	45235	0110	110112	680401
	11289	WIS DEPT OF AGRICULTURE	62203	WEIGHT/MEASURES 7/2020-6/30/21	4,800.00	06/11/2021	45155	0110	110112	683201

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
CITY CLERK	12532	GRANICUS, LLC	62146	JUNE SUBSCRIP FEE	1,228.50	06/25/2021	1001674	0110	110112	683201
				Department Total	7,938.84					
ELECTIONS	12651	AMAZON CAPITAL SERVICES, INC	62032	POLY INDEX CARDS FOR BALLOTS	6.89	06/11/2021	1001649	0110	110113	680101
	12651	AMAZON CAPITAL SERVICES, INC	62202	15 SETS POLY INDEX CARDS -ELEC	98.25	06/11/2021	1001649	0110	110113	680101
				Department Total	105.14					
INFO SERVI	10555	LEONARD MCCAWE	62239	IT ADVOCATE 2021 ANNUAL CONTRACT 5/22-6/4/21	2,596.16	06/11/2021	1001655	0110	110117	683201
	10555	LEONARD MCCAWE	62465	IT ADVOCATE 2021 ANNUAL CONTRACT 6/5-6/18/21	2,596.16	06/25/2021	1001676	0110	110117	683201
	12301	INTEGRATED SYSTEMS CORPORATION	62294	INTERNET SERVICE SUBSCRIPTION	200.00	06/25/2021	45199	0110	110117	683202
	12301	INTEGRATED SYSTEMS CORPORATION	62295	REMOTE BACKUP SERVICE CONTRACT	750.00	06/25/2021	45199	0110	110117	683202
	12448	THE OFFICE TECHNOLOGY GROUP	62236	OTG Managment IT Services	57.03	06/25/2021	45251	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	62296	OTG Managment IT Services	3,550.00	06/25/2021	45251	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	62296	OTG Managment IT Services	2,994.25	06/25/2021	45251	0110	110117	683202
	12589	MARCO HOLDINGS, LLC	62464	Marcos Programming/Support Fee 6/15-6/16 PHONES	300.00	06/25/2021	45211	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	62138	Midwest Fiber Leased Fiber Net 6/1-6/30/21	1,122.44	06/25/2021	1001679	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	62139	Midwest Fiber Leased Network 6/1-6/30/21	150.48	06/25/2021	1001679	0110	110117	683202
	12651	AMAZON CAPITAL SERVICES, INC	62293	Equipment/small tools Amazon	289.97	06/25/2021	1001665	0110	110117	680401
	12651	AMAZON CAPITAL SERVICES, INC	62313	Equipment/small tools Amazon	476.99	06/25/2021	1001665	0110	110117	680401
	12887	AVERO LLC	62317	IT Strategic Plan STRATEGIC PLAN	6,455.00	06/25/2021	45174	0110	110117	683101
				Department Total	21,538.48					
FINANCE	10096	BAKER TILLY VIRCHOW KRAUSE,LLP	62291	AUDIT SERVICES & GASB	8,000.00	06/25/2021	1001667	0110	110118	683201
	11581	STAPLES BUSINESS ADVANTAGE	62147	SHREDDER/GENERAL OFFICE SUPPLIES	140.99	06/11/2021	1001663	0110	110118	680101
	11581	STAPLES BUSINESS ADVANTAGE	62148	SHREDDER/GENERAL OFFICE SUPPLIES	276.61	06/11/2021	1001663	0110	110118	680101
	11701	TYLER TECHNOLOGIES INC	62324	TYLER FORMS UPDATE - BANK ACCOUNTS	500.00	06/25/2021	45255	0110	110118	680102

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City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FINANCE	11809	M3 INSURANCE SOLUTIONS	62292	2021 LIABILITY INSURANCE POLICY	188,057.00	06/25/2021	45209	0110	110000	224301
	12689	THOMAS W WATSON	62228	FINANCE DIRECTOR CONSULTING 5/12-6/6/21	1,475.00	06/11/2021	1001664	0110	110118	683101
	12689	THOMAS W WATSON	62431	FINANCE DIRECTOR CONSULTING 6/7-6/20	3,250.00	06/25/2021	1001683	0110	110118	683101
	12882	AURORA MEDICAL GROUP INC	62329	PRE EMPLOYMENT PHYSICALS & DRUG SCREENS 4/5-6/1/21	1,796.00	06/25/2021	45172	0110	110120	683201
				Department Total	203,495.60					
ASSESSOR	10463	GROTA APPRAISALS LLC	62140	ANNUAL ASSESSMENT & REVALUATION	19,815.00	06/25/2021	1001675	0110	110119	683201
	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	62450	REVAL/MISC MAILINGS	534.80	06/25/2021	45163	0110	110119	680505
				Department Total	20,349.80					
HR	10226	CONCENTRA MEDICAL CENTERS	62227	Pre-Employment Testing MAY	96.00	06/11/2021	45103	0110	110120	683201
	10292	DIVERSIFIED BENEFIT SERVICES INC	62436	Flexible Spending (FSA) Service JUNE	335.53	06/25/2021	45181	0110	110120	683201
	11830	ORGANIZATION DEVELOPMENT	62237	Pre-employment Psychological ASSESSMENT	700.00	06/11/2021	45131	0110	110120	683201
				Department Total	1,131.53					
LEGAL COUN	12754	VON BRIESEN & ROPER, S.C.	62226	Legal Fees APRIL SERVICES	442.50	06/11/2021	45152	0110	110124	683312
				Department Total	442.50					
POLICE	10230	CONLEY PUBLISHING GROUP LTD	62265	NEWS GRAPHIC ANNUAL SUBSCRIPTI	117.00	06/11/2021	45105	0110	110235	680503
	10417	GENERAL COMMUNICATIONS INC	62036	Radio Maintenance and Equipment	58.00	06/11/2021	1001651	0110	110235	686550
	10426	GIERACH'S SERVICE INC	62268	TOWING SERVICES	155.00	06/11/2021	45115	0110	110235	683702
	10834	OFFICE DEPOT *	62254	OFFICE SUPPLIES	115.59	06/11/2021	45133	0110	110235	680101
	10834	OFFICE DEPOT *	62256	OFFICE SUPPLIES	127.73	06/11/2021	45133	0110	110235	680101
	10834	OFFICE DEPOT *	62257	OFFICE SUPPLIES	49.69	06/11/2021	45133	0110	110235	680101
	10866	WISCONSIN HUMANE SOCIETY	62349	STRAY ANIMAL SERVICES	155.00	06/25/2021	45266	0110	110235	683201
	10931	PROSHRED SECURITY	62261	SHREDDING SERVICES	51.00	06/11/2021	45138	0110	110235	683201
	11101	STREICHER'S INC	62281	PERSONNEL UNIFORM OUTFITTING	1,951.00	06/25/2021	45248	0410	410791	730013
	11101	STREICHER'S INC	62282	PERSONNEL UNIFORM OUTFITTING	89.99	06/25/2021	45248	0110	110235	680301

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	11137	THOMSON REUTERS - WEST	62259	CLEAR INVESTIGATIVES SERVICES	154.74	06/25/2021	45252	0110	110235	683201
	11153	TRANS UNION LLC	62258	CREDIT HISTORIES	106.48	06/11/2021	45148	0110	110235	683201
	11211	VERIZON WIRELESS SERVICES LLC	62342	CELL PHONE SERVICES	504.37	06/25/2021	45262	0110	110235	680504
	11211	VERIZON WIRELESS SERVICES LLC	62342	CELL PHONE SERVICES	0.62	06/25/2021	45262	0110	110239	680504
	11236	WAUKESHA COUNTY TECHNICAL COLLEGE	62269	LAW ENFORCEMENT PERSONNEL TRAINING	485.00	06/11/2021	45153	0110	110235	683501
	11295	WIS DEPT OF JUSTICE 2718	62271	WI DOJ RECORDS CHECKS	798.00	06/11/2021	45157	0110	110235	683201
	11699	OFFICE 8	62266	MISC OFFICE SUPPLIES	309.52	06/11/2021	45132	0110	110235	680101
	12448	THE OFFICE TECHNOLOGY GROUP	62037	COPIER & PRINTER MAINTENANCE	100.00	06/11/2021	45147	0110	110235	688101
	12448	THE OFFICE TECHNOLOGY GROUP	62343	COPIER & PRINTER MAINTENANCE	566.78	06/25/2021	45251	0110	110235	688101
	12466	LANGUAGE LINE SERVICES INC	62260	LANGUAGE INTERPRETER SERVICES	12.24	06/11/2021	45121	0110	110235	683702
	12477	WELLS FARGO FINANCIAL LEASING INC	62262	COPY MACHINE LEASE	3,636.94	06/11/2021	45154	0110	110235	688101
	12651	AMAZON CAPITAL SERVICES, INC	62283	OFFICE, WORK, &/OR M&R SUPPLIE	159.95	06/25/2021	1001665	0110	110235	680301
	12651	AMAZON CAPITAL SERVICES, INC	62284	OFFICE, WORK, &/OR M&R SUPPLIE	25.59	06/25/2021	1001665	0110	110235	680101
	12651	AMAZON CAPITAL SERVICES, INC	62347	OFFICE, WORK, &/OR M&R SUPPLIE	69.96	06/25/2021	1001665	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	62375	OFFICE, WORK, &/OR M&R SUPPLIE	369.99	06/25/2021	1001665	0110	110235	680301
	12694	AT&T MOBILITY LLC	62263	CELL PHONE SERVICES	1,313.28	06/11/2021	45096	0110	110235	680504
	12891	CBC PHARMA HOLDCO LLC	62374	K-9 Prescriptions	76.31	06/25/2021	45234	0110	110235	683702
				Department Total	11,559.77					
FIRE / EMS	10204	CINTAS	62411	EXTINGUISHER FOR TRUCK	360.90	06/25/2021	45179	0110	110236	680401
	10336	EMERGENCY MEDICAL PRODUCTS INC	62247	MEDICAL SUPPLIES	85.00	06/11/2021	45111	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	62248	MEDICAL SUPPLIES	914.52	06/11/2021	45111	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	62405	MEDICAL SUPPLIES	896.93	06/25/2021	45184	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	62406	MEDICAL SUPPLIES	742.14	06/25/2021	45184	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	62074	FIRE EQUIP	635.00	06/11/2021	45112	0110	110236	680301

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	62086	FIRE EQUIP	223.31	06/11/2021	45112	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	62245	FIRE EQUIP	20.00	06/25/2021	45189	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	62246	FIRE EQUIP	67.50	06/11/2021	45112	0110	110236	680301
	10408	GALLS LLC	62249	FIRE DEPT UNIFORMS	179.97	06/11/2021	45113	0110	110236	675101
	10408	GALLS LLC	62250	FIRE DEPT UNIFORMS	173.40	06/11/2021	45113	0110	110236	675101
	10408	GALLS LLC	62251	FIRE DEPT UNIFORMS	31.54	06/11/2021	45113	0110	110236	675101
	10408	GALLS LLC	62252	FIRE DEPT UNIFORMS	27.20	06/11/2021	45113	0110	110236	675101
	10408	GALLS LLC	62253	FIRE DEPT UNIFORMS	86.70	06/11/2021	45113	0110	110236	675101
	10691	MENARDS	62413	WORK SUPPLIES	57.82	06/25/2021	45212	0110	110236	680301
	10695	NELL ENTERPRISES, LLC	62079	M&R	13.49	06/11/2021	45127	0110	110236	686550
	11211	VERIZON WIRELESS SERVICES LLC	62409	CELL DATA	30.08	06/25/2021	45260	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	62410	CELL DATA	320.08	06/25/2021	45261	0110	110236	680504
	11351	WISCONSIN STATE FIREFIGHTERS	62412	MEMBERSHIP	1,050.00	06/25/2021	45271	0110	110236	680501
	11828	TKK ELECTRONICS LLC	62414	IPAD MOUNTS	173.00	06/25/2021	45253	0110	110236	680301
	11828	TKK ELECTRONICS LLC	62415	IPAD MOUNTS	63.12	06/25/2021	45253	0110	110236	680301
	11930	AURORA MEDICAL CENTER GRAFTON LLC	62242	PHARMACY	1,459.71	06/11/2021	45097	0110	110236	680301
	11936	TAKAT LLC	62477	RADIO BATTERIES	678.32	06/25/2021	45249	0110	110236	686550
	12135	TEN 2 COMMUNICATIONS LLC	62483	FIRE TOOL	849.98	06/25/2021	45250	0110	110236	680401
	12336	AIRGAS USA, LLC	62407	OXYGEN	308.30	06/25/2021	45167	0110	110236	680301
	12336	AIRGAS USA, LLC	62408	OXYGEN	416.93	06/25/2021	45167	0110	110236	680301
	12531	AIR ONE EQUIPMENT INC	62077	FIRE EQUIPMENT	185.00	06/11/2021	45093	0110	110236	680401
	12531	AIR ONE EQUIPMENT INC	62480	FIRE EQUIPMENT	380.00	06/25/2021	45166	0110	110236	680401
	12628	WILLIAM R EMERY	62479	SUBSCRIPTION SERVICE	99.00	06/25/2021	45201	0110	110236	683201

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	12651	AMAZON CAPITAL SERVICES, INC	62484	WORK SUPPLIES	2,119.99	06/25/2021	1001665	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	62485	WORK SUPPLIES	209.89	06/25/2021	1001665	0110	110236	680301
	12694	AT&T MOBILITY LLC	62244	CELL DATA	215.94	06/11/2021	45096	0110	110236	680504
	12837	HAMILTON MEDICAL INC	62416	VENTILATOR	2,536.42	06/25/2021	45193	0110	110236	680401
				Department Total	15,611.18					
INSPECTION	11288	WIS DEPT OF ADMINISTRATION	62325	STATE SEALS - 20	664.75	06/25/2021	45267	0110	110244	680301
				Department Total	664.75					
BLDG MAINT	10045	AMERICAN INDUSTRIAL ALSCO	62454	MOP CONTRACT-MAY	118.75	06/25/2021	45168	0110	110326	683201
	10073	AT&T CORP	62195	TELEPHONE SERVICES-CITY HALL-MAY	163.01	06/11/2021	45095	0110	110326	680504
	10074	AT & T CORP	62397	ALARM CIRCUITS-MAY	84.30	06/25/2021	45171	0110	110326	683201
	10115	BELL TAPE INC	62287	JANITORIAL SUPPLIES	1,520.42	06/25/2021	1001668	0110	110326	680201
	10137	BOEHLKE BOTTLED GAS CORP	62433	FD REPAIR TO SHOWERS & FAUCETS	975.70	06/25/2021	45175	0110	110326	686502
	10204	CINTAS	62428	RELOCATE 3 SMOKE DETECTORS	517.00	06/25/2021	45180	0110	110326	686501
	10428	GILLITZER ELEC CO LTD, FRANK	62180	FD ELECTRICAL FIXTURES	676.07	06/11/2021	1001652	0110	110326	686502
	10428	GILLITZER ELEC CO LTD, FRANK	62181	FD REPLACE CEILING FAN @ STATION 1	557.88	06/11/2021	1001652	0110	110326	686502
	10643	LIEBAU-LAUN INC	62172	REPLACE WELL PUMP & PRESSURE T	4,900.00	06/11/2021	45122	0110	110326	686501
	10691	MENARDS	62153	CEILING TILE-SAFETY BUILDING	86.40	06/11/2021	45126	0110	110326	680303
	10691	MENARDS	62383	PAINTING SUPPLIES	32.33	06/25/2021	45212	0110	110326	680302
	10691	MENARDS	62384	PAINTING SUPPLIES	103.93	06/25/2021	45212	0110	110326	680302
	10842	OLYMPUS GROUP	62396	FLAGS FOR CITY SITES	107.11	06/25/2021	45225	0110	110326	680302
	10842	OLYMPUS GROUP	62396	FLAGS FOR CITY SITES	100.00	06/25/2021	45225	0110	110326	680303
	10842	OLYMPUS GROUP	62396	FLAGS FOR CITY SITES	100.00	06/25/2021	45225	0110	110326	680304
	10886	PEST ARREST EXTERMINATING	62179	PEST CONTROL CONTRACT-MAY	115.00	06/11/2021	45136	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	62053	APRIL DUMPSTER FEES	235.00	06/11/2021	45149	0110	110326	683201

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City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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BLDG MAINT	11177	UNITED DISPOSAL SERVICES LLC	62053	APRIL DUMPSTER FEES	235.00	06/11/2021	45149	0610	610669	683201
	11177	UNITED DISPOSAL SERVICES LLC	62356	DUMPSTER FEES-MAY	235.00	06/25/2021	45258	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	62356	DUMPSTER FEES-MAY	235.00	06/25/2021	45258	0610	610669	683201
	11859	DILLETT MECHANICAL SERVICES, INC	62357	PREVENTATIVE MAINENANCE HVAC-MAY	1,764.00	06/25/2021	1001673	0110	110326	683201
	11859	DILLETT MECHANICAL SERVICES, INC	62400	SERVICE TO AIR HANDELER @ SAFETY BLD	781.00	06/25/2021	1001673	0110	110326	686502
	12489	U.S. VENTURE INC	62429	REPAIR GREASE LINE @ DPW	1,382.03	06/25/2021	45257	0110	110326	686503
	12573	SANDALSTONE VENTURES INC	62176	CLEANING SERVICE - CITY HALL-JUNE	2,635.00	06/25/2021	45259	0110	110326	683201
	12573	SANDALSTONE VENTURES INC	62177	CLEANING SERVICE - CITY HALL-APRIL	1,563.00	06/11/2021	45151	0110	110326	683201
	12573	SANDALSTONE VENTURES INC	62178	CLEANING AT DPW - JUNE	1,190.00	06/25/2021	45259	0110	110326	683201
	12687	JH HASSINGER INC	62395	FIRE DEPARTMENT-REPAIRS AT STATION	2,315.00	06/25/2021	45200	0110	110326	686502
	12695	WITTENBERG FLOOR COVERING INC	62385	FD STATION 1 FLOORING	10,925.61	06/25/2021	45270	0110	110326	686502
	12872	IHN PLUMBING COMPANY INC	62394	DE-SCALE SANITARY SEWER LINE @ CITY HALL	4,855.00	06/25/2021	45197	0110	110326	686501
				Department Total	38,508.54					
FLEET SRVS	10020	PATRICK MAEGLI	62171	WINDSHIELD FOR 954	328.98	06/11/2021	45092	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62191	BELT COVER FOR 456	53.80	06/11/2021	45109	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62192	CHAINSAW PULL CORD	38.80	06/11/2021	45109	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62193	HANDLE FOR CHAINSAW	9.40	06/11/2021	45109	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62194	CHAINSAW HANDLE	55.00	06/11/2021	45109	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62422	SPARK PLUGS	7.90	06/25/2021	45183	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	62423	CHAIN SAW TRIGGER	8.20	06/25/2021	45183	0110	110355	680301
	10360	JFTCO, INC	62391	ROLL PINS FOR 341	46.75	06/25/2021	45187	0110	110355	680301
	10389	FORCE AMERICA DISTRIBUTING INC	62403	PTO SOLENOIDS	480.99	06/25/2021	45190	0110	110355	680301
	10475	HALRON LUBRICANTS INC	62184	BULK DEF FLUID	527.43	06/11/2021	1001653	0110	110355	680402
	10475	HALRON LUBRICANTS INC	62185	BULK OIL	2,955.60	06/11/2021	1001653	0110	110355	680402

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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FLEET SRVS	10501	HERBST OIL INC	62182	NO LEAD GAS QTY 8,602	21,443.07	06/11/2021	1001654	0110	110355	680402
	10516	HUMPHREY SERVICE PARTS INC	62398	OIL FILTERS	16.72	06/25/2021	45196	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	62399	RELAY FOR 954	27.98	06/25/2021	45202	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	62424	HOSE CLAMPS & TAPE	91.99	06/25/2021	45202	0110	110355	680301
	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	62117	EGR VALVE FOR 302	825.90	06/11/2021	45120	0110	110355	680301
	10732	MILLER BRADFORD & RISBERG, INC	62366	AC HOSE FOR 338	137.55	06/25/2021	45216	0110	110355	680301
	10732	MILLER BRADFORD & RISBERG, INC	62392	AIR FILTER FOR 338	82.20	06/25/2021	45216	0110	110355	680301
	10769	MONTAGE ENTERPRISES INC	62419	FLAIL MOWER PARTS	905.92	06/25/2021	45220	0110	110355	680301
	11004	SAFETY-KLEEN SYSTEMS INC	62402	OIL, FILTER, ANTIFREEZE RECYCL	1,134.26	06/25/2021	1001681	0110	110355	680402
	11004	SAFETY-KLEEN SYSTEMS INC	62425	DRAIN OIL RECYCLE	17.00	06/25/2021	1001681	0110	110355	680402
	11280	GOODYEAR COMMERICAL TIRE	62190	SQUAD CAR TIRES	556.04	06/11/2021	45116	0110	110355	680301
	11360	ZARNOTH BRUSH WORKS INC	62183	BROMS FOR SWEEPER	747.00	06/11/2021	45162	0110	110355	680301
	11503	MID-STATE GROUP, INC.	62393	PROGRAM INJECTORS ON 361	282.40	06/25/2021	45215	0110	110355	686550
	11675	GIELOW'S LAWN & GARDEN	62125	BELT FOR TORO MOWER	94.19	06/11/2021	45114	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	62418	TORO DECK WHEELS	320.00	06/25/2021	45192	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	62421	TORO MOWER BUSHINGS	18.36	06/25/2021	45192	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	62187	BACK-UP LIGHT SWITCH	14.83	06/25/2021	45254	0110	110355	680301
	12390	ADVANCE AUTO PARTS	62189	BELTS FOR 400	28.37	06/11/2021	45089	0110	110355	680301
	12390	ADVANCE AUTO PARTS	62361	HUBS & MOTOR MOUNT FOR 514	369.37	06/25/2021	45164	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	62124	AIR VALVE FOR STRIPER	34.38	06/11/2021	45101	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	62188	AIR SPRING FOR 306	152.36	06/11/2021	45101	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	62368	BATTERY FOR STRIPER	101.66	06/25/2021	45177	0110	110355	680301
	12527	ZIP'S TRUCK EQUIPMENT, INC.	62426	TOOL SET FOR SERVICE TRUCK	229.99	06/25/2021	45272	0110	110355	680401

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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FLEET SRVS	12527	ZIP'S TRUCK EQUIPMENT, INC.	62427	TRUCK INSPECTION BOOKS	39.93	06/25/2021	45272	0110	110355	680301
	12624	MATHESON TRI-GAS INC	62186	TORCH TANK RENTAL	52.08	06/11/2021	45125	0110	110355	680301
	12888	LAKE VIEW ELECTRONICS CORPORATION	62401	ELECTRICAL SUPPLIES	162.45	06/25/2021	45205	0110	110355	680301
				Department Total	32,398.85					
ENGINEERIN	10137	BOEHLKE BOTTLED GAS CORP	62150	PIPE FOR ROAD PROGRAM PROJECTS	199.95	06/11/2021	45099	0410	410780	720015
	10368	FASTENAL COMPANY	62463	MARKING PAINT	52.76	06/25/2021	45188	0110	110358	680401
	10604	KRUCZEK CONSTRUCTION	62334	RANGELINE CT FINAL RD PYMNT - RETAINAGE FOR PROJ	21,150.00	06/25/2021	45203	0410	410780	720013
	10604	KRUCZEK CONSTRUCTION	62334	RANGELINE CT FINAL RD PYMNT - RETAINAGE FOR PROJ	24,117.40	06/25/2021	45203	0620	620679	741004
	10625	LANNON STONE PRODUCTS, INC.	62149	GRAVEL FOR ROAD PROGRAM PROJEC	1,294.82	06/11/2021	1001657	0410	410780	720017
	10625	LANNON STONE PRODUCTS, INC.	62157	GRAVEL FOR ROAD PROGRAM PROJEC	653.25	06/25/2021	1001677	0410	410780	720017
	10824	NORTHSTAR PRINTING & GRAPHICS	62462	BUSINESS CARDS - COLE MCCRAW	38.80	06/25/2021	45223	0110	110358	680101
	10834	OFFICE DEPOT *	62142	CONTRACT ENVELOPES & OFFICE SUPPLIES	41.73	06/11/2021	45133	0110	110359	680101
	10834	OFFICE DEPOT *	62142	CONTRACT ENVELOPES & OFFICE SUPPLIES	30.39	06/11/2021	45133	0110	110474	680101
	10834	OFFICE DEPOT *	62142	CONTRACT ENVELOPES & OFFICE SUPPLIES	33.19	06/11/2021	45133	0110	110358	680101
	11089	STARK PAVEMENT CORPORATION	62319	CITY PARKING LOT IMPROVEMENTS	201,361.87	06/25/2021	45247	0410	410780	720013
	11089	STARK PAVEMENT CORPORATION	62319	CITY PARKING LOT IMPROVEMENTS	100,000.00	06/25/2021	45247	0410	410781	720013
	11248	WE ENERGIES	62320	MEQUON BUSINESS PARK LIGHTING	259,481.32	06/25/2021	45264	0410	410780	720017
	11266	WESTERN CULVERT & SUPPLY INC	62380	CULVERTS FOR RIVER LAKE ROAD P	5,732.12	06/25/2021	45265	0410	410780	720017
	11266	WESTERN CULVERT & SUPPLY INC	62381	CULVERTS FOR RIVER LAKE ROAD P	800.40	06/25/2021	45265	0410	410780	720017
	11266	WESTERN CULVERT & SUPPLY INC	62382	CULVERTS FOR RIVER LAKE ROAD PROJ	968.10	06/25/2021	45265	0410	410780	720017
	11298	WISCONSIN DEPT OF NATL RESOURCES	62214	ANNUAL STORMWATER FEE	3,000.00	06/11/2021	45158	0110	110358	683201
	11517	SOUTHEASTERN WISCONSIN WATERSHEDS	62321	2021 STORMWATER COMPLIANCE	13,470.00	06/25/2021	45241	0110	110358	683101
	12233	AILCO EQUIPMENT FINANCING GROUP INC.	62331	PLOTWAVE MAY	304.57	06/25/2021	45165	0110	110358	688101
	12322	BAXTER & WOODMAN, INC.	62213	HHS SWMP REVIEW	1,595.00	06/11/2021	45098	0110	110358	683102

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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ENGINEERIN	12322	BAXTER & WOODMAN, INC.	62217	STEFFEN SWMP REVIEW	435.00	06/11/2021	45098	0110	110358	683102
	12322	BAXTER & WOODMAN, INC.	62219	ORIOLE LANE SWMP REVIEW	797.50	06/11/2021	45098	0110	110358	683102
	12322	BAXTER & WOODMAN, INC.	62220	DONGES BAY SWMP REVIEW	435.00	06/11/2021	45098	0110	110358	683102
	12322	BAXTER & WOODMAN, INC.	62221	LAKESHORE SWMP REVIEW	435.00	06/11/2021	45098	0110	110358	683102
				Department Total	636,428.17					
HIGHWAY	10172	CARLIN SALES CORP	62352	SHOVELS & FORKS	173.16	06/25/2021	1001669	0110	110359	680321
	10202	CHOICE CUTS TREE SERVICE LLC	62045	STREET TREES TOPPED 2 WILLOWS	2,000.00	06/11/2021	45102	0110	110359	683201
	10202	CHOICE CUTS TREE SERVICE LLC	62359	2 ELM TREES REMOVED	1,000.00	06/25/2021	45178	0110	110359	683201
	10287	DIGGERS HOTLINE INC	62355	LOCATES-MAY	12.18	06/25/2021	1001672	0110	110359	683201
	10287	DIGGERS HOTLINE INC	62355	LOCATES-MAY	861.30	06/25/2021	1001672	0620	620679	923001
	10321	EGELHOFF LAWN MOWER SERVICE INC	62286	BAR OIL, MIX OIL	52.85	06/25/2021	45183	0110	110359	680321
	10624	LANGE ENTERPRISES OF WISCONSIN INC	62387	CHECK YOUR SPEED SIGNS	132.36	06/25/2021	45207	0110	110359	680322
	10625	LANNON STONE PRODUCTS, INC.	62110	20.40 QTY 5/8" CHIPS AND 20.41 QTY 1/2" RAP	601.14	06/11/2021	1001657	0110	110359	680321
	10645	LIESENER SOILS INC	62197	RESTORE TOPSOIL PROJECTS	300.00	06/11/2021	45123	0110	110359	680321
	10645	LIESENER SOILS INC	62198	TOPSOIL FOR STUMPS	150.00	06/11/2021	45123	0110	110359	680321
	10645	LIESENER SOILS INC	62199	TOPSOIL FOR STUMPS	450.00	06/11/2021	45123	0110	110359	680321
	10695	NELL ENTERPRISES, LLC	62051	FLAGS FOR MEQUON ROAD	78.27	06/11/2021	45127	0110	110359	680321
	10695	NELL ENTERPRISES, LLC	62285	SPRAYS FOR PAINTER	8.62	06/25/2021	45214	0110	110359	680321
	11195	USIC LOCATING SERVICES INC	62169	LOCATES-MAY	157.38	06/25/2021	1001684	0110	110359	683201
	11266	WESTERN CULVERT & SUPPLY INC	62371	TREMONT CROSSRD CLVRT & RIER LAKE RD PRJT	1,737.80	06/25/2021	45265	0110	110359	680323
	11266	WESTERN CULVERT & SUPPLY INC	62371	TREMONT CROSSRD CLVRT & RIER LAKE RD PRJT	6,742.10	06/25/2021	45265	0410	410780	720017
	11266	WESTERN CULVERT & SUPPLY INC	62372	CLVRTS FOR DRIVEWAYS & RIVER LAKE RD PRJT	1,863.60	06/25/2021	45265	0110	110359	680323
	11266	WESTERN CULVERT & SUPPLY INC	62372	CLVRTS FOR DRIVEWAYS & RIVER LAKE RD PRJT	7,532.90	06/25/2021	45265	0410	410780	720017
	11500	JAMES HEIDEN	62196	STRAW FOR RESTORING	184.00	06/25/2021	45195	0110	110359	680321

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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HIGHWAY	12377	ADVANCED ASPHALT PAVING, INC	62151	ROAD REPAIR OVER TWO CULVERTS	3,650.00	06/11/2021	45090	0410	410780	720017
	12687	JH HASSINGER INC	62173	BATHROOM REMODEL AT FIRE DEPT	1,943.10	06/11/2021	45118	0410	410796	730016
	12687	JH HASSINGER INC	62174	RETAINAGE DUE ON PROJECT COMPLETION	6,885.60	06/11/2021	45118	0410	410796	730016
	12861	WRANGLER HOLDCO CORP	62175	RECYCLING FEES-JUNE	105.65	06/11/2021	45161	0110	110359	683201
				Department Total	36,622.01					
Forestry	10202	CHOICE CUTS TREE SERVICE LLC	62360	STUMP REMOVAL- ASH	798.00	06/25/2021	45178	0410	410798	730017
	10202	CHOICE CUTS TREE SERVICE LLC	62417	EAB REMOVAL IN KKCP AND ADJACE	500.00	06/25/2021	45178	0410	410798	730017
	10321	EGELHOFF LAWN MOWER SERVICE INC	62158	SAW SUPPLIES	150.29	06/11/2021	45109	0110	110363	680351
	10321	EGELHOFF LAWN MOWER SERVICE INC	62365	CHAIN SHARPENING	47.70	06/25/2021	45183	0110	110363	680351
	11245	WAYSIDE NURSERIES INC	62404	QTY 2 SPRING PLANTING	333.00	06/25/2021	45263	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	62449	QTY 10 SPRING PLANTING	2,030.00	06/25/2021	45263	0410	410798	730017
				Department Total	3,858.99					
RECYCLING	10909	PORT-A-JOHN, INC.	62386	BRUSH SITE RESTROOM-JUNE	84.00	06/25/2021	45236	0110	110368	688120
				Department Total	84.00					
LIBRARY	11133	THIENSVILLE, VILLAGE OF	62229	M-T LIBRARY QUARTERLY GRANT 3RD QTR	264,500.00	06/25/2021	1001682	0110	110471	683801
				Department Total	264,500.00					
POOL	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH	62350	POOL PERMITS-LARGE POOL	150.00	06/25/2021	45226	0110	110472	680301
	10861	WASHINGTON OZAUKEE COUNTY PUBLIC HEALTH	62351	POOL PERMITS-WADING POOL	150.00	06/25/2021	45226	0110	110472	680301
	11790	CARRICO AQUATIC RESOURCES INC	62288	POOL CONTRACT-3RD QUARTER	2,232.83	06/25/2021	1001670	0110	110472	683201
				Department Total	2,532.83					
PARKS	10172	CARLIN SALES CORP	62446	PARKS SUPPLIES	49.44	06/25/2021	1001669	0110	110474	680340
	10172	CARLIN SALES CORP	62446	PARKS SUPPLIES	74.17	06/25/2021	1001669	0110	110474	680341
	10172	CARLIN SALES CORP	62446	PARKS SUPPLIES	49.45	06/25/2021	1001669	0110	110474	680342
	10172	CARLIN SALES CORP	62446	PARKS SUPPLIES	49.45	06/25/2021	1001669	0110	110474	680343

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
PARKS	10202	CHOICE CUTS TREE SERVICE LLC	62358	MULCH FOR BUILDINGS IN PARKS QTY 24YRDS	240.00	06/25/2021	45178	0110	110474	680341
	10472	HALLMAN/LINDSAY PAINTS INC	62161	PAINT SUPPLIES	27.07	06/11/2021	45117	0110	110474	680340
	10472	HALLMAN/LINDSAY PAINTS INC	62162	DOOR PAINT FOR REUTER PAVILION	120.87	06/11/2021	45117	0110	110474	680340
	10484	HARTMANN SAND & GRAVEL CO, INC	62452	SAND FOR VOLLEYBALL COURT	152.61	06/25/2021	45194	0110	110474	680343
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62160	ROUND-UP PARKS	29.01	06/11/2021	45140	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62160	ROUND-UP PARKS	29.02	06/11/2021	45140	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62160	ROUND-UP PARKS	29.02	06/11/2021	45140	0110	110474	680342
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62160	ROUND-UP PARKS	29.02	06/11/2021	45140	0110	110474	680343
	10639	SCHOESSOW, CARY A.	62289	SIGN REDO @ VILLA GROVE	762.00	06/25/2021	45239	0110	110474	680301
	10645	LIESENER SOILS INC	62362	TOPSOIL	45.00	06/25/2021	45208	0110	110474	680343
	10645	LIESENER SOILS INC	62363	TOPSOIL	45.00	06/25/2021	45208	0110	110474	680343
	10691	MENARDS	62336	DECKING MATERIALS FOR BRIDGE FIX	10.33	06/25/2021	45213	0110	110474	680340
	10691	MENARDS	62336	DECKING MATERIALS FOR BRIDGE FIX	65.21	06/25/2021	45213	0110	110474	680341
	10691	MENARDS	62336	DECKING MATERIALS FOR BRIDGE FIX	66.08	06/25/2021	45213	0110	110474	680343
	10691	MENARDS	62336	DECKING MATERIALS FOR BRIDGE FIX	33.04	06/25/2021	45213	0110	110474	680344
	10691	MENARDS	62336	DECKING MATERIALS FOR BRIDGE FIX	33.04	06/25/2021	45213	0110	110474	680345
	10695	NELL ENTERPRISES, LLC	62159	NEW PUSH MOWER & HAND TOOLS	434.97	06/11/2021	45127	0110	110474	680401
	10695	NELL ENTERPRISES, LLC	62364	WASHERS FOR MATS @ BALLFIELDS	17.17	06/25/2021	45214	0110	110474	680340
	10695	NELL ENTERPRISES, LLC	62444	BUNGEE	25.81	06/25/2021	45214	0110	110474	680401
	10695	NELL ENTERPRISES, LLC	62445	SPRAYER SUPPLIES	19.16	06/25/2021	45214	0110	110474	680401
	10759	MINOR'S GARDEN CENTER INC	62164	ANNUALS & POTS FOR CITY HALL	294.38	06/11/2021	45128	0110	110474	680341
	10819	NORTHERN EXPOSURE LANDSCAPING, INC	62453	MEDIAN MAINTENANCE CONTRACT PE	6,250.00	06/25/2021	45222	0110	110474	683202
	10834	OFFICE DEPOT *	62167	HANGING FOLDERS	38.18	06/11/2021	45133	0110	110474	680101

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
PARKS	10834	OFFICE DEPOT *	62168	NOTE PADS	8.60	06/11/2021	45133	0110	110474	680101
	10909	PORT-A-JOHN, INC.	62165	LEMKE SERVICE	206.00	06/11/2021	45137	0110	110474	688120
	10909	PORT-A-JOHN, INC.	62166	VILLA GROVE SERVICE	103.00	06/11/2021	45137	0110	110474	688120
	10909	PORT-A-JOHN, INC.	62447	PORTABLE TOILETS AT LEMKE	206.00	06/25/2021	45236	0110	110474	688120
	10965	REINDERS INC	62163	BALLFIELD MATERIALS	79.90	06/11/2021	45139	0110	110474	680340
	10965	REINDERS INC	62163	BALLFIELD MATERIALS	79.90	06/11/2021	45139	0110	110474	680341
	10965	REINDERS INC	62163	BALLFIELD MATERIALS	79.90	06/11/2021	45139	0110	110474	680342
	10965	REINDERS INC	62163	BALLFIELD MATERIALS	79.90	06/11/2021	45139	0110	110474	680343
	11326	WIS PUMP AND SUMP INC	62154	PUMPING TANKS @ ROTARY - NSU TOURNAMENT	270.00	06/11/2021	45159	0110	110474	683201
	11326	WIS PUMP AND SUMP INC	62155	PUMP ROTARY PAVILIONS-MEMORIAL SHOOTOUT	135.00	06/11/2021	45159	0110	110474	683201
				Department Total	10,266.70					
PLANNING	10230	CONLEY PUBLISHING GROUP LTD	62200	NEWSPAPER PUBLIC NOTICES FOR PLANNING	228.34	06/11/2021	45104	0110	110578	680502
	11012	SCG & ASSOCIATES, LLC	62204	PC LANDSCAPE CONSULTANT	625.00	06/25/2021	45238	0110	110578	683102
	11366	BRUCE C KRESS	62205	ENFORCEMENT OFFICER MAY	1,512.00	06/11/2021	1001656	0110	110578	683201
	11366	BRUCE C KRESS	62205	ENFORCEMENT OFFICER MAY	488.00	06/11/2021	1001656	0110	110244	683201
	12864	MANAGEMENT PARTNERS INC	62141	COMM DEVEL OPERATIONAL ANALYSIS	13,360.00	06/11/2021	45124	0110	110578	683101
				Department Total	16,213.34					
SEWER	10297	DORNER PRODUCTS LLC	62460	3 NORTH VALVES AT "Q"	4,321.00	06/25/2021	45182	0610	610669	695105
	10330	ELLSWORTH CO INC, JOHN M	62152	WATER HYDRANT VALVE	190.15	06/11/2021	45110	0610	610669	680301
	10341	ENERGENECS INC	62170	STATION "F" VFD WORK	1,175.00	06/11/2021	1001650	0610	610669	695105
	10428	GILLITZER ELEC CO LTD, FRANK	62067	LS B GENERATOR - LANDSCAPING (#3583)	13,240.00	06/11/2021	1001652	0610	610669	740002
	10585	KAPUR & ASSOCOCIATES INC	62068	INSPECT M-T SAN. (#1953)	10,572.20	06/11/2021	45119	0610	610669	740001
	10585	KAPUR & ASSOCOCIATES INC	62070	LS B CM (#3583)	280.00	06/11/2021	45119	0610	610669	740002
	10695	NELL ENTERPRISES, LLC	62388	STATION SUPPLIES	15.82	06/25/2021	45214	0610	610669	680301

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
SEWER	11049	SHORT ELLIOTT HENDRICKSON INC	62290	LS F ASSESSMENT (#3228)	1,611.57	06/25/2021	45240	0610	610669	740002
	11062	RASMITH, INC	62048	FLOW MONITORING (#3780-21 ETS)	1,127.36	06/11/2021	45141	0610	610669	740001
	12288	SABEL MECHANICAL LLC	62389	REPAIR VOLUTE LEAK AT "E"	1,108.00	06/25/2021	45237	0610	610669	695105
	12288	SABEL MECHANICAL LLC	62435	REBUILT #1 PUMP AT STATION "O"	3,968.00	06/25/2021	45237	0610	610669	695105
	12349	MACQUEEN EQUIPMENT INC	62340	CABLE END PROTECTOR	436.18	06/25/2021	45210	0610	610669	695104
	12453	LAKE SIDE ENGINEERING LLC	62379	STH 57 & DONGES BAY SANITARY	1,962.00	06/25/2021	45206	0610	610669	683101
	12690	APPLIED TECHNOLOGIES INC	62215	LS E SITE EVAL	1,875.00	06/25/2021	45169	0610	610669	740002
	12871	AEGION CORPORATION	62216	M-T San Int. (#1953-K)	446,275.17	06/11/2021	45091	0610	610669	740001
				Department Total	488,157.45					
WATER	10091	BADGER METER INC	62455	WATER METER PURCHASE - MWUC AP 182 MODEL 25	19,937.51	06/25/2021	1001666	0620	620679	741003
	10091	BADGER METER INC	62457	WATER METER PURCHASE - MWUC AP 276 MODEL 25	14,340.96	06/25/2021	1001666	0620	620679	741003
	10091	BADGER METER INC	62458	WATER METER PURCHASE - MWUC AP 27 MODEL 55	4,927.55	06/25/2021	1001666	0620	620679	741003
	10091	BADGER METER INC	62459	WATER METER PURCHASE - MWUC AP 12 MODEL 35	1,680.02	06/25/2021	1001666	0620	620679	741003
	10172	CARLIN SALES CORP	62333	RESTORATION OVER LATERAL REPAI	151.36	06/25/2021	1001669	0620	620679	675002
	10355	EWALD CHEVROLET BUICK LLC	62441	TRUCK 802 REPLACEMENT	51,690.50	06/25/2021	45186	0620	620679	741005
	10489	CORE & MAIN	62207	HYDRANT GREASE	17.52	06/11/2021	45106	0620	620679	673002
	10489	CORE & MAIN	62207	HYDRANT GREASE	73.04	06/11/2021	45106	0620	620679	675002
	10489	CORE & MAIN	62207	HYDRANT GREASE	80.79	06/11/2021	45106	0620	620679	677002
	10489	CORE & MAIN	62208	HYDRANT GREASE	8.22	06/11/2021	45106	0620	620679	673002
	10489	CORE & MAIN	62208	HYDRANT GREASE	34.25	06/11/2021	45106	0620	620679	675002
	10489	CORE & MAIN	62208	HYDRANT GREASE	37.89	06/11/2021	45106	0620	620679	677002
	10695	NELL ENTERPRISES, LLC	62209	TRASH CAN	12.23	06/11/2021	45127	0620	620679	673002
	10695	NELL ENTERPRISES, LLC	62209	TRASH CAN	14.14	06/11/2021	45127	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	62209	TRASH CAN	11.61	06/11/2021	45127	0620	620679	677002

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
WATER	10695	NELL ENTERPRISES, LLC	62210	HOSES FOR TEMPORARY SERVICE	34.47	06/11/2021	45127	0620	620679	673002
	10695	NELL ENTERPRISES, LLC	62210	HOSES FOR TEMPORARY SERVICE	39.86	06/11/2021	45127	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	62210	HOSES FOR TEMPORARY SERVICE	32.72	06/11/2021	45127	0620	620679	677002
	10695	NELL ENTERPRISES, LLC	62211	ELECTRIC TAPE	0.58	06/11/2021	45127	0620	620679	673002
	10695	NELL ENTERPRISES, LLC	62211	ELECTRIC TAPE	0.66	06/11/2021	45127	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	62211	ELECTRIC TAPE	0.54	06/11/2021	45127	0620	620679	677002
	10695	NELL ENTERPRISES, LLC	62212	GARDEN HOSE	6.44	06/11/2021	45127	0620	620679	673002
	10695	NELL ENTERPRISES, LLC	62212	GARDEN HOSE	7.44	06/11/2021	45127	0620	620679	675002
	10695	NELL ENTERPRISES, LLC	62212	GARDEN HOSE	6.11	06/11/2021	45127	0620	620679	677002
	10755	CITY OF MILWAUKEE	62456	PURCHASED WATER-MAY	61,208.80	06/25/2021	45217	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	62437	WATER TESTING BACT MAY	360.00	06/25/2021	45221	0620	620679	662003
	10815	NORTH SHORE WATER COMMISSION	62439	PURCHASED WATER MAY	18,115.89	06/25/2021	45221	0620	620679	602001
	10834	OFFICE DEPOT *	62231	OFFICE SUPPLIES FOLDERS	4.49	06/11/2021	45133	0620	620679	921001
	11193	USA BLUEBOOK	62233	WATER/HYDRANT CHEMICALS & SAMP	200.26	06/11/2021	45150	0620	620679	677002
	11195	USIC LOCATING SERVICES INC	62234	LOCATING SERVICES 5/1-5/31/21	4,834.53	06/25/2021	1001684	0620	620679	662003
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	75.10	06/25/2021	45260	0110	110359	680504
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	30.04	06/25/2021	45260	0110	110363	680504
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	15.02	06/25/2021	45260	0620	620679	921001
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	60.08	06/25/2021	45260	0610	610669	680504
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	50.04	06/25/2021	45260	0110	110358	680504
	11211	VERIZON WIRELESS SERVICES LLC	62461	iPAD DATA CHARGES WATER, FORESTRY, HWY, SEWER, ENG	99.99	06/25/2021	45260	0110	110358	680301
	12667	ETNA DISTRIBUTORS LLC	62332	WHITE OAK APT SERVICE VALVE REPAIR	1,522.66	06/25/2021	45185	0620	620679	675002
				Department Total	179,723.31					
DIRECT INV	10052	AMERICAN BUSINESS FORMS INC	62241	WINDOW ENVELOPES	769.50	06/11/2021	45094	0110	110118	680101

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10172	CARLIN SALES CORP	62337	OVERPAYMENT INV 382678-00 FROM 7/10/2020	-154.49	06/25/2021	1001669	0410	410780	720016
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	150.81	06/25/2021	1001671	0620	620679	633001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	7,329.26	06/25/2021	1001671	0620	620679	662001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	502.69	06/25/2021	1001671	0620	620679	664001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	251.35	06/25/2021	1001671	0620	620679	665001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	603.23	06/25/2021	1001671	0620	620679	672001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	643.23	06/25/2021	1001671	0620	620679	673001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	5,429.08	06/25/2021	1001671	0620	620679	675001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	935.01	06/25/2021	1001671	0620	620679	676001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	1,895.15	06/25/2021	1001671	0620	620679	677001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	50.27	06/25/2021	1001671	0620	620679	902001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	1,809.69	06/25/2021	1001671	0620	620679	920001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	200.00	06/25/2021	1001671	0620	620679	620001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	2,200.00	06/25/2021	1001671	0620	620679	660001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	500.00	06/25/2021	1001671	0620	620679	901001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	400.00	06/25/2021	1001671	0620	620679	903001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	600.00	06/25/2021	1001671	0620	620679	906001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	300.00	06/25/2021	1001671	0620	620679	930001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	400.00	06/25/2021	1001671	0620	620000	115346
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	9,240.00	06/25/2021	1001671	0620	620679	663001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	100.00	06/25/2021	1001671	0620	620679	675003
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	255.00	06/25/2021	1001671	0110	110358	683102
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	467.50	06/25/2021	1001671	0110	110358	683102

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

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DIRECT INV	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	127.50	06/25/2021	1001671	0110	110358	683102
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	142.50	06/25/2021	1001671	0110	110358	683102
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	1,040.00	06/25/2021	1001671	0110	110358	683102
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	3,340.00	06/25/2021	1001671	0620	620679	928001
	10206	CITY WATER LLC	62328	WATER MANAGEMENT & OPERATION SERVICES MAY	2,000.23	06/25/2021	1001671	0620	620679	670001
	10307	DEPARTMENT OF WORKFORCE	62280	BENEFIT CHARGES 5/1-5/31/2021	337.12	06/11/2021	45108	0110	110236	673104
	10475	HALRON LUBRICANTS INC	62201	DEF TOTE RETURN	-150.00	06/11/2021	1001653	0110	110355	680301
	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	62136	PUMP CORE CREDIT	-199.50	06/11/2021	45120	0110	110355	680301
	10635	THE LEAGUE OF WIS MUNICIPALITIES	62143	WED PAGE AD DISPATCHER POSITION	150.00	06/25/2021	1001678	0110	110120	683602
	10635	THE LEAGUE OF WIS MUNICIPALITIES	62316	WEB AD FOR H/R ASSISTANT	150.00	06/25/2021	1001678	0110	110120	683602
	10756	MILWAUKEEJOBS.COM	62330	5 JOB POSTINGS PACKAGE	1,350.00	06/25/2021	45218	0110	110120	683602
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	3,171.48	06/11/2021	1001662	0110	110000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	253.00	06/11/2021	1001662	0610	610000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	31.95	06/11/2021	1001662	0620	620000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	1.75	06/11/2021	1001662	0620	620000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	11.37	06/11/2021	1001662	0610	610000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	62278	LIFE UNIT 33302 POLICY 2832L 7/1-7/31/2021	146.13	06/11/2021	1001662	0110	110000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	62279	ACCIDENT POLICY 76038	86.52	06/11/2021	1001661	0110	110000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	62279	ACCIDENT POLICY 76038	13.76	06/11/2021	1001661	0610	610000	224122
	10827	NOTARY BOND RENEWAL SERVICE	62223	4 YEAR NOTARY - 500 BOND PURCHASE (RUDOLPH) PEARCE	30.00	06/11/2021	45130	0110	110235	680301
	11029	WISCONSIN DEPT OF FINANCIAL INSTITUTIONS	62222	4 YEAR NOTARY RENEWAL M PEARCE (RUDOLPH)	20.00	06/11/2021	45156	0110	110235	680301
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	140.50	06/25/2021	45256	0110	110236	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	60.13	06/25/2021	45256	0110	110326	680504

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	103.45	06/25/2021	45256	0110	110359	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	10.94	06/25/2021	45256	0110	110355	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	70.67	06/25/2021	45256	0610	610669	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	162.63	06/25/2021	45256	0110	110244	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	104.59	06/25/2021	45256	0110	110358	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	40.26	06/25/2021	45256	0110	110474	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	34.49	06/25/2021	45256	0110	110111	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	64.25	06/25/2021	45256	0110	110120	680504
	11165	UNITED STATES CELLULAR CORPORATION	62318	MAY CELLULAR CHARGES	53.54	06/25/2021	45256	0110	110578	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	141.50	06/25/2021	45256	0110	110236	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	57.65	06/25/2021	45256	0110	110326	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	103.15	06/25/2021	45256	0110	110359	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	7.98	06/25/2021	45256	0110	110355	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	61.74	06/25/2021	45256	0610	610669	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	164.33	06/25/2021	45256	0110	110244	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	112.57	06/25/2021	45256	0110	110358	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	38.50	06/25/2021	45256	0110	110474	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	36.88	06/25/2021	45256	0110	110111	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	64.69	06/25/2021	45256	0110	110120	680504
	11165	UNITED STATES CELLULAR CORPORATION	62467	CELL BILLING	50.90	06/25/2021	45256	0110	110578	680504
	11365	ASSESSMENT TECHNOLOGIES OF	62476	PROGRAMMER SUPPORT MARKET DRIVE DATABASE	810.00	06/25/2021	45170	0110	110119	683201
	11760	Diamond Business Graphics	62017	LASER CHECK STOCK 5000	265.75	06/11/2021	45107	0110	110118	680101
	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	62472	GENERAL LEGAL 11/1-11/30/2019	5,836.00	06/25/2021	1001685	0110	110124	683301

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	12405	TELECOM ONE, INC	62230	MAY PHONE LINES	234.06	06/11/2021	45146	0110	110235	680504
	12405	TELECOM ONE, INC	62230	MAY PHONE LINES	58.51	06/11/2021	45146	0110	110236	680504
	12405	TELECOM ONE, INC	62230	MAY PHONE LINES	292.57	06/11/2021	45146	0110	110117	680504
	12444	IMPACT ACQUISITIONS, LLC	62430	COPIES COLOR & BLACK OVERAGES	79.81	06/25/2021	45198	0110	110117	683202
	12651	AMAZON CAPITAL SERVICES, INC	62011	DESK ORGANIZER	79.75	06/11/2021	1001649	0110	110111	680101
	12651	AMAZON CAPITAL SERVICES, INC	62235	AMAZON BUSINESS PRIME MEMBERSHIP FEE 1 YR	499.00	06/25/2021	1001665	0110	110118	683201
	12651	AMAZON CAPITAL SERVICES, INC	62297	PRINT HEAD	298.00	06/25/2021	1001665	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	62298	CL3 RATED HIGH SPEED 4K HDMI CABLE	6.99	06/25/2021	1001665	0110	110472	675101
	12651	AMAZON CAPITAL SERVICES, INC	62299	ADULT & INFANT CPR MASK COMBO KIT	236.18	06/25/2021	1001665	0110	110472	675101
	12651	AMAZON CAPITAL SERVICES, INC	62314	TOASTER	22.99	06/25/2021	1001665	0110	110120	683602
	12768	BONUS INC	62276	ACCT 275	56.10	06/11/2021	45100	0110	110101	683702
	12768	BONUS INC	62326	EMPLOYEE APPRECIATION LUNCH ACCT 510	46.84	06/25/2021	45176	0110	110101	683702
	12768	BONUS INC	62327	EMPLOYEE APPRECIATION LUNCH ACCT 720	13.29	06/25/2021	45176	0110	110101	683702
	12882	AURORA MEDICAL GROUP INC	62432	CASE 20-7139 MED RECORDS JAYDON & JESSICA KEY	97.93	06/25/2021	45173	0110	110235	680301
	12892	GEOFFREY MARSH	62305	TASTE OF MEQUON PERFORMER DEPOSIT GYPSY GEOFF	250.00	06/25/2021	45191	0210	210840	683201
	90001	TEMP STAFF REIMB	62144	LIFEGUARD CERT TRAINING CLASS 5/25-5/27/21	240.00	06/11/2021	45142	0110	110472	683501
	90001	TEMP STAFF REIMB	62145	K9 TRAINING 3/31 4/28 & 5/21	43.74	06/11/2021	45143	0110	110235	683501
	90001	TEMP STAFF REIMB	62224	TUITION REIMB PROJ PLANNING & IMPLEMENTATION	2,534.90	06/11/2021	45144	0110	110235	675301
	90001	TEMP STAFF REIMB	62277	NREMT EXAM FEE REIMB	98.00	06/11/2021	45145	0110	110236	683501
	90001	TEMP STAFF REIMB	62300	ARMORER COURSE TRAINING MEAL REIMB 6/1-6/2	28.27	06/25/2021	45242	0110	110235	683501
	90001	TEMP STAFF REIMB	62301	CROWD CONTROL TRAINING 6/1-6/2/21 MEAL REIMB	21.82	06/25/2021	45243	0110	110235	683501
	90001	TEMP STAFF REIMB	62302	CROWD CONTROL TRAINING 6/1-6/2/21 MEAL REIMB	24.44	06/25/2021	45244	0110	110235	683501
	90001	TEMP STAFF REIMB	62303	CROWD CONTROL TRAINING 6/1-6/2/21 MEAL REIMB	26.79	06/25/2021	45246	0110	110235	683501

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)

City of Mequon A/P Vendor Listing by Department for June 2021

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90001	TEMP STAFF REIMB	62434	EXAM FEE FF1 REIMB FROM LAKESHORE TECH	80.00	06/25/2021	45245	0110	110236	683501
	90002	PARK REFUNDS	62468	DEPOSIT S ROTARY PAV 5/25/21	50.00	06/25/2021	45228	0110	110000	229101
	90002	PARK REFUNDS	62469	DEPOSIT S ROTARY PAV 6/5/21	50.00	06/25/2021	45233	0110	110000	229101
	90002	PARK REFUNDS	62470	DEPOSIT S ROTARY PAV 6/19/21	50.00	06/25/2021	45231	0110	110000	229101
	90002	PARK REFUNDS	62471	DEPOSIT GAZEBO 6/11/21	50.00	06/25/2021	45229	0110	110000	229101
	90002	PARK REFUNDS	62473	DEPOSIT SOMMER PAV 6/13/21	200.00	06/25/2021	45230	0110	110000	229101
	90002	PARK REFUNDS	62474	DEPOSIT LEMKE PAV 6/5/21	50.00	06/25/2021	45232	0110	110000	229101
	90002	PARK REFUNDS	62475	DEPOSIT LEMKE PAV 6/19/21	50.00	06/25/2021	45227	0110	110000	229101
	90006	PERMIT REFUNDS	61103	INSP DEPOSIT 3333 W RIVIERA CT	61.00	06/11/2021	45134	0110	110000	229102
	90006	PERMIT REFUNDS	62225	REFUND PLUMBING PMT NOT FOR THE CITY OF MEQUON	60.00	06/11/2021	45135	0110	110000	442104
	90007	MISC REFUNDS	62240	REFUND BARTENDERS FEE OVERPAYMENT	15.00	06/11/2021	45129	0110	110000	440102
	90007	MISC REFUNDS	62466	REFUND FOR TREE PURCHASE PYMT	118.48	06/25/2021	45219	0110	110000	447401
	90007	MISC REFUNDS	62466	REFUND FOR TREE PURCHASE PYMT	6.52	06/25/2021	45219	0110	110000	224209
				Department Total	61,659.16					
				Grand Total	\$2,060,886.96					

Attachment: June 2021 AP Vendor Listing by Dept (6398 : June 2021 Voucher Approval List)



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

www.ci.mequon.wi.us

Office of Community Development

TO: Finance-Personnel Committee
FROM: Kim Tollefson, Director of Community Development
DATE: June 29, 2021
SUBJECT: RESOLUTION 3857 A Resolution Approving a Revolving Loan Fund
Application for Aleksa Learning Center, Located at 1415 Donges Bay Road,
in the Amount of \$100,000

Background:

The City of Mequon is in receipt of an application from Aleksa Learning Center for \$100,000 from the Revolving Loan Fund (RLF). Please find attached a memo from Ozaukee County Economic Development Director, Kathleen Cady-Schilling dated June 1, 2021, which summarizes the proposal and analysis.

The request for the loan is to assist with the acquisition of the property and to make necessary building renovations. The new day care center is proposed at 1415 Donges Bay Road, which is the location of former day care facilities and subject to a conditional use grant as part of zoning approvals. The new business intends to add 12 new jobs and as part of the loan application, and commits to creating at least 5 new, full-time positions within two years of loan execution.

The funding request was evaluated by Ozaukee County Economic Development and by an outside financial consultant working on behalf of the City. In addition to new job creation, the loan approval is contingent upon the use of private equity and finalization of a \$327K loan from First Financial Centre, a 10-year term and amortization, an interest rate of 1.67% and the provision of necessary collateral.

Revolving Loan Fund Balance:

The balance of the City's revolving loan fund is \$370,087. These funds are administered by the Department of Commerce and Ozaukee County Economic Development. Action to approve the application by Aleksa Learning Center will result in a fund balance of \$270,087.

Staff Recommendation:

Planning staff and the Ozaukee County Economic Development Director recommend approval of the RLF application for Aleksa Learning Center, subject to action by the Finance-Personnel Committee and Common Council with contingencies as recommended by OED and the City's financial consultant, as attached.

Economic Development Board Recommendation:

The Economic Development Board recommended approval on June 29, 2021, by a vote of 8-0.

Attachments:

Ozaukee County Economic Development Recommendation(DOCX)
Aleksa Learning Center RLF Application (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3857

A Resolution Approving a Revolving Loan Fund Application for Aleksa Learning Center,
Located at 1415 Donges Bay Road, in the Amount of \$100,000

RECITALS

A. The City Economic Development Board recommended approval of a \$100,000 revolving loan fund application for Aleksa Learning Center located at 1415 Donges Bay Road at their meeting on June 29, 2021, in accordance with the recommendation of Ozaukee County Economic Development.

B. The Finance & Personnel Committee and Common Council recommended approval of the loan at their meeting on July 13, 2021.

C. The loan will create a minimum of 5 full-time equivalent jobs.

D. The loan will be used to assist with acquisition of the building and necessary building renovations.

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

1. The \$100,000 loan application for Aleksa Learning Center is approved in accordance with the attached recommendation from Economic Development Board and Finance & Personnel Committee.

2. The Mayor, City Clerk, and other appropriate City staff are directed and authorized to sign and close the loan agreement subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney provided that the loan agreement is consistent with the following conditions:

- A \$100,000 RLF loan shall be provided to Aleksa Learning Center. The loan will be used to assist in the purchase of the property located at 1415 Donges Bay Road and building renovations.
- That a corresponding loan of \$327,000 is provided to the Company by First Bank Financial Centre.
- The RLF loan shall be provided with a ten-year term and amortization and an interest rate of 1.67 percent.

- The RLF loan shall include a six-month deferral of principal payments.
- That the loan be secured with a third mortgage on the collateral of a second mortgage on the property at Donges Bay Road behind First Citizens Bank, a personal guarantee from Julia Klimkovich and a General Business Security Agreement on the business.
- That the Company creates at least 5 new full-time equivalent positions within 24 months of the closing on the RLF loan.
- That the Company provide to Ozaukee County, or its designee, on an annual basis, semi-annual financial statements that are certified by the borrower, annual financial statements that are compiled by a certified public accountant and signed copies of its corporate Federal income tax return.

Approved by: John Wirth, Mayor

Date Approved: July 13, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 13, 2021.

Caroline Fochs, City Clerk



MEMORANDUM

TO: Mequon Economic Development Board

FROM: Kathleen Cady Schilling, Executive Director
Ozaukee Economic Development

DATE: June 1, 2021

SUBJECT: REVOLVING LOAN FUND LOAN: Aleska Learning Center

The purpose of this memorandum is to provide a summary and staff analysis of the request from Aleska Learning Center for a Revolving Loan Fund (RLF) loan for the purchase of a building to house their business and renovations to the building. Aleska Learning Center has a purchase agreement for the building at 1415 Donges Bay Road. They would be opening their day care center at this site. The funds from the RLF will be utilized to assist with the building purchase and renovations. The business has requested a \$100,000 loan.

Background

Aleska Learning Center will be a new day care operated out the Donges Bay facility. The company will focus on providing innovative programs utilizing a play-based curriculum that enhance development in motor and communication skills, social and emotional development, creativity and imagination and problem solving. The company feels it can stand out due to its location, quality teachers, maintaining a clean and safe environment and connecting directly with parent.

The company will be directed by Liliya Bachynskaya. Liliya will be the director and has over thirty years of experience working with early childhood development. Liliya will lead planning and implementation of the center's program for children, supervision of staff and continuing education. Liliya will be assisted by Robert Wagner, who will be working with Aleska on marketing and sales, as well as customer communications and parent relations. Robert has had over 20 years of experience in sales and marketing. The company will be owned by Julia Klimkovich. Julia has over 15 years of business and finance experience. During the company's initial years, Julia will be maintaining her current employment with Sargento Foods as their Finance Director, providing additional support and stability to the organization.

Alaska has provided the City with detailed financial projects breaking out their costs on a monthly basis. The business shows that it will have a loss in year one, but began a profitable cash flow by month seven. In years two and three, the company will be able to see a solid profit. With these financials, Ms. Klimkovich's outside employment will assist the company as it moves into profitability.

The company will be hiring several employees. Alaska will be hiring 6 full time teachers in year one, and by the end of year two, expects that the company will have 12 full time employees.

Funding Request

The Company is requesting that the \$100,000 RLF loan be provided with a term of ten years and an interest rate of 1.675 percent, with a six month deferral of principal to ease the original start-up costs. The company has received an approval for \$327,000 loan from First Citizens Bank. Additionally, Ms. Klimkovich will be putting in \$150,000 of equity in the business.

The collateral available to secure the loan would be a second mortgage on the property at Donges Bay behind First Citizens Bank, a personal guarantee from Julia Klimkovich and a General Business Security Agreement on the business.

The Company has agreed to create at least 5 new full-time equivalent jobs in exchange for the RLF loan (The company plans on hiring 12 new positions.). The jobs would be recruited through the Ozaukee County Workforce Development Center and the company would agree to submit income survey information on all applicants. The company agrees to hire 51% of its employees from low to moderate income households.

Per Mequon's requirements, OED had this loan reviewed secondarily by Trish McEnerney from BMO Harris. Ms. McEnerney provides this analysis to OED and the City of Mequon. Ms. McEnerney is recommending approval per her review, she felt that the company's financials were strong and that Ms. Klimkovich's business background should help guide the business, additionally the income from Ms. Klimkovich's other employment can help maintain the business during its difficult year one. Her only concern is the challenge of finding employees. However, Ms. Klimkovich notes this issue and will be working with a variety of venues to find these employees.

Contingencies

If the City approves the loan request, it is recommended that the following conditions accompany the approval:

1. That a \$100,000 RLF loan is provided to Aleska Learning Center The loan would be used the purchase of the property at 1415 Donges Bay Road and for renovations of the building.
2. That a loan of \$327,000 is provided to the Company by First Citizens Bank.
3. That the RLF loan is provided with a ten-year term and amortization and an interest rate of 1.67 percent.

4. That the RLF loan have a six month deferral of principal payments.
5. That the loan is secured with the collateral identified above.
6. That the Company creates at least 5 new full-time equivalent positions within 24 months of the closing on the RLF loan and that the new jobs are made available through the Ozaukee County Workforce Development Center.
7. That the Company provides to the County, or its designee, on an annual basis, semi-annual financial statements that are certified by the borrower, annual financial statements that are compiled by a certified public accountant, and signed copies of the corporate Federal income tax return.

* * *

Attachment A

City of Mequon
Revolving Loan Fund Application

1. Business Name:

DayCare Start-Up

Address:

1415 W Donges Bay Rd

Mequon, WI 53092

Contact Person:

Julia Klimkovich

Telephone No.:

414-429-1818

2. Brief Project Description: Mequon Daycare / Learning Center Start-up

Start-up capital is required for building acquisition, indoor and outdoor cosmetic and code required updates, creating spacious and fun outdoor playground, obtaining furniture, equipment, electronic and toys for safe and stimulating child development.

3. Source and Use of Funds

	RLF Financing	Bank Financing	Other Financing	Owner's Equity	TOTAL
a) Real Estate Purchase	\$ 80,000	\$ 320,000			\$ 400,000
b) Building Construction					\$ -
c) Building Renovation	\$ 20,000			\$ 15,000	\$ 35,000
d) Leasehold Improvements				\$ 50,000	\$ 50,000
e) Capital Equipment					\$ -
f) Working Capital				\$ 80,000	\$ 80,000
g) Closing Costs				\$ 5,000	\$ 5,000

TOTAL PROJECT COSTS	\$	100,000	\$	320,000	\$	-	\$	150,000	\$	570,000
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4. RLF Assistance Requested:

a) Loan Amount	\$	100,000
b) Interest Rate (percent)		2.00%
c) Loan Term (years)		10
d) Principal Deferral (months)		6

5. Source of Private Debt Financing

Name: First Citizens Bank
 Address: 10401 W Innovation Drive, Suite 150
Wauwatosa, WI

Contact Person: Rick Adyniec
 Telephone No.: 414-708-2891

6. Job Creation and Retention

	New Jobs		Retained Jobs	
	Number	Pay Range	Number	Pay Range
Full-Time Jobs	12.0	\$12-15		
Part-Time Jobs				
TOTAL JOBS		FTE = 12		

7. Date Project Will Begin: July 1, 2021

I hereby certify that the information provided above and in the attached supporting documentation is to the best of my knowledge true and correct.

Signature _____ Date _____

For additional information about the City of Mequon RLF program, please contact Kathleen C. Schilling, Executive Director, Ozaukee Economic Development (262) 238-7730.

Please submit the RLF application and supporting documentation to:

Kathleen Schilling, Executive Director
Ozaukee Economic Development
121 W. Main Street
Port Washington, WI 53074



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: July 8, 2021
SUBJECT: RESOLUTION 3858 A Resolution Appointing Jennifer Engroff to the Position of Director of Finance/City Treasurer

Background

Earlier this year, Director of Finance/City Treasurer Kaitlyn Krueger resigned effective May 25, in order to take a similar position with the City of Sheboygan. Following this development, the City's Human Resources Division reviewed and updated the Finance Director job description and developed an advertisement to fill this key position. The job announcement was posted in mid-May amongst a variety of professional associations, both regionally and nationally. At the close of the application period on June 14, the City received a total of sixteen (16) submittals for the position, with an authorized salary range of \$102,180 - \$134,450.

Analysis

Following the application deadline, City staff embarked upon a process to thoroughly evaluate potential candidates. In late-June, initial interviews were conducted by the City Administrator, Assistant City Administrator and the City's former Finance Director with nine (9) candidates. Thereafter, it was determined that five (5) finalists would be invited back for a second round of interviews in late June with additional members of the City's Senior Executive Management Team, as well as the Mayor and Common Council President.

At the conclusion of this process, it was determined that Jennifer Engroff was the best overall candidate to fill the vacant Finance Director position. Ms. Engroff, a Mequon resident, brings more than fifteen years of private sector financial experience to the job. She currently manages a team of 11 employees as the Corporate Controller for the Crisis Prevention Institute, a worldwide company that specializes in de-escalation and crisis prevention training. She holds both bachelor's and master's degrees in accounting from the University of Wisconsin-Milwaukee and is a Certified Public Accountant (CPA).

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on July 13, 2021.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3858

A Resolution Appointing Jennifer Engroff to the Position of Director of Finance/City Treasurer

RECITALS

A. Pursuant to Wis. Stats. § 62.09, the City of Mequon is required to have certain statutory officers including a treasurer.

B. In Mequon, the City's Director of Finance is also the City Treasurer.

C. Following the resignation of the City's previous Director of Finance on May 25, 2021, the office of City Treasurer is temporarily being filled by the City's Assistant to the Director of Finance in her role as the City's Acting Director of Finance.

D. After a thorough recruitment and selection process, the City Administrator recommends the appointment of Jennifer Engroff to the position of the Director of Finance and City Treasurer effective August 16, 2021.

E. The Common Council, based upon the recommendation of the City Administrator, desires to make an appointment to the office of City Treasurer pursuant to § 2-63(b) of the Mequon Municipal Code.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Mequon, that: Jennifer Engroff is appointed as the City of Mequon's Director of Finance and City Treasurer pursuant to § 2-63(b) of the Municipal Code, effective August 16, 2021.

Approved by: John Wirth, Mayor

Date Approved: July 13, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 13, 2021.

Caroline Fochs, City Clerk



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: July 8, 2021
SUBJECT: RESOLUTION 3859 A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with Better Dash Faster Consulting of Madison, Wisconsin in the Amount of \$8,500

Background

During development of the City's annual budget in late 2020, \$10,000 was included to support establishment of an organization-wide strategic plan in 2021. Presently, the City of Mequon, unlike other local institutions (e.g., Mequon-Thiensville School District, Weyenberg Library) does not have a strategic plan to guide the overall work and direction of the organization through the next 3-5 years. Ideally, development of an inaugural strategic plan will establish a clearly defined mission and vision, as well as prioritized goals and objectives that can be easily operationalized into the various workplans across the organization. This year, it is proposed that the City's strategic planning efforts be combined with the upcoming budget development process for 2022, given the availability of approximately \$2.5 million in funds that are due to be received under the American Recovery Plan Act (ARPA) signed into law earlier this year.

Analysis

In accordance with the City's purchasing policy, staff issued a Request-for-Proposals (RFQ) to identify an individual or firm to facilitate a strategic planning process during the second half of 2021. The RFQ was posted on the City's website and distributed to a number of consulting firms that specialize in strategic planning in early June. Given approximately three (3) weeks to reply, ten (10) firms responded as follows:

Firm	Location	Cost	Expenses	Total
Better Dash Faster	Madison, Wisconsin	\$8,000	\$500	\$8,500
SidebySide Solutions	Nashville, Tennessee	\$9,500	-	\$9,500
S Brand Solutions	Fort Collins, Colorado	\$10,150	\$1,500	\$11,650
Management Partners	Cincinnati, Ohio	\$24,990	-	\$24,990
Rapp Consulting Group	Chicago, Illinois	\$29,150	At Cost	\$29,150
Baker Tilly	Milwaukee, Wisconsin	\$41,810	At Cost	\$41,810
Berry Dunn	Portland, Maine	\$39,800	\$4,560	\$44,360
Thomas Miller & Assoc.	Indianapolis, Indiana	\$63,638	-	\$63,638
Ayres Associates	Madison, Wisconsin	\$69,820	\$3,520	\$73,340
People Rocket	San Francisco, California	\$108,000	-	\$108,000

An evaluation team consisting of the Mayor and City Administrator assessed the proposals based

upon evaluation criteria outlined in the RFQ, including related experience, project team qualifications, proposed methodology, overall quality and cost. Following this review, four firms were selected for interviews in early July. Upon completion, the evaluation team determined that Better Dash Faster is the firm best qualified to perform this project on behalf of the City.

The proposal presented by Better Dash Faster fully addresses the RFQ, demonstrates a complete understanding of the required scope of services, presents a well-qualified project facilitator that has worked on several similar engagements, and provides a strong group of local government client references. Reference checks found Better Dash Faster has successfully completed numerous strategic planning engagements for other municipalities and jurisdictions, both on-time and within budget. The designated service provider, Walter Jankowski, has more than 25 years of experience assisting government organizations, private sector corporations and not-for-profit agencies with performance measurement and strategic planning, and he currently serves as principal of the firm.

Fiscal Impact

As noted, the City received ten proposals ranging from \$8,500 - \$108,000. Pending the Common Council's concurrence with the evaluation team's recommendation, it is anticipated that the City's strategic planning process will commence in mid-July and be completed sometime during the 4th quarter of this year. Copies of all proposals received in connection with this project are on file in the City Administrator's Office.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on July 13, 2021.

Attachments:

BETTER DASH FASTER CONSULTING AGREEMENT - 7.13.21 (DOC)

STRATEGIC PLAN REQUEST-FOR-QUALIFICATIONS (DOCX)

RFQ ADDENDUM - 6.22.21 (DOCX)

BETTER DASH FASTER PROPOSAL - 7.1.21 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3859

A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with Better Dash Faster Consulting of Madison, Wisconsin in the Amount of \$8,500

RECITALS

A. In connection with development of the City of Mequon's 2021 budget, the Common Council identified the need to establish an organizational strategic plan.

B. Staff issued a Request-for-Qualifications (RFQ) for the completion of said strategic plan.

C. Proposals were received and reviewed by the City and several firms were interviewed by City representatives.

D. Following the evaluation process, it is recommended that the award of a contract for strategic planning should be made to Better Dash Faster Consulting in the amount of \$8,500, which represents the proposal that is in the best interests of the City.

E. The Finance-Personnel Committee approved this recommendation at its meeting on July 13, 2021.

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

1. The attached Professional Services Agreement (Exhibit A) for development of an Organizational Strategic Plan is awarded to Better Dash Faster Consulting of Madison, Wisconsin in the amount of \$8,500, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: John Wirth, Mayor

Date Approved: July 13, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 13, 2021.

Caroline Fochs, City Clerk

(EXHIBIT A)

**CITY OF MEQUON
PROFESSIONAL SERVICES AGREEMENT**

This **AGREEMENT** is dated as of the _____ day of July, 2021 (**"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"): Better Dash Faster Consulting

Contact: Walter Jankowski

Telephone: (608) 225-8219

E-Mail: walter.jankowski@betterdashfaster.com

Agreement Amount: \$8,500

B. Project Description. The Consultant has been engaged to assist the City of Mequon in developing an organizational strategic plan. The project is further described in the Request for Qualifications issued by the City on June 10 & 22 (Addendum), 2021, which are attached as **Exhibit A** to this Agreement (**"RFQ"**).

C. Representations of Consultant. The Consultant has submitted to the City a work proposal date July 1, 2021 copies of which are attached as **Exhibit B** to this Agreement (**"Proposal"**). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the consulting services that are set forth in the RFQ 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 December 31, 2021 ("***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 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 \$8,500 ("***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. Taxes, Benefits, and Royalties. 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. Final Acceptance. The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the City of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

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

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

C. Approval and Use of Subcontractors. The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved in advance by the City in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the City. The City’s approval of any subcontractor or subcontract shall not relieve the Consultant of full

responsibility and liability for the provision, performance, and completion of the Services as required by this Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term “Consultant” shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

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: William Jones, City Administrator

With a copy to:

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

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

Better Dash Faster Consulting
Walter.jankowski@betterdashfaster.com
Attention: Walter Jankowski, Principal

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 _____, 2021.

ATTEST:

CITY OF MEQUON

By: _____
Caroline A. Fochs, City Clerk

By: _____
John Wirth, Mayor

Approved as to Form:

Brian C. Sajdak, City Attorney

ATTEST:

CONSULTANT

By:_____

By: _____

Title:_____

Its: _____

EXHIBIT A

Request-for-Qualifications (RFQ) & Addendum Dated June 10 & 22, 2021

Attachment: BETTER DASH FASTER CONSULTING AGREEMENT - 7.13.21 (RESOLUTION 3859 : Strategic Planning Contract)

EXHIBIT B

Proposal Dated July 1, 2021

Attachment: BETTER DASH FASTER CONSULTING AGREEMENT - 7.13.21 (RESOLUTION 3859 : Strategic Planning Contract)

REQUEST FOR QUALIFICATIONS (RFQ)

COMPREHENSIVE STRATEGIC PLANNING SERVICES



City of Mequon, Wisconsin

June 10, 2021

**City of Mequon, Wisconsin
Request for Qualifications
Comprehensive Strategic Planning Services**

PURPOSE

The City of Mequon is seeking proposals from consultants with expertise in strategic planning to guide the development of an inaugural strategic plan for the organization. Through this process, the City seeks to establish a clearly defined mission, vision, goals and objectives that can be easily operationalized into the various workplans across the organization. The City also wishes to create an implementation roadmap for carrying out the strategic plan that include processes for keeping it updated and evaluating progress.

BACKGROUND

Since its incorporation in 1957, Mequon has had a mayor-council form of government. The City comprises approximately 48 square miles and serves approximately 24,000 residents and more than 800 businesses. Considered one of Wisconsin's most affluent communities, Mequon has the distinction of historically maintaining one of the lowest municipal property tax rates and one of the highest per capita assessed value ratios in Wisconsin.

Located along the western shores of Lake Michigan, approximately 14 miles north of downtown Milwaukee, Mequon is home to two post-secondary education institutions: Concordia University of Wisconsin and Milwaukee Area Technical College (Mequon Campus). The City is bordered by eight other communities, including the Cities of Cedarburg and Milwaukee, the Towns of Cedarburg and Grafton, and the Villages of Bayside, Brown Deer, Germantown and River Hills. Additionally, the Village of Thiensville is contained in the middle of Mequon.

Presently, the City has approximately 115 full-time employees, 60 part-time/seasonal employees and 65 paid-on-call firefighters/EMT's across 8 departments and 2 utilities, including Administration, Community Development, City Clerk, Finance, Fire, Parks, Police, Public Works, Sewer and Water.

SCOPE OF SERVICES

Consultants are asked to provide, at minimum, the following items:

A. Project Plan

1. Key project milestones
2. Anticipated timeline, including start date. The timeline should also include the anticipated life of the plan (between 3-5 years) and all associated milestones.
3. A breakdown of costs by item, including those requested in this document, as well as any additional services recommended.
4. Describe the communication mechanism for keeping the City informed of progress, updates and changes.
5. Pre-planning & Information Gathering
 - a. The City is seeking a strategic planning process that is transparent, inclusive, and mindful of the organization's capacity and resources.

- b. Participant Engagement
 - i. Utilize an engagement strategy which incorporates senior levels of City staff (managerial, director, city management) and the Common Council.
 - ii. Provide a methodology for participant engagement during the pre-planning and information-gathering phase.
- c. Review background documents provided by the City; evaluate existing plans.
- d. Describe how data gathered during this phase will be used to inform the design of the strategic planning process.

B. Strategic Plan Development

The City prefers the development of the strategic planning to be predominately facilitated on-site during the Fall of 2021 (September-October) and that the plan itself be fully completed by December 2021. While the pre-planning and information-gathering phase should be inclusive, the City would prefer this development phase to be comprised of a smaller group of Common Council members and key staff.

1. Guidance/assistance in the development of some combination of new vision, mission, values, goals and objectives.
2. Chart an effective and innovative course of action for the City's future through setting priorities and maximizing innovative opportunities in a fiscally responsible manner.
3. Assist with identifying how service levels and expected outcomes may be identified and set by the Common Council.
4. Fully describe the intended methodology for the facilitation of the strategic plan development process.

C. Operationalization into Work Programs

The City would like the strategic plan to be a living document that can be easily operationalized into the organization's varied annual workplans over the next 3-5 years. The conceptual goals from the strategic plan should be transformed into achievable targets.

1. Provide the foundation for developing shorter-term operational plans that can be easily updated throughout the life of the strategic plan.
2. Provide an operationalization roadmap for integrating the strategic plan into the organization's workplans. Please include an option for a facilitated approach as well as an approach the City can implement on its own guidance.
3. Include a framework for the introduction of performance measures (with full performance management the eventual goal) during the life of the strategic plan, especially as it relates to the annual operationalization of the plan.
4. Outline the process for updating the strategic plan and evaluating progress.

D. Deliverables

At a minimum, the final deliverables should include:

1. Baseline report to include environmental scan and other analyses.
2. Development of a new vision, mission, values, goals and objectives.

3. Development of a comprehensive strategic plan within the guidelines identified in the scope of work, that has a life of 3-5 years. The plan must be easily operationalized into annual organizational work plans over the same period.
4. An operational roadmap for how the plan can be maintained as a living document, with specific guidance on how to operationalize it into achievable workplans. This should include guidance on how and when to introduce performance measurement for evaluation progress.
5. Guidance on how to update the plan and evaluate progress.
6. On-site facilitation of the strategic planning development process.

QUALIFICATIONS

Consultants responding to this RFQ should have experience in providing comprehensive strategic planning services. The backgrounds and experience levels of each team member who will be assigned to this project should be provided.

ESTIMATED TIMELINE

June 10	Request for Qualifications (RFQ) Available
June 10 - 21	Written Inquiries on RFQ Accepted
June 22	Written Responses to RFQ Inquiries Available
July 1	RFQ Submission Deadline
July 2 - 7	Finalist Interviews Conducted
July 13	Common Council Awards Contract
July 14	Strategic Planning Engagement Commences

The above dates are subject to change at the option of the City of Mequon

SUBMITTAL PROCESS

All proposals must be submitted as detailed in the manner described herein. Exceptions nor extensions to established deadlines will not be granted.

The City will be accepting written questions from June 10-21 regarding this RFQ. Please submit questions via e-mail to William Jones, City Administrator, at: wjones@ci.mequon.wi.us. Written responses will be posted at www.ci.mequon.wi.us and distributed to those submitting questions no later than June 22.

Final proposals should be delivered in electronic format in one (1) document either via e-mail (wjones@ci.mequon.wi.us) or via external drive through the mail service (11333 N. Cedarburg Road, Mequon, Wisconsin 53092). All submissions must be received by 4:00 p.m. on July 1 and should be addressed to William Jones, City Administrator.

Proposals received after the deadline will be considered late and not be accepted. Proposals should address each item set forth in the attached RFQ, and any exceptions must be clearly identified. Failure to fully address all items in the proposal may be grounds for rejection. The City of Mequon reserves the right to reject all responses and to waive any informality, and proposals may be withdrawn or modified in writing prior to the submission deadline. Any request for withdrawal must be in writing by the contact person

named on the outside of the envelope, and each consultant may submit only one proposal. The City of Mequon is not committed to entering into an agreement or contract regarding the scope of services included in this request and reserves the right to reject any and/or all proposals and to discontinue contract negotiations at any time without bias. The City of Mequon is not financially responsible for any costs incurred in the preparation of a proposal.

The Scope of Services may not include all services required to complete the project. The team shall be responsible for determining the extent of information needed to reach an appropriate project completion.

The City of Mequon is an Equal Opportunity Employer.

SELECTION PROCESS

A selection committee will analyze and evaluate all submitted proposals in response to this request. The committee will rank consultants using the evaluation criteria included in this document. Top-scoring consultants will be chosen for further evaluation, including interviews with the selection committee.

EVALUATION CRITERIA

All Submissions will be evaluated for each criterion listed below, in no particular order:

1. Management approach to the project and philosophy toward strategic planning.
2. Extent to which response addresses the needs as outlined in the scope of services.
3. Staffing and experience with related activities.
4. Ability to complete the project in a timely manner (prior to the end of 2021).
5. Cost.
6. Creativity.
7. Method/process for communication with City throughout the process.
8. Approach for operationalizing the strategic plan into work programs.

SUBMITTAL CHECKLIST

To be considered, interested parties must submit the following by 4:00 p.m. on July 1:

- ☐ Letter of interest
- ☐ Summary of qualifications, experience and availability: this should summarize qualifications, relevant experience, and availability to provide services to the City of Mequon. It should also identify key staff members who will be participating.
- ☐ Proposed approach to the process: this should follow the relative order outlined in the scope of service.
- ☐ Proposed budget: include detailed costs, by task, and estimated hours.
- ☐ List of professional references: provide 3-5 professional references with current contact information, with at least two being local government or similarly complex organizations.

ADDENDUM NO. 1
CITY OF MEQUON
REQUEST-FOR-QUALIFICATIONS TO PROVIDE
COMPREHENSIVE STRATEGIC PLANNING SERVICES

June 22, 2021

TO ALL PROPOSERS:

Attention of all Proposers is called to the following revisions and general clarifications and interpretations to the Proposal Documents for the development of a Comprehensive Strategic Plan for the City of Mequon, Wisconsin.

The information provided in this Addendum shall be considered by each prospective Proposer in the preparation of its Proposal.

Receipt of this Addendum shall be acknowledged by each individual or firm submitting a proposal to the City for the provision of Comprehensive Strategic Planning Services.

GENERAL CLARIFICATIONS & INTERPRETATIONS

The following is a list of general clarifications and interpretations of the proposal documents based on inquiries received via electronic mail:

Question 1: **I am wondering if you are accepting out-of-state applicants for this RFQ. If so, would travel fees be covered?**

Response: *Both proposers from Wisconsin and outside of the state are eligible to submit their qualifications for consideration. Any out-of-pocket costs incurred with this proposed engagement should be included as part of the total, not-to-exceed cost for providing the requested services.*

Question 2: **Would the City lease [sic] elaborate on the expectations for the community stakeholder involvement portion of the project? For example, is there a list of groups and individuals expected to be involved county-wide and/or in each district?**

Response: *As written, and due to the City's interest in completing this process by the end of calendar year 2021, the Request-for-Qualifications (RFQ) does not contemplate, nor does it reference a community stakeholder phase within the proposed project. Moreover, there is not a list of individuals expected to be involved on a county-wide basis and/or in each district.*

Attachment: RFQ ADDENDUM - 6.22.21 (RESOLUTION 3859 : Strategic Planning Contract)

Addendum No. 1
Page 2 of 3

Question 3: Does the City have regular/ongoing opportunities, channels, and venues for engaging the community? If so, can you briefly describe the County's engagement activities?

Response: Like most other communities, the City has a number of opportunities, channels and venues for engaging the community; however, as noted in the previous response, a community stakeholder phase is not contemplated within the development of this strategic plan.

Question 4: What roles will City staff, Council and leadership play in this process?

Response: As noted in the City's RFQ, the strategic planning development process will include senior levels of City staff (managerial, director, city management) and all members of the Common Council.

Question 5: Does the City intend to involve department-level managers and staff in planning, or are these activities to be carried out in Council-level workshops with involvement of department staff, as needed, for subject matter expertise?

Response: While the pre-planning and information-gathering phase should be inclusive of City staff as necessary, the City would prefer that the strategic plan development phase be comprised of a smaller group of Common Council members and key staff.

Question 6: Does the County [sic] have an existing strategic plan? If so, would the County [sic] please share a copy?

Response: Presently, the City of Mequon does not have an existing strategic plan.

Question 7: Has the County [sic] evaluated the effectiveness of its strategic planning process, as well as the implementation effort? If so, what improvements are you hoping to make during the upcoming planning cycle?

Response: Please see the previous response to Question #6.

Question 8: What level of ownership has the City [sic] Council had in previous strategic plans? Were they highly engaged in the development, and do they routinely participate in monitoring progress?

Response: Please see the previous response to Question #6.

Addendum No. 1
Page 3 of 3

Question 9: For planning and scoping purposes, can you please share your project budget estimate?

Response: The City has budgeted sufficient funds for this initiative. As mentioned in the RFQ, price will be a significant factor in rating any submittals received by the City.

Question 10: Has the City conducted a citizen engagement/customer service satisfaction survey within the past year or two? If so, can the survey results be provided to us?

Response: The City last completed a citizen survey in 2019. Results are available at: <https://www.ci.mequon.wi.us/community/page/community-survey>.

Question 11: Given the condensed timeframe specified for proposer interviews, will virtual and/or telephone interviews (rather than in-person) be sufficient to merit further consideration/potential contract award?

Response: The City understands that not every proposer selected to interview may be able to appear in-person at City Hall for an interview between July 2-7. Accordingly, virtual or telephonic interviews will be accommodated.

Additional Information

12. As noted in the RFQ, the City is interested in completing this analysis prior to the conclusion of calendar year 2021. Accordingly, it is requested that potential respondents include a proposed project timeline that reflects such and that includes major milestones contained in the City's original RFQ.

DATED this 22nd day of June 2021.

CITY OF MEQUON

By: /s/ William H. Jones, Jr.
City Administrator
City of Mequon, Wisconsin

Strategic Planning Proposal

July 1, 2021



City of Mequon

Prepared for William Jones, City Administrator

Prepared by

Walter Jankowski

Reinvention Consultant

(608) 225-8219

Madison, WI 53713

Walter.Jankowski@betterdashfaster.com

betterdashfaster.com

BETTER
DASH
FASTER
CONSULTING

Letter of Interest

William Jones - City Administrator, City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092
wjones@ci.mequon.wi.us

Dear William Jones and Strategic Planning Committee,

Better Dash Faster Consulting respectfully submits to you this proposal for strategic planning services. We have worked over the years to create a streamlined planning process that produces a high-quality, affordable, and successful strategic plan.

Based on what the City of Mequon has requested we recommend the following process, deliverables and cost associated with each. Details of each can be found in the Proposed Approach on page 5. This process can begin as early as July 14, 2021 and completed by the end of September 2021. Here is a high-level summary of the process (example deliverables are shown in Appendix A).

Phase	Activity & Output / Deliverable	Investment
Phase 0 Project Plan Finalize Scope and Approach – Then Kick-off	Activities: Finalize approach, participants, logistics, schedule, etc. and kick-off to planning participants Deliverables: - Approach, timeline, required meetings ready to be set-up - Planning kick off meeting(s) with all participants (2 hours for leadership team)	\$655
Phase 1 Gather Data and Assess	Gather and review previous documents, surveys and data Prep and deliver Department Head on-line survey, compile results, prep and deliver to Council Prep and deliver Council on-line survey, compile results Prep strategic planning materials	\$2,625
Phase 2 Develop City Strategic Plan	Activities: Facilitated strategic planning session(s) Deliverables: - One-page Roadmap - One-page Strategic Plan (Strategic Goals, Objectives, Success Measures including Mission, Vision, and Values) - Draft Detailed Strategic Action Plan with Assigned Owners and Milestones	\$3,680
Phase 3 Operationalization into Work Programs	Activities: Facilitated follow-up session(s) with Department Heads and strategic goal leads Deliverables: - Finalize 18 month-3-year detailed strategic plan action items, assigned leads, milestones, and schedule - Key Performance Indicators (KPI's) and DRAFT City of Mequon Dashboard - City of Mequon Council Report Out Schedule - Develop SharePoint (or equivalent) Tracking System - Plan Update Process and Schedule	\$5,900
First Time Customer Discount		(\$4,860)
Travel		\$500
Total Cost		\$8,500

We look forward to working with you. Please feel free to ask any questions.

Walter Jankowski

Reinvention Consultant

(608) 225-8219 Madison, WI 53713

Walter.Jankowski@betterdashfaster.com

www.betterdashfaster.com

Summary of Qualifications

Summary of qualifications, experience, and availability: this should summarize qualifications, relevant experience, and availability to provide services to the City of Mequon. It should also identify key staff members who will be participating.

Description of Better Dash Faster, LLC Consulting

Better Dash Faster, LLC Consulting helps organizations do things better - faster. We are a Madison, Wisconsin-based, and operated management consulting firm. Our expertise is organizational performance improvement, strategic planning, organizational change management, and large-scale strategic initiatives where people, processes and technology are involved.

Since 2008, Better Dash Faster Consulting, LLC has served a diverse group of clients throughout Wisconsin, the US, and Europe. We employ non-proprietary approaches and methods in our client relationships to ensure sustainability and maximum effectiveness of outcomes.

Better Dash Faster Consulting, LLC has extensive and on-going relationships serving many Municipal, County and State government agencies. Those include Cities of Oshkosh, Oconomowoc, South Milwaukee, Waupaca, Appleton, Monona, Stoughton, La Crosse, Villages of Mount Pleasant and Butler, Oshkosh Area School District, Milwaukee County Department of Transportation, St. Croix County, Portage County, Department of Natural Resources, Department of Administration, Department of Employee Trust Funds, Department of Workforce Development, Department of Transportation, Department of Public Instruction as well as work with the Department of Health Services.

The scope of work conducted in these engagements varies from helping to develop their strategic plan, to moderately sized project work, to full-scale organizational change. We have extensive experience in creating and help deploy strategic plans - over the last 5 years we have helped over 50 organizations.



Availability

Better Dash Faster, LLC Consulting staff will be available to meet the agreed upon timeline for the City of Mequon.

Key Staff

Detailed resumes in Appendix A

Walter Jankowski

Walter Jankowski, the primary service provider, has been a Consultant/Trainer for the last 25 years working with a wide variety of government, insurance, financial, service, and manufacturing organizations. He currently is a Reinvention Consultant and the owner and principle in Better Dash Faster Consulting, LLC, a Madison-based consulting firm. You may ask, "What's a Reinvention Consultant?" Walter helps senior leaders reinvent their operations by helping them figure out how to improve their organization's performance – better, faster.

Walter has facilitated and trained all over the State of Wisconsin, the US and several international venues in performance improvement. He has extensive experience in developing and implementing strategic plans, developing leaders, and providing other organizational improvement services for governments, school systems, businesses, and not-for-profit organizations. He has also trained thousands of senior leaders, supervisory managers, and front-line workers in the principles of leadership, quality, continuous improvement and team development.

Walter earned his master's degree in Engineering from the University of Wisconsin-Milwaukee. He has been an active member of the Wisconsin Center for Performance Excellence, has been a senior examiner for the Baldrige-based Wisconsin Forward Award, and is also certified in Covey Training.

As an experienced trainer and facilitator, he has a unique blend of technical and interpersonal skills that make him successful in the specialized technical workplaces of today. Walter's goal is to help organizations become more effective by helping to unleash the potential in everyone and utilize that wealth of knowledge for improvement.

Better Dash Faster, LLC consists of a consortium of strategic partners. We bring in additional professional staff as needed depending on the client requirements and need. At any given time, we have 6 to 10 people working for and with Better Dash Faster as project managers, business analysts, statisticians, facilitators, trainers, etc.

Mannat Mehta

Project Manager, Data Manager

Mannat graduated from the University of Wisconsin – Madison with a B.A. Economics and Political Science. She has experience in project management, data analytics, and research. Mannat will act as project coordinator and help with all logistics, data analysis

Proposed Approach

Proposed approach to the process: this should follow the relative order outlined in the scope of service.

Methodology and Background

Strategic planning is a process where City leadership, Council, and staff get on the same page by determining the mission, vision, and direction for the organization. Strategic planning goals are the largest gap between the most important future citizen / stakeholder needs and your current capability.

Strategic planning essentially answers four questions:

1. Who are your key citizens and stakeholders? (lead, target, etc.)
2. What do they need? What are their expectations? What are they looking for in a City? What would "wow" them?
3. What is your current capability to meet the most important needs?
4. What are your biggest gaps and what do we need to do to fill them?

Current Capability

Largest Gaps

Future Needs

Below is a detailed planning process that can be modified to meet the needs of the City of Mequon:

Phase	Activity	Approach / Method	Output/Deliverable
Phase 0 Project Plan Finalize Scope and Approach – Then Kick-off	A. Finalize project goals, approach, deliverables, and timeline	☐ Scope / Outcome Definition Meeting: Pre-meeting with City Leadership and Strategic Planning Committee to finalize strategic planning process and discuss project goals, desired outcomes, deliverables and timeline. Identify key external stakeholders for on-line survey and focus groups (optional). Set-up logistics.	Agreed upon approach, deliverables, and timeline
	B. Develop leadership commitment and sign-off		
	C. 2-hour kick-off to strategic planning participants - Understand planning process and best practices in planning, improvement, and effectiveness	Proposed Facilitated Session Agenda: I. Welcome & Introductions II. Discussion of Why This? Why Now? III. Comparing Your City to World Class IV. Overview of Proposed Planning Process V. Overview of Example Deliverables VI. Overview of Survey VII. Next Steps and Timeline	Kick-off with Leadership Team
Phase 1 Gather Data and Assess	A. Gather various relevant background documents including previous strategic plans, operating budget, audit reports, citizen complaint data, surveys, key operations data, facility plans, etc.	A. Input Review: Review of all inputs and survey results, performing analysis B. Department Leaders and Key Staff On-line Survey: Planning participants and key staff complete an on-line survey prior to strategic planning sessions. Sections include: 1. Planning Assumptions and Ext. Factors 2. Stakeholder Analysis 3. Culture, Process, and Measures 4. Mission, Vision, Values 5. Opportunities for Improvement C. Council On-line Survey: All Council Members complete an on-line survey prior to strategic planning sessions. D. Provide Results: Provide results to planning participants prior to the strategic planning session	Deliverables: Pre-planning survey results
	B. Create and compile Department Head on-line survey		
	C. Create and compile Council on-line survey		
Phase 2 Develop Strategic Plan	A. Plan and deliver strategic planning advance with Council, Department Leadership and any other key staff	Strategic Planning Session(s) – one 6 to 8-hr session Proposed Agenda: I. Welcome and Introductions II. Overview and discussion of Phase 0 & Phase 1 results III. Validation of Planning Assumptions and External Factors IV. Stakeholder Analysis V. Consensus on Strategic Issues and Priority Goals VI. Action Planning Around Strategic Issues VII. Key Performance Measures VIII. Timeline and Milestone Planning IX. Mission, Vision, Values X. Next Steps	Deliverables: - One-page Roadmap - One-page Strategic Plan (Strategic Goals, Objectives, Success Measures) - Detailed Strategic Action Plan with Goals, Objectives, Strategies / Actions, Assigned Owners - High-level Milestones
	B. Develop priorities and high-level milestones		
	C. Develop mission, vision, and values statements		

Phase	Activity	Approach / Method	Output/Deliverable
Phase 3 Operationalization into Work Programs	A. Assist the Department Heads in preparing/ finalizing strategic action items addressing strategic issues and plan measures	Facilitated follow-up session(s) with Department Heads and strategic goal leads to Develop Final Plan, Set-up Monitoring and Implementation Accountability	Deliverables: - Finalize 18 month-3-year detailed strategic plan action items, assigned leads, milestones, and schedule - Key Performance Indicators (KPI's) and DRAFT City of Mequon Dashboard - City of Mequon Council Report Out Schedule - Develop SharePoint (or equivalent) tracking system - Plan update process
	B. Develop strategic plan measures and key performance indicators (KPI's)		
	C. Develop strategic plan tracking and reporting system and update process		

Proposed Budget

Proposed budget: include detailed costs, by task, and estimated hours.

Below is the detailed cost breakout of the project including expected total hours and investment. THESE COSTS ARE APPROXIMATE AND CAN BE ADJUSTED BASED ON THE CITY OF MEQUON'S BUDGET AND DESIRED NEEDS

 Strategic Planning Detailed Cost Breakdown		Labor Costs			
Phase	Phase Actions	Jankowski	Admin	TOTAL HRS	TOTAL COST
Phase 0	Finalize Scope and Approach				
	A. Finalize project goals, approach, deliverables, and timeline				
	B. Develop leadership commitment	3	1	4	\$655
	C. Identify participants				
	D. Develop and deliver Planning Kick-off				
	Deliverables: Agreed upon logistics and approach				
		3	1	4	\$655
Phase 1	Gather Data and Assess				
	A. Gather various relevant background documents including previous strategic plans, audit reports, complaint data, surveys, key operations data, facility plans, etc.	2	1	3	\$455
	B. Develop, deliver, and compile results of Department Head on-line survey	3	5	8	\$875
	C. Develop, deliver, and compile results Council on-line survey	3	5	8	\$875
	D. Prep Strategic Planning "packet" report out and materials	1	4	5	\$420
	Deliverable: Strategic plan "packet" includes survey results				
		9	15	24	\$2,625
Phase 2	Develop Strategic Plan				
	A. Deliver strategic planning session	8	4	12	\$1,820
	B. Document results and prepare draft strategic plan and results	3	8	11	\$1,040
	C. Develop mission, vision, values	3	4	7	\$820
	Deliverable: City of Mequon Strategic Action Plan				
		14	16	30	\$3,680
Phase 3	Operationalization into Work Programs				
	A. Assist the Department Heads in preparing/ finalizing strategic action items addressing strategic issues and plan measures	8	4	12	\$1,820
	B. Develop strategic plan measures and key performance indicators (KPI's)	8	8	16	\$2,040
	C. Develop strategic plan tracking and reporting system and update process	8	8	16	\$2,040
	Deliverable: City of Mequon Strategic Action Plan with a roadmap for implementation / monitoring / milestones.				
		24	20	44	\$5,900
				Sub-Total	\$12,860
				First-time Customer Discount	-\$4,860
				Travel	\$500
	Total Hours	50	52	102	\$8,500

Professional References

List of professional references: provide 3-5 professional references with current contact information, with at least two being local government or similarly complex organizations.

Here are some recent examples of comparable projects with references for each:

Comparable Projects	Contact / Reference
 1. Strategic and Operational Planning and Performance Measures Dates: June, 2012 to Present	John Fitzpatrick Assistant City Manager/ Director of Administrative Services (920) 236-5110 Jfitzpatrick@ci.oshkosh.wi.us City of Oshkosh 215 Church Avenue Oshkosh, Wisconsin 54903
2. Operational Planning and Key Performance Indicators Dates: January, 2020 to Present 	Chief Jeremy Hanson, Chief - Jeremy.Hansen@appleton.org Melody Lewis, HR Director - Melody.Lewis@appleton.org 920-832-3941 City of Appleton, Wisconsin 54903
3. Strategic Planning Dates: January, 2020 – Present 	Maureen Murphy – Village Administrator Village of Mount Pleasant Mmurphy@mtpleasantwi.gov
4. Strategic Planning Dates: May, 2019 – Present 	Aaron Jenson, City Administrator 715.258.4411 ajenson@cityofwaupaca.org City of Waupaca 111 S. Main Street • Waupaca, WI 54981
 5. Strategic Planning & Implementation Plans Dates: March, 2019 – Present	R.J. Wickham Tax Law Section Chief – Forestry Field Operation Bureau, Division of Forestry Phone: (920) 369-6248 Richard.Wickham@wisconsin.gov Wisconsin Department of Natural Resources 101 S. Webster St. Madison, WI
 6. Strategic Planning Dates: April, 2018 – August, 2018	Laurie Sullivan – Finance Director City of Oconomowoc 174 E. Wisconsin Avenue Oconomowoc, WI 53066 262-569-3234 lsullivan@oconomowoc-wi.us
7. Milwaukee County DOT Strategic Plan and Divisional Operational Plans Dates: Nov, 2014 to Dec, 2017 	James Martin – Director of Administration DOT (414) 257-5987 – (414) 238-5270 (mobile) james.martin@milwaukeecountywi.gov 10437 W. Innovation Dr., Rm 520, Milwaukee, WI 53226
 8. Council on Workforce Investment (CWI) Strategic Plan Dates: Jan, 2018 – April, 2018 Large Initiative and Change Management Consulting Dates: May, 2015-Sept, 2015	Phil Koenig Director, Bureau of Workforce Training Office: 608-266-0988 Cell: 608-566-0001 phil.koenig@dwd.wi.gov

Appendix A – Detailed Resume

Walter Jankowski Detailed Project Resume

Project Experience

- Strategic Planning & Facilitation
- Process Management and Re-engineering
- Quality, Efficiency & Performance Improvements
- Large Process Improvement Projects including:
 - Sales & Marketing Process
 - New Product & Service Design and Development
 - Loan Origination Process
 - Insurance Claims Processing
 - Curriculum Design and Development
 - Recruiting & Hiring Process
 - On-Boarding
- Organizational Design
- Balanced Scorecard Metrics
- Training & Development Seminars & Workshops
- Web Strategy and Design
- Staffing Models
- Call Center Effectiveness
- Business Needs Analysis, Business Case Preparation & Presentation
- Requirements Definition
- Voice of Customer
- Vendor Selection & RFPs
- Risk Management

Disciplines

- Project Management
- Change Management
- Organizational Design
- Requirements Management
- Lean Principles
- Training and Development

Performance Excellence Assessment and Training

- Leadership
- Strategic Planning
- Customer and Market Focus
- Measurement, Analysis, and Knowledge Management
- Human Resource Focus
- Process Management
- Overall Business Results

Software

- SharePoint
- Microsoft Office suite
- Microsoft Project
- Visio

Industries

- Insurance
- Financial Services
- Education
- Government
- Non-profit

Walter Jankowski is a professional performance improvement consultant with over 25 years' experience. His background includes a wide variety of diversified business experience in setting-up and implementing large, complex, improvement and technology projects. He is recognized nationally as an expert in process improvement, customer-focused strategic planning, facilitation, performance excellence analysis and deployment, and balanced scorecard performance metrics. He has identified and implemented various process improvement projects that have quantifiably reduced costs, increased sales, improved productivity, and reduced errors.

Walter is also a master trainer. He has designed, developed and implemented training courses for thousands of senior leaders, supervisory managers, and front-line workers in the principles of leadership, quality, continuous improvement, teams, and training development and delivery (train-the-trainer). Walter has been selected as keynote speaker in several national and international conferences.

As an experienced consultant, trainer and facilitator, he has a unique blend of technical and interpersonal skills that make him successful in specialized technical workplaces.

Recent Project Highlights

- Developed Strategic Plan, Operational Plan and Performance Measures for Milwaukee County DOT, Portage County, St. Croix County, City of Oconomowoc, City of Oshkosh, City of Monona, City of Stoughton, and many other government agencies
- People / Process lead for company-wide technology system upgrade (all systems moved to the Cloud). Documented, designed and re-engineered all future state processes for entire business division.
- Center of Excellence strategic planning for IT department in local insurance company. Defined customers, high-level core processes, performance metrics and 18-month plan / IT roadmap.
- People / Process lead for corporate claims area. Hired to implement best practices in Process Management, Process Improvement, and Change Management. Savings of over \$10 million.
- People / Process lead for Commercial Loan Origination process re-engineering. Savings over \$3 million in 2009.
- People / Process lead for Corporate-wide Organizational design. Planned improvement savings over \$7 million (2009-10).
- Worked with executives to implement "Centers of Excellence" in several departments throughout the company including customer analysis, core process definition, and performance metric definition.

Professional Highlights

- Strong interpersonal and leadership skills at all levels of leadership, customers and teams.
- Excellent presentation and written communication skills.
- Superior ability to organize and coordinate on-going activities on numerous projects simultaneously.
- Expert in data collection, analysis and presentation.
- Self-motivated, organized and able to execute on high-quality project deliverables.
- Demonstrated ability to build and lead high-performance teams.

Reinvention Consultant – August, 2002 to Present

Reinvention Consultant for Reinvention, LLC; Beacon Technologies; and CUNA Mutual

People / Process lead for many large multi-million dollar corporate priority projects. Responsibilities include definition of customers and requirements; document and design of current and future state core processes; develop company, department, individual, and project performance metrics; develop and coordinate project plans, coordinate and develop training and communications for projects, develop and implement change management activities.

Government

- Developed and delivered “Mall Mapping” core process work with 450 managers of the Wisconsin DNR
- People / Process lead for \$38M people, process and technology upgrade at the Department of Workforce Development. Hired to implement best practices in Process Management, Process Improvement, and Change
- Developed and delivered Yellow Belt LEAN Government training for DNR and DHS.
- Lead Facilitator for Dane County Cities and Villages Association (DCCVA) Lean Government Project Teams. Project 1: Joint Purchasing. Just started with completion targeted for Dec 31, 2016

Insurance and Financial Services Industry

- Developed Strategic Plan and performance measures for Consumer Credit Industry Association
- People/Process lead for company-wide technology system upgrade (all systems moved to the Cloud). Documented, designed and re-engineered all future state processes for entire business division. Designed and implemented conversion of all documentation to SharePoint.
- People / Process lead for corporate claims area. Hired to implement best practices in Process Management, Process Improvement, and Change Management.
- People / Process lead for total re-design of a bank Commercial Loan Origination process. Includes complete redesign of process, roles & responsibilities, and requirements definition for \$1 million technology solution.
- People / Process lead for corporate-wide bank organizational design work to redesign and consolidate front office, back office, and shared services. Over 1,000 FTEs impacted and improvements resulted in over \$7 million in savings.
- Process lead for corporate Lender Development Program complete re-design. Process re-design and implementation of metrics helped grow the credit insurance book by over 10% in two years.
- Project Manager and process designer for company-wide Sales / Distribution organization re-design impacting all 800 sales force FTEs. Included implementation of new CRM and sales management process and technologies.
- People / Process lead for \$18 million claims processing system for department of 116 FTEs. Managed claims review that resulted in a \$12 million savings in first 9 months. Designed future state processes, roles, and organizational structure with staffing model; managed the development of all training; designed department and individual balanced scorecard measurement system. ROI of over 300% fully realized in 2 years. Project was regarded as a complete turnaround of failing department. Recognized by InfoWorld as one of the Top 10 IT projects in the US.

Education

- Black Belt consultant for University of Wisconsin Administrative Process Redesign department. Responsible for coaching and leading the team through Six Sigma process improvement projects.
- Designed, developed, and delivered process improvement training for all college administration
- Lead strategic planning sessions for various college presidents, school boards, superintendents, and principals.
- Worked with several K-12 school systems as consultant to superintendents, school boards, and principals to improve school system performance.

Consultant / Trainer – May, 1996 to August, 2002

Consultant / Trainer / Quality Specialist for Blackhawk Technical College

Responsible for developing and delivering performance improvement consulting services to business and industry, education, government, and non-profit organizations. Specialties include strategic planning, leadership training, team and meeting facilitation, and data collection and statistical analysis.

Education and Certifications

Master's Degree in Structural Engineering (1986) & Bachelor of Science in Civil Engineering (1985)

University of Wisconsin, Milwaukee, Wisconsin

Certifications

Certified Facilitator for Steven Covey's Programs

Certified Facilitator for all Achieve Global training systems

Mannat Mehta

✉ mannat.mehta97@gmail.com

☎ +1 (703) 955 1643

📍 Crestmont Terrace, Sterling VA 20165

EDUCATION

University of Wisconsin – Madison
B.A. Economics and Political Science

Madison, WI
May 2020

EXPERIENCE

Ethos of Engagement Consulting, LLC

Research Assistant

Santa Rosa, CA (Remote)

July 2020 – Present

- Support research, administrative needs, and development of a draft evaluation guidance for presentation to UN Women Headquarters in New York.
- Identify and draft proposals for 2-3 grant opportunities, including creating, maintaining, and analyzing a database of funding opportunities using Google Sheets.
- Collaborate with authors of the UN Women publication, *Inclusive Systemic Evaluation for Gender Equality, Environments and Marginalized Voices (ISE4GEMs)* in expanding their global framework.
- Research and write blog posts on gender equality, the environment, and marginalized voices.
- Increase exposure of the company and the UN Women publication through the creation of a Wix website with UX, SEO implementation, and social media marketing on LinkedIn.

Office of Student Financial Aid, University of Wisconsin-Madison

Data Analyst

Madison, WI

June 2017 – December 2019

- Audited up to \$100,000 in financial aid and student budgets using human capital management software Oracle/Peoplesoft and MS Excel daily.
- Efficiently resolved over 50 student emails and service requests daily.
- Successfully executed various cross functional and time-sensitive projects related to several types of aid – such as federal, scholarships, and loans – concurrently.
- Managed an independent project to improve the efficiency of training materials for the onboarding of new student employees.

Agari Data, Inc

Finance Intern

San Francisco, CA

June 2019 – July 2019

- Improved and developed the existing contract database through the implementation of Salesforce.
- Researched and created a database of over 50 key customer profiles for the use of the VP of Business Operations in an annual company event.
- Collaborated with the Finance and Accounting teams to support monthly close, financial reporting to the CFO and was responsible for verifying invoices, purchase orders, and bills of sale.

ACTIVITIES AND AWARDS

AIESEC Madison

Local Committee President

Madison, WI

January 2016 – January 2020

- Managed a committee of 30 members and an executive team of 7 vice-presidents, each in charge of a division of local operations including sales development, finance, and human resources.
- Successfully marketed and oversaw the completion of over 100 international internships and volunteer programs in collaboration with 23 country partners.
- Maintained a CRM and analysed committee performance to generate weekly reports on student application rates, create incentive programs, and maximize productivity.
- Managed 100+ stakeholder relations including a board of advisors, small-medium businesses, NGOs, local students, international students, and interns.

Publishing deal – *Motherland*

Fall 2021

- Wrote a fiction novel titled *Motherland* to be published by Partridge Publishing India, under Penguin Random House.

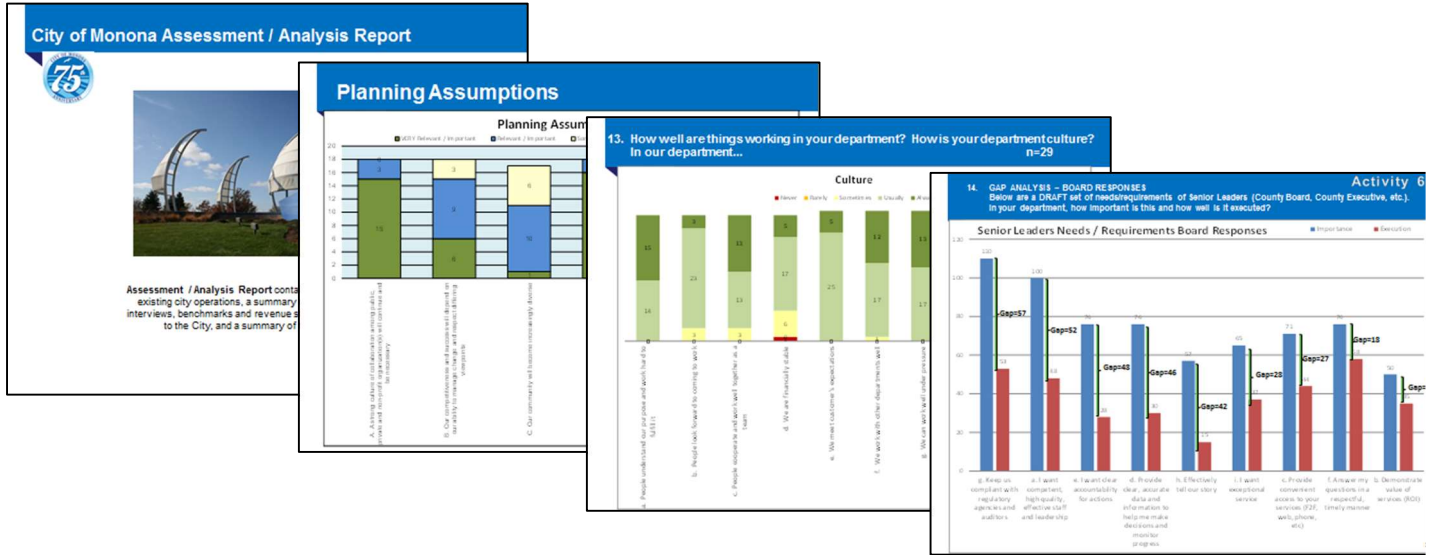
TECHNICAL SKILLS

Microsoft Office · Google Drive · Zendesk · Salesforce · STATA · Oracle/People Soft · Confluence

Language: English (Native) · Hindi (Fluent) · French (Proficient)

Appendix B – Example Deliverables

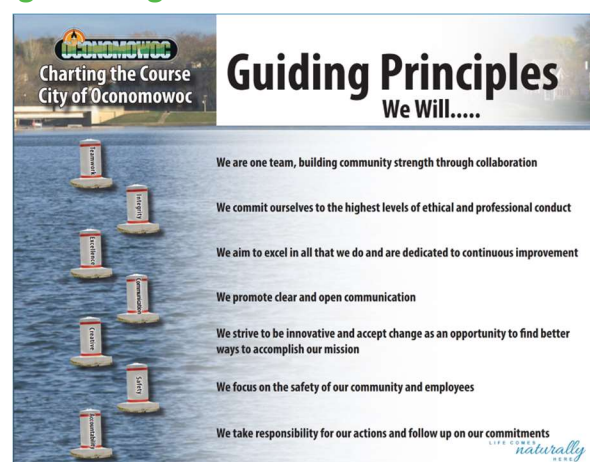
Example of Pre-Planning Packet:



Example One: High-level Strategic Plan



Example Two: High-level Roadmap and One-Page Strategic Plan



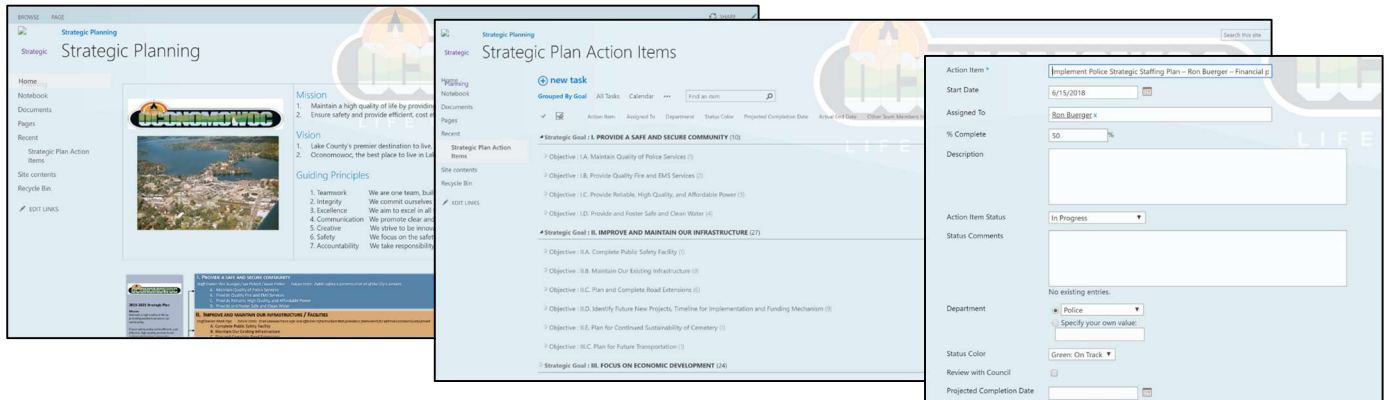
One Pager



Detailed Plan

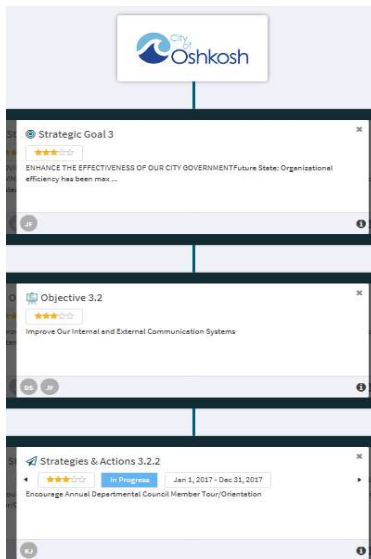


SharePoint Tracking of Action Items



Tracking and Reporting of Strategic Plan Envisio On-line

Strategic Plan Progress from Apr 01, 2017 to Jun 30, 2017



On Track 90.2%
Caution 3.9%
Below Plan 1.4%
No Update 4.4%



Overdue 0.7%
In Progress 95.4%
Upcoming 1.0%
Completed 2.9%

Total Assignment: 212

On Track: 193
Below Plan: 1
Caution: 8
No Update: 10

Total Strategies & Actions: 216

Overdue: 1
Upcoming: 2
In Progress: 206
Completed: 7

Strategic Goal 1

SUPPORT ECONOMIC DEVELOPMENT Future State: Be recognized as a premier community in Wisconsin by fostering entrepreneurial activity, developing and...



On Track 97.6%
Caution 2.4%



In Progress 100.0%

Total Assignment: 31

On Track: 30
Caution: 1

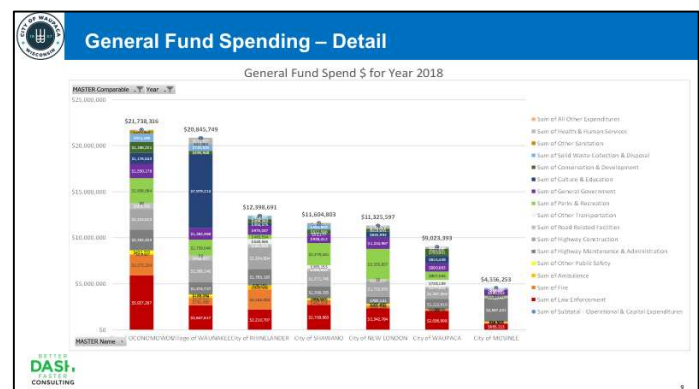
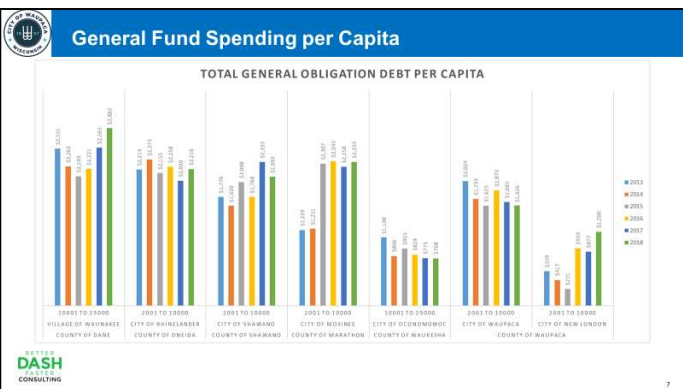
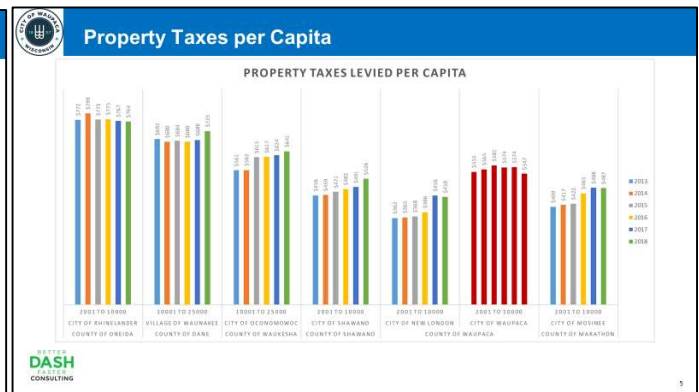
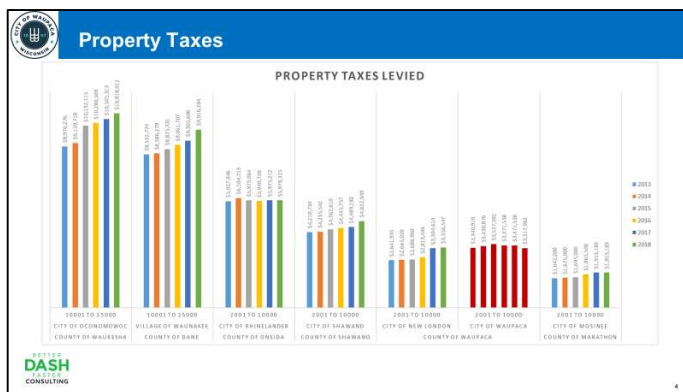
Total Strategies & Actions: 31

In Progress: 31

Objective: 6

Strategies & Actions: 31

Example of Benchmark Analysis with Comparable Cities:





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

www.ci.mequon.wi.us

Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: July 6, 2021
SUBJECT: RESOLUTION 3860 A Resolution Approving a Waiver of Repurchase and Right of First Refusal Under the Mequon Business Park Covenants and Restrictions for Copps Industries, Inc.

Background and Discussion

In 2002, the City approved a Development Agreement for the expansion of the Mequon Business Park (MBP). As part of the Development Agreement, certain covenants and restrictions were to have been placed on the property, which would become binding on any future purchasers of lots within the Business Park. One of those covenants and restrictions provides both MLG Commercial (as the developer) and the City with the right to repurchase a property if certain performance standards are not met. Specifically, the right to repurchase a property would arise if (i) construction on the property is not commenced within one year of its purchase, (ii) if construction ceased for a period of 180 consecutive days, and/or (iii) construction is not completed within 3 years after purchase.

As you are aware based on your actions at recent meetings related to the issuance of Industrial Revenue Development Bonds, Copps Industries (though a separate LLC, Epoxy Properties, LLC) has purchased a lot within the MBP. In addition to the Bonds, the project is also being financed with a conventional construction loan through Port Washington State Bank (PWSB). As part of its due diligence on the loan, PWSB has identified the right to repurchase as a potential risk. In short, PWSB is concerned that if they lend the funds, but the worst-case scenario occurs - that the City or MLG repurchases the property - such would leave the bank with no collateral on the funds they have distributed. In order to eliminate that risk, the bank has requested that MLG Commercial and the City waive the right to repurchase the property.

The purpose of the repurchase right is to protect the respective investments in the development. In this case, the City utilized tax increment funds to install the initial public infrastructure (roads and utilities) as part of TID No. 2. These costs would be recouped through the tax increment generated on new development within the Business Park. Obviously, if speculators purchased the land only to hold it, no additional tax increment revenue would be achieved, resulting in a failed tax increment district and the general fund having to pay for the expenditures that had been made. Accordingly, the right to repurchase helps to ensure that development occurs on a timely basis to ensure that the tax increment district remains healthy.

In this case, TID No. 2 is presently projected to close in 2024, 2 years shy of its maximum life. This projection assumes that the remaining vacant parcels in the business park (including the Copps Industries parcel) remain vacant. Thus, the Copps Industries development will only

improve that projection. Further, because TID No. 2 is projected to close cash-flow positive, the need to ensure additional development is less critical than it was in the early days of the district, thereby decreasing the value of the repurchase rights. Finally, MLG Commercial has indicated that they are willing to waive their repurchase rights as part of this transaction. For these reasons, staff recommends approving the waiver request.

Fiscal Impact

There is little to no fiscal impact to the City as a result of this action. As noted above, TID No. 2 is healthy and projected to close with a positive balance - even if the Copps Industries development were not to be completed. That said, it is anticipated that the Copps Industries project will add an additional \$6.5 million to the City's tax base, generating approximately \$22,000 in annual real estate taxes.

Recommendation

A recommendation is forthcoming from the Finance & Personnel Committee on July 13, 2021.

Attachments:

Waiver Document

Attachments:

Waiver of Repurchase Rights and Right of First Refusal (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3860

A Resolution Approving a Waiver of Repurchase and Right of First Refusal Under the Mequon Business Park Covenants and Restrictions for Copps Industries, Inc.

- A. The covenants and restrictions for the Mequon Business Park provide the City with the right to repurchase lots within the business park upon the failure of a purchaser to meet certain performance standards.
- B. Copps Industries, Inc., through Epoxy Properties, LLC, has purchased a lot within the Business Park in order to expand its operations within the City.
- C. Part of the expansion project is to be funded through Industrial Revenue Development Bonds, which the City has previously approved.
- D. As part of the construction loan financing for the expansion project, Copps Industries' lender has requested that the City waive its repurchase rights.
- E. The property is located within TID No. 2, which is nearing its closure date and is projected to close with a positive cashflow.
- F. Accordingly, the City's need for the repurchase rights is minimized and the risk of non-completion of the project is low.

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

- 1. The Waiver of Repurchase and Right of First Refusal in the form as attached is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.
- 2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: July 13, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 13, 2021.

Caroline Fochs, City Clerk

**WAIVER
OF
REPURCHASE AND RIGHT OF FIRST REFUSAL
IN FAVOR OF
EPOXY PROPERTIES, LLC**

THIS WAIVER OF REPURCHASE AND RIGHT OF FIRST REFUSAL IN FAVOR OF EPOXY PROPERTIES, LLC is made as of July ____, 2021, by MLG Investments 2000, LLC (the “Declarant”) and the City of Mequon (the “City”).

RECITALS

A. On or about March 19, 2021, Epoxy Properties, LLC (the “Owner”) purchased the real property described on Exhibit A attached hereto and incorporated herein by reference (the “Property”).

B. The Owner purchased the Property subject to the Declaration of Protective Covenants for Mequon Business Park 2 dated November 18, 2002, and recorded in the office of the Register of Deeds for Ozaukee County, Wisconsin, on May 20, 2003, as Document No. 754741, as amended by the Supplement to Protective Covenants for Mequon Business Park 2 dated July 10, 2003, and recorded in the office of the Register of Deeds for Ozaukee County on September 24, 2003, as Document No. 773992, and as further amended by the Second Supplement to Protective Covenants for Mequon Business Park 2 dated November 25, 2003, and recorded in the office of the Register of Deeds for Ozaukee County on December 5, 2003, as Document No. 780759 (collectively, the “Protective Covenants”).

C. The Protective Covenants were made in favor of the Declarant, but Section 9 of the Protective Covenants gives the City or the Declarant (i) the right to repurchase the Property under certain circumstances relating to the timing of construction on the Property (the “Repurchase Rights”), and (ii) a right of first refusal to repurchase any vacant portion of the Property within three years after closing of Owner’s acquisition of the Property (the “Right of First Refusal”).

D. On June 29, 2021, the Owner obtained a loan from Port Washington State Bank (“PWSB”) by PWSB purchasing the \$6,400,000 City of Mequon, Wisconsin Industrial Development Revenue Bonds, Series 2021 (Copps Industries, Inc. Project) issued by the City and agreeing to make advances to the Owner to construct improvements on the Property.

E. In making such loan and other financial accommodations to the Owner in order for the Owner to construct improvements on the Property, PWSB requires that the Repurchase Rights and Right of First Refusal be waived by the City and the Declarant.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Declarant hereby waive the Repurchase Rights and

Right of First Refusal contained in the Protective Covenants, hereby agree that neither the Owner nor future owners or occupants of the Property shall be subject to such Repurchase Rights and Right of First Refusal, and hereby further agree that Section 9 of the Protective Covenants containing the Repurchase Rights and Right of First Refusal shall not be enforced with respect to the Property.

IN WITNESS WHEREOF, the City and the Declarant have executed this Waiver as of the date set forth above.

CITY OF MEQUON

By: _____
 Name; _____
 Title: _____

By: _____
 Name; _____
 Title: _____

STATE OF WISCONSIN)
)ss
 COUNTY OF OZAUKEE)

Personally came before me on July ___, 2021, the above-named _____ and _____, to me known to be the _____ and _____, respectively, of the City of Mequon, who executed the foregoing instrument and acknowledged the same.

[SEAL]

Print Name: _____
 Notary Public, State of Wisconsin
 My commission expires: _____

MLG INVESTMENTS 2000 LLC

By: _____
 Name: _____
 Title: _____

STATE OF WISCONSIN)
)ss
 COUNTY OF _____)

Personally came before me on July ___, 2021, the above-named _____,
 to me known to be the _____ of MLG Investments 2000 LLC, who executed
 the foregoing instrument and acknowledged the same.

[SEAL]

Print Name: _____
 Notary Public, State of Wisconsin
 My commission expires: _____

This instrument drafted by:
 Anne Wal, Esq.
 von Briesen & Roper, s.c.
 411 East Wisconsin Avenue, Suite 1000
 Milwaukee, WI 53202
 (414) 276-1122
 36615206_1

EXHIBIT A**Legal Description of Property**

Lot 3 of Certified Survey Map No. 4106, recorded in the Register of Deeds office for Ozaukee County on August 31, 2020 as Document No. 1100711, being a redivision of Lot 1, Certified Survey Map No. 3732, and being part of the Northeast $\frac{1}{4}$ and the Southeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of Section 27, Township 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.



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

www.ci.mequon.wi.us

Office of the Mayor

TO: Finance-Personnel Committee
FROM: John Wirth, Mayor
DATE: June 22, 2021
SUBJECT: RESOLUTION 3866 A Resolution Increasing Compensation for the Position of Mayor

Background

In March of 1991, or 30 years ago, the City set the mayor's pay at \$800 per month (\$9,600 per year). I recommend that the Common Council increase that pay for the next mayor. I am not requesting it for me. I specifically provide in the resolution that the pay increase would take effect when I leave office. This would never benefit me personally.

Analysis

There are 26 cities in Wisconsin with populations between 16,000 and 40,000. The Mequon mayor receives the lowest compensation among that entire group. Of that group, half have full-time mayors. Of the half with part-time mayors, total compensation ranges from \$9,600 (Mequon) to \$26,212 (Oconomowoc). In 2020, the median annual compensation for mayors in those cities was \$19,200.

No person should undertake elected community service for the money. However, it is only fair to acknowledge the costs, both financial and personal, of serving as an elected official.

Aldermen are currently paid one-half of what the mayor is paid. I argued in the past, when I was an alderman, that aldermanic pay should be reduced. Despite the many hours aldermen devote, and the considerable contribution aldermen make to the City, aldermanic duties can readily be juggled with a full time job and being active with the alderman's family. Other volunteers, such as Planning Commission members, devote almost as many hours without pay.

Being mayor, however, is different.

- Most or all of an alderman's responsibilities are handled on nights and weekends; however, the mayor is required to devote a considerable number of hours during the workday. I and prior mayors have had weekly meetings with staff. Many weeks there are multiple daytime meetings. Those meetings are essential to the mayor's role.
- Aldermen have an occasional meeting with developers for projects in their district. The mayor ends up with eight times, or more, of those meetings.
- Aldermen receive constituent inquiries. However, the mayor receives almost all of those same inquiries plus many inquiries that never reach aldermen.
- Many organizations and businesses reach out only to the mayor.
- The mayor received thousands of emails every year. The majority of them require a response.

- Each alderman is involved in some policy initiatives. The mayor is expected to be involved in all of them.
- The mayor is expected to serve as a spokesperson for the City.
- The mayor is the chair of the Planning Commission.
- The mayor makes approximately 100 appointments, excluding alternates and special committees (e.g., Future of our Fire Department). Finding volunteers is incredibly time consuming.
- The mayor is involved in interviews of department heads and consultants, policy formulation and other duties that rarely impact aldermen.

Being mayor is essentially a half-time, or greater, responsibility. A mayor who is disengaged possibly could coast through the job and spend 20 to 30 hours per month. However, an engaged mayor, one who takes the job seriously, spends 75 to 100 hours per month.

The council could opt to change Mequon to a council-manager form. This would save money.

However, so long as Mequon chooses to maintain a mayor, it should also do what it can to make the role feasible for a sizable number of qualified residents. The time commitment by necessity interferes with any working person's job.

Recommendation

Consideration of the proposed resolution.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3866

A Resolution Increasing Compensation for the Position of Mayor

A. The Mayor of the City of Mequon is currently paid a salary of \$800 per month. That salary was set in March of 1991, or about 30 years ago, and has remain unchanged for that period.

B. The annual compensation paid to part-time mayors in the State of Wisconsin for cities with populations from 16,000 to 40,000 ranges from \$9,600 (Mequon) to \$26,212 (Oconomowoc). Mequon is the lowest. In 2020, the median annual compensation for mayors in those cities was \$19,200.

C. Having a part-time mayor with a full time administrator is the optimal city structure allowed under Wisconsin law, and serving as mayor is a community service and not a substitution for employment. However, serving as mayor requires a very significant time commitment and substantially impacts the employment, if any, of the person serving in that office. The compensation change provided by this resolution only partially compensates the holder of the office for his or her services.

D. State law does not allow an adjustment to compensation for an elected official during a term of office; moreover, the current mayor, John Wirth, does not want any increase in mayoral compensation to take effect until after he leaves office, whenever that occurs.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mequon, that the salary for the position of Mayor shall be increased to \$1,800 per month effective upon the commencement of the first full term of office in which John Wirth is not the Mayor.

Approved by: John Wirth, Mayor

Date Approved: July 13, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 13, 2021.

Caroline Fochs, City Clerk

2021 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
July	- Resolution Approving a Revolving Loan Fund Application for Aleksa Learning Center - Resolution Increasing Mayoral Compensation - Resolution Appointing a Finance Director/City Treasurer - Resolution Awarding a Contract for Development of an Organizational Strategic Plan with Better Dash Faster Consulting - Resolution Approving a Waiver of Repurchase Rights for Copps Industries, Inc.

Future Agenda Topics

- Financial Policy and City Ordinance Reconciliation - Compensation Plan Analysis	- User Fee Financial Policy - Life Insurance Review - Credit Card Processing Discussion
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2021 Completed Items

- Approved a Conservation Easement Agreement Between the City of Mequon and MMSD for Approximately 66 Acres of Land Located Along Trinity Creek North of County Line Road and East of Wauwatosa - Approved a Budget Amendment for FY2020 - Amended Revolving Loan Fund Agreement with the Bartolotta Restaurant Group - Investment Portfolio Review by DANA - Approved a Contract with Waukesha County for Delinquent Personal Property Tax Account Collection Services - Approved the Final Dedication and Reimbursement for Public Improvements in the Tax Increment District for Foxtown Center LLC - Personal Property Tax Repeal Letter to State Representative Knodl - Amended Resolution Regarding Industrial Revenue Bond Financing for Copps Industries, Inc. - Acceptance of FY2020 Comprehensive Annual Financial Report - Acceptance of FY2020 Popular Annual Financial Report	- Approved the Award of a Contract for Completion of an Analysis of the Community Development Dept. to Management Partners, Cincinnati, Ohio, in the Amount of \$53,900 - Approved the City of Mequon's Insurance Program for Fiscal Year 2021 - Adopted Final Resolution Regarding Industrial Development Revenue Bond Financing for Copps Industries, Inc. - Awarded Port Washington State Bank the contract for banking services - Resolution Authorizing Execution of a Professional Services Agreement for the Completion of an Information Technology Assessment and Strategic Plan with Avèro Advisors, Maryville, Tennessee, in an Amount Not-to-Exceed \$54,720 - Resolution Authorizing a Development Agreement for a Tax Increment District (TID) No. 5 Development Incentive to Blue Ribbon Self Storage III, LLC in the Amount of \$462,000 for the Property Located at 10448 North Port Washington Road - Resolution Appointing Marie A. Keyser to the Position of Acting Finance Director/City Treasurer
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