City of Mequon

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, September 14, 2021
6:00 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes
   Action requested: review and approve
   a. August 10, 2021 Finance & Personnel Meeting Minutes

3) License Applications
   Action requested: review and approve
   a. September 2021 Licenses

4) Vouchers for Payment
   Action requested: review and approve
   a. August 2021 Voucher Approval List

5) Resolutions
   Action requested: review and recommend approval
   a. **RESOLUTION 3877** A Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection with Converting the Part-Time Human Resources Assistant Position to a Full-Time Human Resources Coordinator Position at Pay Grade 6 ($40,658 - $55,009)

   b. **RESOLUTION 3878** A Resolution Authorizing Jennifer L. Engroff, Finance Director/City Treasurer, to be a Signatory on all City of Mequon Depository Accounts at Port Washington State Bank

6) Discussion Items
   Action requested: discuss and take action as needed
   a. Finance & Personnel Work Plan

7) Adjourn

Dated: September 14, 2021 * /s/ John Wirth, Chair*

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

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

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

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FINANCE-PERSONNEL COMMITTEE
Tuesday, August 10, 2021
7:00 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

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

Also Present: City Administrator Jones, City Clerk Fochs, Acting Finance Director Keyser, City Attorney Sajdak, Executive Assistant Enea, Cooper Prindell, and Ken Zganjar

2) Approve Meeting Minutes
a. July 13, 2021 Finance & Personnel Meeting Minutes
RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bushee

AYES:	Hansher, Bushee, Strzelczyk

3) License Applications
a. August 2021 Licenses
RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Hansher
SECONDED BY: Alderman Bushee

AYES:	Hansher, Bushee, Strzelczyk

4) Vouchers for Payment
a. July 2021 Voucher Approval List
RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Hansher

AYES:	Hansher, Bushee, Strzelczyk

5) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 3872** A Resolution Authorizing the Collateral Assignment of the Development Agreement with Blue Ribbon Self Storage III, LLC to First Midwest Bank

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

AYES:	Hansher, Bushee, Strzelczyk

6) Discussion Items

a. 2021 YTD Investment Report as of 6/30/2021

Acting Finance Director Keyser reported that the City is doing alright with its investments, but not as good as last year. The Committee asked to invite Dana Investments to give a presentation after the third quarter ends.

b. 2021 Q2 YTD Budget (Unaudited)

Acting Finance Director Keyser reported that public safety revenues and investment interest were both only at about a 14% YTD in accordance with the approved budget. There is some lag time with public safety fees, specifically ambulance revenues. All of the other revenue categories are doing well through quarter two. Overall, expenditures are below the 50% mark. A few departments are over the 50% mark, but it is to be expected at this point in the fiscal year.

The Committee did not have any further questions.

c. Finance & Personnel Work Plan

Alderman Bushee asked about accepting credit card payments at City Hall. City Administrator Jones expressed the Finance Department has been without a Finance Director since May, thus has not had ample time to devote to this project. It is on the list to start again once the new Director has started and comfortable in the position.

7) Adjourn

Motion to adjourn at 7:18 PM.

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

AYES:	Hansher, Bushee, Strzelczyk

Respectfully Submitted,

Carrie Enea

City of Mequon

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

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **September 9, 2021**
SUBJECT: **September 2021 Licenses**

Following are recommended approvals:

CLASS B BEER LICNESE – NEW – For the period September 15, 2021 to June 30, 2022 – Contingent upon passing all inspections

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

Following are recommended denials:

None.

City of Mequon
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THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	321,791.71
SPECIAL REVENUE FUND	3,000.00
PARKS & OPEN SPACE	0.00
REVOLVING LOAN 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	235,480.32
SEWER UT FUND	381,893.10
WATER UT FUND	152,956.07
TAX FIDUCIARY FUND	0.00
TOTAL	1,095,121.20

IN THE AMOUNT OF $ 1,095,121.20 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. 9/9/2021

WILLIAM JONES
CITY ADMINISTRATOR

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

4.1.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	63085	LAW HEALTH BEN 7/20/21 P/R	10.00	08/20/2021	45631	0110	110000	224170
	10702	MEQUON FIRE & EMS ASSOCIATION	62889	UNION DUES 8/6/21 P/R	660.00	08/06/2021	1001724	0110	110000	224160
	10707	MEQUON POLICE ASSOCIATION	62857	UNION DUES 8/6/21 P/R	2,220.00	08/06/2021	1001725	0110	110000	224160
	10810	NORTH SHORE BANK FSB	62858	DEF COMP 8/6/21 P/R	475.00	08/06/2021	1001727	0110	110000	224101
	10810	NORTH SHORE BANK FSB	62858	DEF COMP 8/6/21 P/R	60.00	08/06/2021	1001727	0610	610000	224101
	10810	NORTH SHORE BANK FSB	63086	DEF COMP 8/20/21 P/R	475.00	08/20/2021	1001743	0110	110000	224101
	10810	NORTH SHORE BANK FSB	63086	DEF COMP 8/20/21 P/R	60.00	08/20/2021	1001743	0610	610000	224101
	11331	WIS SUPPORT COLLECTIONS TRUST	62859	SUPPORT ID 5956557 7532298 7844747 7657807 8/6 P/R	1,240.09	08/06/2021	45598	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62859	SUPPORT ID 5956557 7532298 7844747 7657807 8/6 P/R	111.46	08/06/2021	45598	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	62859	SUPPORT ID 5956557 7532298 7844747 7657807 8/6 P/R	111.46	08/06/2021	45598	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63087	SUPPORT 5956557 7532298 7844747 7657807 P/R 8/20	1,240.09	08/20/2021	45690	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63087	SUPPORT 5956557 7532298 7844747 7657807 P/R 8/20	111.46	08/20/2021	45690	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63087	SUPPORT 5956557 7532298 7844747 7657807 P/R 8/20	111.46	08/20/2021	45690	0620	620000	224150
				Department Total	6,886.02					
COMMON COU	10555	LEONARD MCCAW	63175	RECORD PUBLIC MEETING 8/10/21 C/C	250.00	08/20/2021	1001737	0110	110101	683211
				Department Total	250.00					
CITY CLERK	10230	CONLEY PUBLISHING GROUP LTD	63045	PUBLICATION 7/4/21-7/31/21	210.70	08/20/2021	45615	0110	110112	680502
	10780	MUNICIPAL CODE CORP	62890	SUPPLEMENT 48 FEE	1,375.07	08/20/2021	45602	0110	110112	683201
	10834	OFFICE DEPOT *	63067	LABELS, FOLDERS, PADS	122.58	08/20/2021	45649	0110	110112	680101
	12532	GRANICUS, LLC	62888	AUGUST MONTHLY SUBSCRIPTION	1,228.50	08/20/2021	1001736	0110	110112	683201
				Department Total	2,936.85					
INFO SERVI	10182	CDW GOVERNMENT INC	62947	TRIPP 6IN MDP TO DVI ADPTR(2)	17.28	08/06/2021	1001718	0110	110117	680401
	10182	CDW GOVERNMENT INC	62950	TRIPP ADPTRS, 3 MONITORS, UNIFI AP AC PRO	638.06	08/06/2021	1001718	0110	110117	680401
	10555	LEONARD MCCAW	63006	IT ADVOCATE 2021 ANNUAL CONTRACT 7/03-7/30/21	3,846.16	08/06/2021	1001722	0110	110117	683201

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
INFO SERVI	10555	LEONARD MCCAW	63176	IT ADVOCATE 2021 ANNUAL CONTRACT 7/31-8/13/21	2,596.16	08/20/2021	1001737	0110	110117	683201
	11701	TYLER TECHNOLOGIES INC	63004	LICENSING RENEWAL/ANNUAL SUPPORT	40,464.81	08/20/2021	45682	0110	110117	683202
	12301	INTEGRATED SYSTEMS CORPORATION	63072	REMOTE BACKUP SERVICE CONTRACT SEPTEMBER	750.00	08/20/2021	45630	0110	110117	683202
	12301	INTEGRATED SYSTEMS CORPORATION	63073	INTERNET SERVICE SUBSCRIPTION SEPTEMBER	200.00	08/20/2021	45630	0110	110117	683202
	12448	THE OFFICE TECHNOLOGY GROUP	63040	OTG Management IT Services 8/1-8/31/21	3,525.00	08/20/2021	45676	0110	110117	683201
	12448	THE OFFICE TECHNOLOGY GROUP	63040	OTG Management IT Services 8/1-8/31/21	2,994.25	08/20/2021	45676	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	62941	Midwest Fiber Leased Fiber Net 8/1-8/31/21	1,114.12	08/20/2021	1001742	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	62945	Midwest Fiber Leased Network 8/1-8/31/21 FIRE DEPT	150.48	08/20/2021	1001742	0110	110117	683202
	12651	AMAZON CAPITAL SERVICES, INC	63013	Equipment/small tools Amazon	19.98	08/20/2021	1001729	0110	110117	680401
	12887	AVERO LLC	63035	IT Strategic Plan	12,575.00	08/20/2021	45606	0110	110117	683101
				Department Total	68,891.30					
FINANCE	12689	THOMAS W WATSON	63037	FINANCE DIRECTOR CONSULTING 7/19-7/31/21	2,150.00	08/20/2021	1001744	0110	110118	683101
	12689	THOMAS W WATSON	63076	FINANCE DIRECTOR CONSULTING 8/2-8/15/21	3,600.00	08/20/2021	1001744	0110	110118	683101
	12882	AURORA MEDICAL GROUP INC	63044	PRE EMPLOYMENT PHYSICALS & DRUG SCREENS	1,239.00	08/20/2021	45605	0110	110120	683201
	12901	ROBERT BAIRD and CO.	62837	UTILITY ACCT 609300 OVERPAYMENT REIMBURSEMENT	1,408.60	08/06/2021	45571	0610	610000	103102
	12907	BORCA, GREGORY	63074	UTILITY ACCOUNT 242401	437.85	08/20/2021	45609	0610	610000	103102
				Department Total	8,835.45					
ASSESSOR	10463	GROTA APPRAISALS LLC	62917	ANNUAL ASSESSMENT & REVALUATION	19,815.00	08/06/2021	1001720	0110	110119	683201
	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	63090	REVAL/MISC MAILINGS	136.50	08/20/2021	45600	0110	110119	680505
				Department Total	19,951.50					
HR	11830	ORGANIZATION DEVELOPMENT	63038	Pre-employment Psychological ASSESSMENT	700.00	08/20/2021	45648	0110	110120	683201
				Department Total	700.00					
LEGAL COUN	12754	VON BRIESEN & ROPER, S.C.	62939	Legal Fees THROUGH 6/30/21	1,475.00	08/06/2021	45592	0110	110124	683312
				Department Total	1,475.00					

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

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	10426	GIERACH'S SERVICE INC	63061	TOWING SERVICES	216.00	08/20/2021	45625	0110	110235	683702
	10426	GIERACH'S SERVICE INC	63062	TOWING SERVICES	218.00	08/20/2021	45625	0110	110235	683702
	10426	GIERACH'S SERVICE INC	63063	TOWING SERVICES	165.00	08/20/2021	45625	0110	110235	683702
	10834	OFFICE DEPOT *	62840	OFFICE SUPPLIES	51.23	08/06/2021	45520	0110	110235	680101
	10834	OFFICE DEPOT *	63065	OFFICE SUPPLIES	75.69	08/20/2021	45649	0110	110235	680101
	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	63081	BOND DANIEL SILVEY 20 20248	150.00	08/20/2021	45650	0110	110000	224205
	10928	CHENOSA SYSTEMS CORPORATION	62849	TRAINING	1,190.00	08/06/2021	45566	0110	110235	683501
	10931	PROSHRED SECURITY	62847	SHREDDING SERVICES	136.00	08/06/2021	45567	0110	110235	683201
	11056	SIRCHIE FINGER PRINT LAB INC	62852	FORENSICS SUPPLIES	157.85	08/06/2021	45578	0110	110235	680301
	11094	LAWRENCE F FILO	63058	K9 KENNEL SERVICES	135.00	08/20/2021	45673	0410	410791	730012
	11101	STREICHER'S INC	63066	PERSONNEL UNIFORM OUTFITTING	125.00	08/20/2021	45674	0110	110235	680301
	11137	THOMSON REUTERS - WEST	63060	CLEAR INVESTIGATIVES SERVICES	154.74	08/20/2021	45678	0110	110235	683201
	11153	TRANS UNION LLC	63055	CREDIT HISTORIES	127.96	08/20/2021	45680	0110	110235	683201
	11211	VERIZON WIRELESS SERVICES LLC	62856	CELL PHONE SERVICES	379.43	08/06/2021	45591	0110	110235	680504
	11211	VERIZON WIRELESS SERVICES LLC	62856	CELL PHONE SERVICES	0.62	08/06/2021	45591	0110	110239	680504
	11295	WIS DEPT OF JUSTICE 2718	62843	WI DOJ TIME SYSTEM ACCESS	664.50	08/06/2021	45596	0110	110235	683201
	11295	WIS DEPT OF JUSTICE 2718	63059	WI DOJ RECORDS CHECKS	371.00	08/20/2021	45688	0110	110235	683201
	12466	LANGUAGE LINE SERVICES INC	63056	LANGUAGE INTERPRETER SERVICES	93.73	08/20/2021	45633	0110	110235	683702
	12651	AMAZON CAPITAL SERVICES, INC	62667	OFFICE, WORK, &/OR M&R SUPPLIE	21.65	08/06/2021	1001717	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	62841	OFFICE, WORK, &/OR M&R SUPPLIE	64.99	08/06/2021	1001717	0110	110235	680301
	12651	AMAZON CAPITAL SERVICES, INC	62842	OFFICE, WORK, &/OR M&R SUPPLIE	17.80	08/06/2021	1001717	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	62844	OFFICE, WORK, &/OR M&R SUPPLIE	10.98	08/06/2021	1001717	0110	110235	686550
	12651	AMAZON CAPITAL SERVICES, INC	62853	OFFICE, WORK, &/OR M&R SUPPLIE	52.79	08/20/2021	1001729	0110	110235	686550

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	12651	AMAZON CAPITAL SERVICES, INC	63075	WORK SUPPLIES	10.90	08/20/2021	1001729	0110	110235	686550
	12897	ETHOS VETERINARY HEALTH LLC	62851	VETERINARY CARE K-9	504.00	08/06/2021	45505	0110	110235	683702
				Department Total	5,094.86					
FIRE / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	62698	MEDICAL SUPPLIES	397.00	08/06/2021	45504	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	62893	MEDICAL SUPPLIES	877.90	08/06/2021	45504	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	62904	MEDICAL SUPPLIES	315.88	08/20/2021	45618	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63139	MEDICAL SUPPLIES	672.90	08/20/2021	45618	0110	110236	680301
	10408	GALLS LLC	63121	BOETTCHER	10.20	08/20/2021	45622	0110	110236	675101
	10408	GALLS LLC	63122	ZELLMANN	108.30	08/20/2021	45622	0110	110236	675101
	10408	GALLS LLC	63123	SCHNEIDER	10.20	08/20/2021	45622	0110	110236	675101
	10408	GALLS LLC	63124	ZELLMANN	309.01	08/20/2021	45622	0110	110236	675101
	10408	GALLS LLC	63129	SCHNEIDER	54.01	08/20/2021	45622	0110	110236	675101
	10408	GALLS LLC	63131	FIRE DEPT UNIFORMS	52.99	08/20/2021	45622	0110	110236	675101
	10418	GENERAL FIRE EQUIPMENT CO	63180	2021 JEEP 1ST RESPONDER EQUIP	10,913.20	08/20/2021	45623	0410	410786	725011
	10485	HASTINGS AIR-ENERGY CONTROL IMC	62928	EXHAUST COLLECTOR FOR APPARATUS	860.09	08/06/2021	45514	0110	110236	680401
	10639	SCHOESSOW, CARY A.	62903	2021 JEEP 1ST RESPONDER LETTER	957.00	08/06/2021	45574	0410	410786	725011
	10691	MENARDS	62898	WORK SUPPLIES	100.06	08/06/2021	45517	0110	110236	680301
	10691	MENARDS	63137	WORK SUPPLIES	88.69	08/20/2021	45638	0110	110236	680301
	11211	VERIZON WIRELESS SERVICES LLC	62891	CELL DATA	180.04	08/06/2021	45590	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	62892	CELL DATA	30.06	08/06/2021	45589	0110	110236	680504
	11679	PETE FEYERHERD	62923	IT SERVICES FOR PAYROLL SOFTWARE	650.00	08/06/2021	45508	0110	110236	683201
	11969	GRAPHIC COMMUNICATION	62902	POLO SHIRTS	255.00	08/06/2021	45513	0110	110236	675101
	12336	AIRGAS USA, LLC	63133	OXYGEN	271.94	08/20/2021	45603	0110	110236	680301
	12336	AIRGAS USA, LLC	63135	OXYGEN	292.41	08/20/2021	45603	0110	110236	680301

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	12531	AIR ONE EQUIPMENT INC	62899	FIRE EQUIPMENT	505.60	08/06/2021	45489	0110	110236	680401
	12531	AIR ONE EQUIPMENT INC	62900	FIRE EQUIPMENT	164.85	08/06/2021	45489	0110	110236	680401
	12531	AIR ONE EQUIPMENT INC	62901	FIRE EQUIPMENT	228.00	08/06/2021	45489	0110	110236	680401
	12651	AMAZON CAPITAL SERVICES, INC	62894	ETHERNET PORT	76.99	08/06/2021	1001717	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	62895	2 IPAD CASES	28.88	08/06/2021	1001717	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	62896	TV MOUNT FOR TRAINING ROOM	22.69	08/06/2021	1001717	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	62897	2 IPAD CASES	11.66	08/06/2021	1001717	0110	110236	680301
	12694	AT&T MOBILITY LLC	62905	CELL DATA	215.94	08/06/2021	45492	0110	110236	680504
	12768	BONUS INC	63112	DISHWASHER SOAP	16.77	08/20/2021	45608	0110	110236	680301
	12903	EXPONENTIAL POWER INC	63138	BATTERIES FOR GOLF CART	1,054.08	08/20/2021	45620	0110	110236	686550
				Department Total	19,732.34					
BLDG MAINT	10045	AMERICAN INDUSTRIAL ALSCO	63140	MOP CONTRACT-AUG	136.55	08/20/2021	45604	0110	110326	683201
	10073	AT&T CORP	62965	TELEPHONE SERVICES-CITY HALL-JULY	166.47	08/06/2021	45491	0110	110326	680504
	10204	CINTAS	63161	FIRE ALRM INSP & SERV @ FIRE STA. 2	567.02	08/20/2021	45614	0110	110326	683201
	10204	CINTAS	63162	FIRE ALRM INSP & SERV @ CITY HALL	995.51	08/20/2021	45614	0110	110326	683201
	10204	CINTAS	63163	FIRE ALRM INSP & SERV @ DPW BLDG	834.20	08/20/2021	45614	0110	110326	683201
	10691	MENARDS	62812	SHELF & TOOL BATTERIES	48.86	08/06/2021	45517	0110	110326	680302
	10691	MENARDS	62813	RUBBER GLOVES	44.97	08/06/2021	45517	0110	110326	680302
	10691	MENARDS	63132	DRILL BITS FOR GLASS & TILE	8.99	08/20/2021	45638	0110	110326	680304
	10824	NORTHSTAR PRINTING & GRAPHICS	63103	BUSINESS CARDS-FRANK LORD	38.80	08/20/2021	45647	0110	110326	680302
	10886	PEST ARREST EXTERMINATING	62961	PEST CONTROL CONTRACT	115.00	08/20/2021	45664	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	62912	DUMPSTER FEES-JULY	235.00	08/06/2021	45587	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	62912	DUMPSTER FEES-JULY	235.00	08/06/2021	45587	0610	610669	683201
	11859	DILLETT MECHANICAL SERVICES, INC	62962	PREVENTATIVE MAINENANCE HVAC 7/1-8/1/21	1,764.00	08/20/2021	1001733	0110	110326	683201

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
BLDG MAINT	12124	PACKERLAND RENT-A-MAT, INC.	62885	MAT CONTRACT- JULY	112.76	08/20/2021	45651	0110	110326	683201
	12127	DOOR MASTER GARAGE DOOR CO, LLC.	62993	GARAGE DOOR REPAIR STA 1	248.00	08/06/2021	45502	0110	110326	686502
	12573	SANDALSTONE VENTURES INC	63002	CLEANING @DPW-AUGUST	1,190.00	08/20/2021	45684	0110	110326	683201
	12573	SANDALSTONE VENTURES INC	63003	CLEANING SERVICE - CITY HALL-AUGUST	2,635.00	08/20/2021	45684	0110	110326	683201
	12896	NEXT ELECTRIC LLC	63023	REPAIR VENTILATION SYSTEM - DP	265.00	08/20/2021	45645	0110	110326	686503
				Department Total	9,641.13					
FLEET SRVS	10321	EGELHOFF LAWN MOWER SERVICE INC	62991	DRIVE TUBE	22.70	08/06/2021	45503	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	63169	CARBURATOR PARTS FOR 614	27.30	08/20/2021	45617	0110	110355	680301
	10360	JFTCO, INC	62981	WORK SUPPLIES GASKETS, BOLT, ORINGS	288.33	08/06/2021	45506	0110	110355	680301
	10360	JFTCO, INC	62984	COUPLERS FOR 337	113.47	08/06/2021	45506	0110	110355	680301
	10360	JFTCO, INC	62987	OIL FILTERS	60.88	08/06/2021	45506	0110	110355	680301
	10360	JFTCO, INC	62989	BELT FOR 337	20.26	08/06/2021	45506	0110	110355	680301
	10360	JFTCO, INC	63031	WORK SUPPLIES-EQUIPMENT EGR COOLER	1,899.04	08/06/2021	45506	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	62787	OIL FILTER	24.69	08/06/2021	45507	0110	110355	680301
	10384	FIVE CORNERS DODGE INC	62839	SHAFT CORE RETURN	-50.00	08/06/2021	45509	0110	110355	680301
	10384	FIVE CORNERS DODGE INC	62864	BATTERY FOR 958	119.70	08/06/2021	45509	0110	110355	680301
	10384	FIVE CORNERS DODGE INC	62865	AXLE SHAFT & BATTERY FOR 958	583.61	08/06/2021	45509	0110	110355	680301
	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	62909	FUEL INJECTORS FOR 302	2,075.16	08/06/2021	45510	0110	110355	680301
	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	63152	AC COMPRESSOR 337	191.74	08/20/2021	45621	0110	110355	680301
	10451	GRAY'S INC	63159	PLOW CUTTING EDGES FOR 2021 PL	2,028.00	08/20/2021	45627	0410	410787	725012
	10501	HERBST OIL INC	62866	QTY 8,502 NO LEAD GAS	20,216.05	08/06/2021	1001721	0110	110355	680402
	10516	HUMPHREY SERVICE PARTS INC	62878	OIL FILTERS	55.08	08/06/2021	45515	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	63166	FUEL FILTER	30.70	08/20/2021	45629	0110	110355	680301
	11484	TODDS TOOLS	62819	DRILL CHUCK	25.50	08/06/2021	45584	0110	110355	680401

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	11497	LF GEORGE INC	63172	BUSHING FOR 347	109.75	08/20/2021	45634	0110	110355	680301
	11503	MID-STATE GROUP, INC.	63171	OIL FILTERS	45.60	08/20/2021	45641	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	63142	WHEEL ASSM FOR 414	225.00	08/20/2021	45624	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	62929	AIR FILTER FER319	-44.20	08/06/2021	45585	0110	110355	680301
	11676	TRUCK COUNTRY OF WISCONSIN	62990	AIR FILTER FOR 319	88.40	08/06/2021	45585	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	62860	AC CONDENSOR FOR 206	270.54	08/06/2021	45512	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	62879	FAN SWITCH FOR 951	50.69	08/06/2021	45512	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	63164	DRAIN PLUG FOR 951	10.32	08/20/2021	45626	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	63165	1 CLIP FOR 951	8.00	08/20/2021	45626	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	62876	TRAILER PARTS FOR 331	64.69	08/06/2021	45495	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	62877	SWITCH FOR LIFT GATE ON 406	167.00	08/06/2021	45495	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63155	SHOVEL HOLDER	92.18	08/20/2021	45610	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63156	TRAILER BRAKEAWAY	53.25	08/20/2021	45610	0110	110355	680301
	12542	FPR INVESTMENTS, LLC	62816	HYDRAULIC FITTING	16.47	08/06/2021	45570	0110	110355	680301
	12609	QUALITY STATE OIL CO INC	63182	QTY 7,502 DIESEL FUEL	18,822.09	08/20/2021	45666	0110	110355	680402
	12624	MATHESON TRI-GAS INC	63144	TORCH TANK RENTAL	41.58	08/20/2021	45637	0110	110355	680301
	12624	MATHESON TRI-GAS INC	63145	WELDING SUPPLIES	30.73	08/20/2021	45637	0110	110355	680301
	12624	MATHESON TRI-GAS INC	63146	WELDING TIPS & GLOVES	41.57	08/20/2021	45637	0110	110355	680301
	12624	MATHESON TRI-GAS INC	63151	TORCH TANK RENTAL	52.08	08/20/2021	45637	0110	110355	680301
	12889	CHICAGO PARTS & SOUND LLC	63107	OIL COOLER HOSE FOR 500	34.67	08/20/2021	45613	0110	110355	680301
				Department Total	47,912.62					
ENGINEERIN	10172	CARLIN SALES CORP	62906	ROAD PROGRAM RESTORATION	1,423.46	08/20/2021	1001731	0410	410780	720016
	10192	CENTRAL ENGRAVING LLC	62910	ENGRAVED NAME PLATE-MCCRAW	20.25	08/06/2021	45497	0110	110358	680101
	10230	CONLEY PUBLISHING GROUP LTD	62887	2021 ANNUAL ROAD IMPROVEMENTS	313.82	08/06/2021	45499	0410	410780	720017

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
ENGINEERIN	10230	CONLEY PUBLISHING GROUP LTD	63118	2021 ANNUAL ROAD IMPROVEMENTS	313.82	08/20/2021	45615	0410	410780	720017
	10428	GILLITZER ELEC CO LTD, FRANK	63028	ELECTRICAL CONSULTATION FOR DO	695.00	08/06/2021	1001719	0410	410780	720011
	10625	LANNON STONE PRODUCTS, INC.	62714	GRAVEL FOR ROAD PROGRAM PROJECT	1,405.34	08/06/2021	1001723	0410	410780	720017
	10645	LIESENER SOILS INC	63089	TOPSOIL FOR PATH RESTORE ROTARY RD PROGRM	45.00	08/20/2021	45635	0410	410780	720016
	10645	LIESENER SOILS INC	63149	ROAD PROGRAM TOPSOIL	240.00	08/20/2021	45635	0410	410780	720016
	10645	LIESENER SOILS INC	63150	TOPSOIL FO RRIVER LAKE & HIGHLAND RD ROAD PROGRAM	1,170.00	08/20/2021	45635	0410	410780	720016
	11016	SCHMITZ READY-MIX INC	62911	SLURRY FOR CISTERN ABANDONMENT	10,864.52	08/06/2021	45573	0410	410780	720017
	11266	WESTERN CULVERT & SUPPLY INC	63005	CULVERTS FOR RIVER LAKE ROAD P	3,607.50	08/06/2021	45595	0110	110359	680323
	11266	WESTERN CULVERT & SUPPLY INC	63005	CULVERTS FOR RIVER LAKE ROAD P	9,658.02	08/06/2021	45595	0410	410780	720017
	12658	SYMBIONT SCIENCE, ENGINEERING AND	62826	PHASER RATING-GIS	2,347.14	08/06/2021	45583	0410	410780	720011
	12760	THUNDER ROAD LLC	63093	2021 CRACK SEALING - RES 3831	176,310.00	08/20/2021	45679	0410	410781	720014
	12898	RICHARD ZUROWSKI	62918	APPRAISAL FOR COURTLAND EASEMENT	1,500.00	08/06/2021	45569	0410	410798	730015
				Department Total	209,913.87					
HIGHWAY	10051	AMERICAN SIGNAL CORPORATION	62881	SIREN MAINTENANCE=BONNIWELL SITE	222.50	08/06/2021	45490	0110	110359	683202
	10137	BOEHLKE BOTTLED GAS CORP	62872	MUPP GAS	23.98	08/20/2021	45607	0110	110359	680321
	10287	DIGGERS HOTLINE INC	63109	LOCATES- JULY	22.62	08/20/2021	1001732	0110	110359	683201
	10287	DIGGERS HOTLINE INC	63109	LOCATES- JULY	727.32	08/20/2021	1001732	0620	620679	923001
	10321	EGELHOFF LAWN MOWER SERVICE INC	63148	saw chain	24.50	08/20/2021	45617	0110	110359	680321
	10428	GILLITZER ELEC CO LTD, FRANK	63130	HOTLINE LOCATE STREET LIGHTS -INDUSTRIAL DRIVE	198.64	08/20/2021	1001735	0110	110359	683201
	10625	LANNON STONE PRODUCTS, INC.	62716	GRAVEL FOR CULVERTS	178.21	08/06/2021	1001723	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	62717	RIP RAP FOR GUARD RAILS	617.05	08/06/2021	1001723	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	62869	GRAVEL FOR DRIVEWAY	147.40	08/20/2021	1001738	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	62870	GRAVEL FOR DRIVE	182.50	08/20/2021	1001738	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	62996	STONE FOR CULVERT	382.78	08/20/2021	1001738	0110	110359	680321

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
HIGHWAY	10625	LANNON STONE PRODUCTS, INC.	62997	STONE FOR CULVERS	172.63	08/20/2021	1001738	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	62998	STONE FOR CULVERTS	811.69	08/20/2021	1001738	0110	110359	680321
	10955	RAILROAD MANAGEMENT CO LLC	62863	2021 CULVERT FEE / LS LICENSE FEE #0196452	515.10	08/06/2021	45568	0110	110359	680323
	11006	SAFETYMART	62994	FIRST AID SUPPLIES	63.70	08/06/2021	45572	0110	110359	680321
	11006	SAFETYMART	62995	FIRST AID SUPPLIES	42.30	08/06/2021	45572	0110	110359	680321
	11045	SHERWIN WILLIAMS	62886	STRAINERS	12.53	08/06/2021	45575	0110	110359	680321
	11195	USIC LOCATING SERVICES INC	62992	LOCATES 7/1-7/31/21	297.11	08/20/2021	1001745	0110	110359	683201
	11266	WESTERN CULVERT & SUPPLY INC	62822	CULVERTS	1,907.00	08/06/2021	45595	0110	110359	680323
	11266	WESTERN CULVERT & SUPPLY INC	62871	CULVERT FOR DRIVEWAY AND BANDS	1,516.52	08/06/2021	45595	0110	110359	680323
	11266	WESTERN CULVERT & SUPPLY INC	63136	CULVERT/SUPPLIES	4,944.50	08/20/2021	45687	0110	110359	680323
	12624	MATHESON TRI-GAS INC	62874	GAS FOR TORCHES	133.35	08/20/2021	45637	0110	110359	680321
	12644	BRANCH OUT LAND CLEARING LLC	63088	BUCKTHORN REMOVAL ON WAUWATOSA	1,500.00	08/20/2021	45611	0110	110359	683201
	12861	WRANGLER HOLDCO CORP	63000	RECYCLING FEES-AUG	105.65	08/06/2021	45599	0110	110359	683201
	12883	PB HAHN & CO INC	63024	PAINT, BEE SPRAY	49.08	08/20/2021	45601	0110	110359	680321
	12883	PB HAHN & CO INC	63025	SILICONE SPRAY	5.39	08/06/2021	45486	0110	110359	680321
	12883	PB HAHN & CO INC	63026	STEEL STAKES	39.58	08/06/2021	45486	0110	110359	680321
	12883	PB HAHN & CO INC	63115	SILICON SPRAY	10.78	08/20/2021	45601	0110	110359	680321
	12883	PB HAHN & CO INC	63116	PAINT FOR MARKING	71.16	08/20/2021	45601	0110	110359	680321
				Department Total	14,925.57					
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	63096	BLOWER FOR BUCKET TRUCK & SUPPLIES	334.94	08/20/2021	45617	0110	110363	680401
	11245	WAYSIDE NURSERIES INC	62868	ROADSIDE PLANTING	1,411.00	08/06/2021	45594	0410	410798	730017
	11245	WAYSIDE NURSERIES INC	63022	TREE REPLACEMENT TOSA RD	25.50	08/06/2021	45594	0110	110363	680351
				Department Total	1,771.44					

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
RECYCLING	10909	PORT-A-JOHN, INC.	63141	BRUSH SITE RESTROOM-AUG	84.00	08/20/2021	45665	0110	110368	688120
				Department Total	84.00					
POOL	10691	MENARDS	62999	POOL WORK SUPPLIES KIDDIE POOL REPAIR	112.47	08/06/2021	45517	0110	110472	680301
	11731	THE PARTY COMPANY, LLC	63104	MOVIE NIGHT MOVIE SCREEN-07292021	650.00	08/20/2021	45677	0110	110472	680301
	11731	THE PARTY COMPANY, LLC	63105	MOVIE NIGHT MOVIE SCREEN-08-12-2021	650.00	08/20/2021	45677	0110	110472	680301
				Department Total	1,412.47					
PARKS	10107	BEACON ATHLETICS LLC	62884	FIELD TOP DRESSING	125.00	08/06/2021	45494	0110	110474	680340
	10107	BEACON ATHLETICS LLC	62884	FIELD TOP DRESSING	125.00	08/06/2021	45494	0110	110474	680341
	10107	BEACON ATHLETICS LLC	62884	FIELD TOP DRESSING	125.00	08/06/2021	45494	0110	110474	680342
	10107	BEACON ATHLETICS LLC	62884	FIELD TOP DRESSING	125.00	08/06/2021	45494	0110	110474	680343
	10183	CEDAR LAKE SALES & SERVICE INC	62969	VILLA GROVE PIER REPAIRS	3,662.00	08/06/2021	45496	0110	110474	686550
	10321	EGELHOFF LAWN MOWER SERVICE INC	62880	TRIMMER LINE	15.26	08/06/2021	45503	0110	110474	680324
	10321	EGELHOFF LAWN MOWER SERVICE INC	62880	TRIMMER LINE	18.68	08/06/2021	45503	0110	110474	680340
	10321	EGELHOFF LAWN MOWER SERVICE INC	62880	TRIMMER LINE	18.68	08/06/2021	45503	0110	110474	680341
	10321	EGELHOFF LAWN MOWER SERVICE INC	62880	TRIMMER LINE	18.68	08/06/2021	45503	0110	110474	680342
	10321	EGELHOFF LAWN MOWER SERVICE INC	62880	TRIMMER LINE	18.68	08/06/2021	45503	0110	110474	680343
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62861	ROUND UP	29.01	08/20/2021	45670	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62861	ROUND UP	29.02	08/20/2021	45670	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62861	ROUND UP	29.02	08/20/2021	45670	0110	110474	680342
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	62861	ROUND UP	29.02	08/20/2021	45670	0110	110474	680343
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63098	ROUND UP	29.04	08/20/2021	45670	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63098	ROUND UP	29.01	08/20/2021	45670	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63098	ROUND UP	29.01	08/20/2021	45670	0110	110474	680342

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PARKS	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63098	ROUND UP	29.01	08/20/2021	45670	0110	110474	680343
	10624	LANGE ENTERPRISES OF WISCONSIN INC	63027	PARK REGULATION SIGNS	326.51	08/06/2021	45516	0110	110474	680301
	10909	PORT-A-JOHN, INC.	62882	PORTABLE TOILETS-VILLA GROVE	103.00	08/06/2021	45565	0110	110474	688120
	10909	PORT-A-JOHN, INC.	63100	LEMKE RESTROOM	206.00	08/20/2021	45665	0110	110474	688120
	11245	WAYSIDE NURSERIES INC	62867	RED GRANITE FOR PATH @ ROTARY	435.00	08/06/2021	45594	0110	110474	680341
	11245	WAYSIDE NURSERIES INC	63099	GRANITE FOR GATEWAY PATH	72.50	08/20/2021	45686	0110	110474	680341
	11326	WIS PUMP AND SUMP INC	62796	PUMP ROTARY PAVILIONS	135.00	08/06/2021	45597	0110	110474	683201
	11326	WIS PUMP AND SUMP INC	62798	PUMP ROTARY PAVILIONS	135.00	08/06/2021	45597	0110	110474	683201
	11326	WIS PUMP AND SUMP INC	63097	PUMP ROTARY PAVILIONS	270.00	08/20/2021	45689	0110	110474	683201
	12551	WALLACE TREE LANDSCAPE INC	63001	CONTRACTED TREE REMOVAL	13,750.00	08/06/2021	45593	0410	410798	730017
	12735	RCB AWARDS LLC	62883	PLAQUES-MEMORIAL PLAQUE FOR ROTARY PARK	235.99	08/20/2021	45667	0110	110474	680301
	12895	STEVEN MARK BEHNKE	63032	FIELD MAINTENANCE CONTRACT RES	15,550.00	08/06/2021	45579	0110	110474	683202
				Department Total	35,703.12					
PLANNING	10230	CONLEY PUBLISHING GROUP LTD	63033	NEWSPAPER PUBLIC NOTICES FOR PLANNING	62.38	08/20/2021	45615	0110	110578	680502
	12864	MANAGEMENT PARTNERS INC	62916	COMM DEVEL OPERATIONAL ANALYSIS	8,990.00	08/20/2021	45636	0110	110578	683101
				Department Total	9,052.38					
SEWER	10209	CLARK DIETZ INC	62914	WALNUT GLEN SANITARY AS-BUILT	1,200.00	08/06/2021	45498	0610	610669	683101
	10345	ENGINES SERVICE INC	63108	REBUILT CARB FOR 628 GENERATOR	195.28	08/20/2021	1001734	0610	610669	695105
	10647	LINCOLN CONTRACTORS SUPPLY INC	63160	TRUCK SUPPLIES	61.98	08/20/2021	1001740	0610	610669	680301
	10691	MENARDS	62873	STATION SUPPLIES	101.37	08/20/2021	45639	0610	610669	680301
	10743	MILW METRO SEWERAGE DIST	62730	MMSD QTRLY BILL #3263	350,353.99	08/06/2021	1001726	0610	610669	695108
	11049	SHORT ELLIOTT HENDRICKSON INC	62915	LIFT STATION F HYDRAULIC ANALY	488.46	08/06/2021	45577	0610	610669	683101
	11049	SHORT ELLIOTT HENDRICKSON INC	62960	LIFT STATION F CONDITION ASSESSMENT THRU 6/30/21	566.10	08/06/2021	45576	0610	610669	740002
	11049	SHORT ELLIOTT HENDRICKSON INC	63167	WEST TRUNK SAN. PLANNING STUDY #3744	1,899.33	08/20/2021	45668	0610	610669	740002

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SEWER	11049	SHORT ELLIOTT HENDRICKSON INC	63168	LIFT STATION F HYDRAULIC ANALY #3626	832.68	08/20/2021	45669	0610	610669	683101
	11062	RASMITH, INC	62913	INSPECT #3583-21-Q	425.00	08/20/2021	45671	0610	610669	740003
	11062	RASMITH, INC	62956	ETS MONITORING (#3780-21) JUN 1-30, 2021	763.92	08/06/2021	45580	0610	610669	740001
	11163	CLIFFORD J DETEMPLE	63094	SOFTWARE	1,755.00	08/20/2021	45681	0610	610669	683202
	12232	BAYSIDE PRINTING INC.	62919	QUARTERLY UTILITY BILLING PRINTING	243.40	08/06/2021	45493	0610	610669	680505
	12232	BAYSIDE PRINTING INC.	62919	QUARTERLY UTILITY BILLING PRINTING	162.20	08/06/2021	45493	0620	620679	903002
	12232	BAYSIDE PRINTING INC.	62920	QUARTERLY UTILITY BILLING PRINTING	246.40	08/06/2021	45493	0610	610669	680505
	12232	BAYSIDE PRINTING INC.	62920	QUARTERLY UTILITY BILLING PRINTING	164.17	08/06/2021	45493	0620	620679	903002
	12667	ETNA DISTRIBUTORS LLC	63106	12 MANHOLE COVERS	2,424.00	08/20/2021	45619	0610	610669	680301
	12871	AEGION CORPORATION	63030	M-T San Int. Rehab (#1953-K-21	17,207.37	08/06/2021	45487	0610	610669	740001
				Department Total	379,090.65					
WATER	10091	BADGER METER INC	63113	12 M35 3/4"METERS	864.68	08/20/2021	1001730	0620	620000	115346
	10091	BADGER METER INC	63125	3 - 2" METERS	2,268.39	08/20/2021	1001730	0620	620000	115346
	10489	CORE & MAIN	62862	REPAIR LIDS	238.50	08/06/2021	45500	0620	620679	675002
	10639	SCHOESSOW, CARY A.	62907	LETTERING FOR TRUCK 689	620.00	08/06/2021	45574	0620	620679	741005
	10654	L-R METER TESTING & REPAIR INC	63181	METER TESTING	2,476.03	08/20/2021	45632	0620	620679	663001
	10755	CITY OF MILWAUKEE	63114	PURCHASED WATER-JULY	80,235.78	08/20/2021	45642	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	63110	WATER TESTING BACT-CONSTRUCTION SAMPLES	360.00	08/20/2021	45646	0620	620679	662003
	10815	NORTH SHORE WATER COMMISSION	63110	WATER TESTING BACT-CONSTRUCTION SAMPLES	120.00	08/20/2021	45646	0620	620679	664003
	10815	NORTH SHORE WATER COMMISSION	63111	PURCHASED WATER- JULY	21,507.33	08/20/2021	45646	0620	620679	602001
	11193	USA BLUEBOOK	63127	DPD DISPENSER	77.37	08/20/2021	45683	0620	620679	662002
	11211	VERIZON WIRELESS SERVICES LLC	63117	iPAD DATA CHARGES WATER, FOR, HWY, ENG, SEW	75.10	08/20/2021	45685	0110	110359	680504
	11211	VERIZON WIRELESS SERVICES LLC	63117	iPAD DATA CHARGES WATER, FOR, HWY, ENG, SEW	30.04	08/20/2021	45685	0110	110363	680504
	11211	VERIZON WIRELESS SERVICES LLC	63117	iPAD DATA CHARGES WATER, FOR, HWY, ENG, SEW	15.02	08/20/2021	45685	0620	620679	921001

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
WATER	11211	VERIZON WIRELESS SERVICES LLC	63117	iPAD DATA CHARGES WATER, FOR, HWY, ENG, SEW	60.08	08/20/2021	45685	0610	610669	680504
	11211	VERIZON WIRELESS SERVICES LLC	63117	iPAD DATA CHARGES WATER, FOR, HWY, ENG, SEW	50.04	08/20/2021	45685	0110	110358	680504
	12734	UNITED SYSTEMS & SOFTWARE, INC.	62908	RIVA ENDPOINTS - APPROVED MWUC	26,408.66	08/06/2021	45588	0620	620679	741003
	12878	GRUNAU COMPANY INC	63158	VALVE REPL 9100 WHITE OAKS BAYSIDE	8,404.00	08/20/2021	45628	0620	620679	673003
	12905	UNDERGROUND SPECIALITS INC	63029	WATER SERVICE LATERAL 704 E BA	8,050.00	08/06/2021	45586	0620	620679	675002
				Department Total	151,861.02					
DIRECT INV	10192	CENTRAL ENGRAVING LLC	63068	NAMEPLATES 4 LORD / ENGROFF	14.50	08/20/2021	45612	0110	110118	680101
	10192	CENTRAL ENGRAVING LLC	63068	NAMEPLATES 4 LORD / ENGROFF	14.50	08/20/2021	45612	0110	110326	680302
	10307	DEPARTMENT OF WORKFORCE	63069	UC BENEFITS 7/1-7/31/21	158.88	08/20/2021	45616	0110	110236	673104
	10307	DEPARTMENT OF WORKFORCE	63069	UC BENEFITS 7/1-7/31/21	144.64	08/20/2021	45616	0110	110326	673104
	10635	THE LEAGUE OF WIS MUNICIPALITIES	63177	WEB PAGE AD DISPATCHER	150.00	08/20/2021	1001739	0110	110120	683602
	10708	MEQUON POLICE-PETTY CASH	63010	PETTY CASH TRAINING REIMB	58.14	08/06/2021	45518	0110	110235	683501
	10709	MEQUON THIENSVILLE CHAMBER OF COMMERCE	63034	2021 AWARDS EVENT SPONSOR	750.00	08/20/2021	1001741	0110	110101	683702
	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLUB	63009	MEMBERSHIP QUARTERLY	65.00	08/20/2021	45640	0110	110236	680501
	10713	MEQUON THIENSVILLE SUNRISE ROTARY CLUB	63009	MEMBERSHIP QUARTERLY	65.00	08/20/2021	45640	0110	110111	680501
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	3,215.13	08/06/2021	1001728	0110	110000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	253.00	08/06/2021	1001728	0610	610000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	31.95	08/06/2021	1001728	0620	620000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	1.75	08/06/2021	1001728	0620	620000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	11.37	08/06/2021	1001728	0610	610000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	63008	LIFE INSC 9/1-9/30/21 POLICY 002832L UNIT 33302	149.63	08/06/2021	1001728	0110	110000	224163
	10780	MUNICIPAL CODE CORP	62757	ANNUAL WEBSITE HOSTING MAINT SUPPORT	4,100.00	08/06/2021	45488	0110	110111	683201
	10824	NORTHSTAR PRINTING & GRAPHICS	62922	BUSINESS CARDS JENNIFER ENGROFF	36.86	08/06/2021	45519	0110	110118	680101
	10856	OZAUKEE COUNTY ECONOMIC DEVEL	63021	RLF ADMIN ASSISTANCE FOR APPLICANTS	1,200.00	08/06/2021	45521	0230	230810	691422

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

4.1.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	63178	MEQUON GENERAL LEGAL 12/1/19-12/31/20	71,000.00	08/20/2021	1001746	0110	110124	683301
	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	63179	MEQUON GENERAL LEGAL 6/1/21-6/30/21	5,924.00	08/20/2021	1001746	0110	110124	683301
	12405	TELECOM ONE, INC	63080	PHONES 7/1-7/31/21	230.81	08/20/2021	45675	0110	110235	680504
	12405	TELECOM ONE, INC	63080	PHONES 7/1-7/31/21	57.70	08/20/2021	45675	0110	110236	680504
	12405	TELECOM ONE, INC	63080	PHONES 7/1-7/31/21	288.51	08/20/2021	45675	0110	110117	680504
	12448	THE OFFICE TECHNOLOGY GROUP	63041	JUNIPER POE SWITCH	2,362.23	08/20/2021	45676	0110	110117	680102
	12651	AMAZON CAPITAL SERVICES, INC	62686	DUAL MONITOR STAND & RISER	34.49	08/06/2021	1001717	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	62921	RECORDER FOR F & P MEETINGS	36.66	08/20/2021	1001729	0110	110118	680401
	12651	AMAZON CAPITAL SERVICES, INC	63014	DESK PAD	9.99	08/20/2021	1001729	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	63015	FILE FOLDERS	11.99	08/06/2021	1001717	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	63016	NOTARY STAMP STATE OF WI	16.99	08/20/2021	1001729	0110	110111	680101
	12651	AMAZON CAPITAL SERVICES, INC	63017	WIRELESS COMPUTER KEYBOARD & MOUSE	103.46	08/06/2021	1001717	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	63018	ADJUSTABLE STANDING DESK	188.87	08/06/2021	1001717	0110	110120	680101
	12651	AMAZON CAPITAL SERVICES, INC	63019	3 DRAWER FILE CABINET	129.98	08/06/2021	1001717	0110	110120	680101
	12902	DEWITT LLP	63020	EXECUTION OF DONGES BAY LOAN CLOSING DOCS RLF	1,800.00	08/06/2021	45501	0230	230810	691422
	90001	TEMP STAFF REIMB	63011	TRAINING 7/20-7/22 MEAL REIMB	47.83	08/06/2021	45582	0110	110235	683501
	90001	TEMP STAFF REIMB	63012	TRAINING 7/19-7/22 & 7/26-7/28 MEAL REIMB	74.91	08/06/2021	45581	0110	110235	683501
	90001	TEMP STAFF REIMB	63082	REIMB LUNCH FOR SAFETY TOWN INSTRUCTORS	89.52	08/20/2021	45672	0110	110235	683501
	90002	PARK REFUNDS	63043	REFUND DEPOSIT LEMKE PAV 7/11/21	50.00	08/20/2021	45659	0110	110000	229101
	90002	PARK REFUNDS	63046	REFUND DEPOSIT LEMKE PAV 8/01/21	50.00	08/20/2021	45658	0110	110000	229101
	90002	PARK REFUNDS	63047	REFUND DEPOSITN REUTER PAV 7/16/21	200.00	08/20/2021	45661	0110	110000	229101
	90002	PARK REFUNDS	63048	REFUND DEPOSIT & FULL PYMT N&S REUTER PAV 8/03/21	250.00	08/20/2021	45657	0110	110000	229101
	90002	PARK REFUNDS	63048	REFUND DEPOSIT & FULL PYMT N&S REUTER PAV 8/03/21	12.38	08/20/2021	45657	0110	110000	224209

Attachment: August 2021 AP Vendor Listing by Dept (6586 : August 2021 Voucher Approval List)

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90002	PARK REFUNDS	63048	REFUND DEPOSIT & FULL PYMT N&S REUTER PAV 8/03/21	225.00	08/20/2021	45657	0110	110000	224209
	90002	PARK REFUNDS	63049	REFUND DEPOSIT N REUTER PAV 7/24/21	200.00	08/20/2021	45652	0110	110000	229101
	90002	PARK REFUNDS	63050	REFUND DEPOSIT SOMMER PAV 7/18/21	200.00	08/20/2021	45653	0110	110000	229101
	90002	PARK REFUNDS	63051	REFUND DEPOSIT S ROTARY PAV 7/18/21	50.00	08/20/2021	45654	0110	110000	229101
	90002	PARK REFUNDS	63052	REFUND DEPOSIT S ROTARY PAV 7/17/21	50.00	08/20/2021	45656	0110	110000	229101
	90002	PARK REFUNDS	63053	REFUND DEPOSIT S ROTARY PAV 7/16/21	50.00	08/20/2021	45655	0110	110000	229101
	90002	PARK REFUNDS	63054	REFUND DEPOSIT S ROTARY PAV 7/17 & 7/24/21	100.00	08/20/2021	45660	0110	110000	229101
	90006	PERMIT REFUNDS	62924	INSP DEPOSIT 8420 8301 HIGHLANDER & EAGLE WILDCAT	583.00	08/06/2021	45559	0110	110000	229102
	90006	PERMIT REFUNDS	62925	INSP DEPOSIT 12432 N GOLF DR	60.00	08/06/2021	45560	0110	110000	229102
	90006	PERMIT REFUNDS	62926	INSP DEPOSIT 11002 N PORT WASH RD	60.00	08/06/2021	45561	0110	110000	229102
	90006	PERMIT REFUNDS	62931	INSP DEPOSIT 10621 N GAZEBO HILL PKWY	60.00	08/06/2021	45562	0110	110000	229102
	90006	PERMIT REFUNDS	62932	INSP DEPOSIT 5206 W ELMDALE CT	60.00	08/06/2021	45563	0110	110000	229102
	90006	PERMIT REFUNDS	62933	INSP DEPOSIT 11409 LAKE SHORE DR	60.00	08/06/2021	45564	0110	110000	229102
	90006	PERMIT REFUNDS	62934	INSP DEPOSIT 8414 W HILLVIEW DR	60.00	08/06/2021	45522	0110	110000	229102
	90006	PERMIT REFUNDS	62935	INSP DEPOSIT 2921 PAGET 3012 FLEUR DE 12306 WOODFL	181.00	08/06/2021	45523	0110	110000	229102
	90006	PERMIT REFUNDS	62936	INSP DEPOSIT 10936 N WYNGATE TRACE	61.00	08/06/2021	45524	0110	110000	229102
	90006	PERMIT REFUNDS	62937	INSP DEPOSIT 2650 W SUNNYDALE LN	60.00	08/06/2021	45525	0110	110000	229102
	90006	PERMIT REFUNDS	62938	INSP DEPOSIT 9920 W HEATHER DR	60.00	08/06/2021	45526	0110	110000	229102
	90006	PERMIT REFUNDS	62940	INSP DEPOSIT 104 E IRONWOOD CIR	61.00	08/06/2021	45527	0110	110000	229102
	90006	PERMIT REFUNDS	62942	INSP DEPOSIT 2800 W RANGE LINE CT	61.00	08/06/2021	45528	0110	110000	229102
	90006	PERMIT REFUNDS	62943	INSP DEPOSIT 9639 W HUNTINGTON DR	60.00	08/06/2021	45529	0110	110000	229102
	90006	PERMIT REFUNDS	62944	INSP DEPOSIT 12285 N PORTLAND AVE	60.00	08/06/2021	45530	0110	110000	229102
	90006	PERMIT REFUNDS	62946	INSP DEPOSIT 2110 W HELEN DR	60.00	08/06/2021	45531	0110	110000	229102

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	62948	INSP DEPOSIT 12203 CORPORATE PKWY	60.00	08/06/2021	45532	0110	110000	229102
	90006	PERMIT REFUNDS	62949	INSP DEPOSIT 3015 W SHOLES DR	61.00	08/06/2021	45533	0110	110000	229102
	90006	PERMIT REFUNDS	62951	INSP DEPOSIT 11605 N LAFAYETTE PL	60.00	08/06/2021	45534	0110	110000	229102
	90006	PERMIT REFUNDS	62952	INSP DEPOSIT 10725 N EXECUTIVE CT	60.00	08/06/2021	45535	0110	110000	229102
	90006	PERMIT REFUNDS	62954	INSP DEPOSIT 8124 W KNIGHTSBRIDGE DR	60.00	08/06/2021	45536	0110	110000	229102
	90006	PERMIT REFUNDS	62955	INSP DEPOSIT 12065 N LAKE SHORE DR	60.00	08/06/2021	45537	0110	110000	229102
	90006	PERMIT REFUNDS	62957	INSP DEPOSIT 11244 N LILAC LN	60.00	08/06/2021	45538	0110	110000	229102
	90006	PERMIT REFUNDS	62959	INSP DEPOSIT 515 W KENILWORTH CIR	60.00	08/06/2021	45539	0110	110000	229102
	90006	PERMIT REFUNDS	62963	INSP DEPOSIT 10128 N FOXKIRK CIR	61.00	08/06/2021	45540	0110	110000	229102
	90006	PERMIT REFUNDS	62964	INSP DEPOSIT 2303 W DICKINSON CT	60.00	08/06/2021	45541	0110	110000	229102
	90006	PERMIT REFUNDS	62966	INSP DEPOSIT 2041 RANCH & 2145 RANCH RD	347.00	08/06/2021	45542	0110	110000	229102
	90006	PERMIT REFUNDS	62967	INSP DEPOSIT 4927 ELMDALE & 10303 GREENVIEW	121.00	08/06/2021	45543	0110	110000	229102
	90006	PERMIT REFUNDS	62968	INSP DEPOSIT 8751 HIGHLANDER DR	60.00	08/06/2021	45544	0110	110000	229102
	90006	PERMIT REFUNDS	62970	INSP DEPOSIT 12727 N MEADOW CIR	60.00	08/06/2021	45545	0110	110000	229102
	90006	PERMIT REFUNDS	62971	INSP DEPOSIT 9608 W STANFORD DR	60.00	08/06/2021	45546	0110	110000	229102
	90006	PERMIT REFUNDS	62972	INSP DEPOSIT 8860 W HIGHLANDER DR	61.00	08/06/2021	45547	0110	110000	229102
	90006	PERMIT REFUNDS	62973	INSP DEPOSIT 11531 N ST JAMES LN	60.00	08/06/2021	45548	0110	110000	229102
	90006	PERMIT REFUNDS	62975	INSP DEPOSIT 10865 N PORT WASH RD	143.00	08/06/2021	45549	0110	110000	229102
	90006	PERMIT REFUNDS	62976	INSP DEPOSIT 1528 W RIVER OAKS LN	61.00	08/06/2021	45550	0110	110000	229102
	90006	PERMIT REFUNDS	62977	INSP DEPOSIT 10640 N IVY CT UNDERGROUND	60.00	08/06/2021	45551	0110	110000	229102
	90006	PERMIT REFUNDS	62978	INSP DEPOSIT 2400 GLENBROOK & 2414 W LAGOON CT	120.00	08/06/2021	45552	0110	110000	229102
	90006	PERMIT REFUNDS	62979	INSP DEPOSIT 11025 11027 N PORT WASH RD	127.00	08/06/2021	45553	0110	110000	229102
	90006	PERMIT REFUNDS	62980	INSP DEPOSIT 12525 N EMILY LN	60.00	08/06/2021	45554	0110	110000	229102

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

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	62982	INSP DEPOSIT 10846 W ESSEX DR	60.00	08/06/2021	45555	0110	110000	229102
	90006	PERMIT REFUNDS	62983	INSP DEPOSIT 11249 JUSTIN DR	60.00	08/06/2021	45556	0110	110000	229102
	90006	PERMIT REFUNDS	62985	INSP DEPOSIT 12361 N RIVER RD	61.00	08/06/2021	45557	0110	110000	229102
	90006	PERMIT REFUNDS	62986	INSP DEPOSIT 126 E BARKWOOD CT	60.00	08/06/2021	45558	0110	110000	229102
	90006	PERMIT REFUNDS	63036	PLUMBING PMT DUPLICATE PYMT P40981	60.00	08/20/2021	45662	0110	110000	442104
	90006	PERMIT REFUNDS	63079	CANCELLED ELECTRIC PMT E 40425	497.24	08/20/2021	45663	0110	110000	442103
	90007	MISC REFUNDS	63042	REFUND LIQUOR LICENSE FEE OVERPAYMENT	6.70	08/20/2021	45644	0110	110000	440101
	90007	MISC REFUNDS	63092	REIMB ROTO ROOTER INV 325176 D/TSEWER LATERAL WORK	380.00	08/20/2021	45643	0610	610669	740006
				Department Total	98,999.61					
				Grand Total	$1,095,121.20					

City of Mequon

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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: September 1, 2021
SUBJECT: RESOLUTION 3877 A Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection with Converting the Part-Time Human Resources Assistant Position to a Full-Time Human Resources Coordinator Position at Pay Grade 6 ($40,658 - $55,009)

Background

The Human Resources (HR) Division of the City Administrator's Office lost its part-time HR Assistant in July to another employment opportunity after 4 years of service with the City. The current labor market is not conducive to recruitment of part-time positions and more specifically there has been an increase in demand for HR professionals as businesses gear up to manage staff in a post-pandemic world. HR initiated a recruitment process to fill the vacated part-time position, but ultimately received a small pool of applicants and the process did not result in a hire to fill the position. As a result, staff is proposing to convert the position to full-time in order to better appeal to applicants, compete for talent in the market, and to further improve HR functions on behalf of the entire organization.

Analysis

The transition of the part-time HR Assistant to a full-time HR Coordinator position will not only allow the City to better maintain processes but also further reduce liabilities and improve services. It is anticipated that once a new employee is acclimated HR will seek to additionally address the following:

- Implementation of Nurse-on-Call System for Workers' Compensation to reduce expenses and ensure appropriate care to employees injured on the job.
- Modernize the City-wide safety training program, implement new materials, and evaluate the need for any new processes.
- Evaluate auxiliary lines of insurance and service providers to ensure the City is getting quality services at a competitive rate.
- Review pre-employment screening processes to ensure proper procedures and sufficient screening practices are in place.

Fiscal Impact

Monetarily, the City anticipates the total cost increase for transitioning the part-time Human Resources Assistant to a full-time Human Resources Coordinator position is estimated to be approximately $20,000 - $42,000, which includes the assumption the new employee will enroll in a family health insurance plan. The new position will remain in the same Pay Grade as the Human Resources Assistant, which is Pay Grade 6 ($40,658 - $55,009). A portion of the funds to offset this cost increase are available as a result of eliminating the full-time Dispatch Supervisor position earlier this year.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on September 14, 2021.

Attachments:
2021 Salary Structure (PDF)
HR Coordinator Job Description (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3877

A Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection with Converting the Part-Time Human Resources Assistant Position to a Full-Time Human Resources Coordinator Position at Pay Grade 6 ($40,658 - $55,009)

RECITALS

A. In 2014 the City of Mequon adopted and implemented a Compensation Plan that sets forth job positions and their assigned pay grades for non-represented employees.

B. The City of Mequon has determined the optimal way to address the Human Resources Assistant position in a manner that will address the long-term needs of the City.

C. The analysis has resulted in the converting of the part-time Human Resources Assistant position in to a full-time Human Resources Coordinator position to better address the needs of the organization.

D. Sufficient funds are available through the elimination of the full-time Dispatch Supervisor position.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the 2021 Employee Compensation Plan is amended to replace the part-time Human Resources Assistant position with a full-time Human Resources Coordinator position at Pay Grade 6.

____
Approved by: John Wirth, Mayor

Date Approved: September 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on September 14, 2021.

____
Caroline Fochs, City Clerk

CITY OF MEQUON, WISCONSIN
FY2021 EMPLOYEE COMPENSATION PLAN

Pay Grades	2021 Pay Ranges					JOB POSITION
	Minimum	Q1	Midpoint	Q3	Maximum	
1	$27,671	$30,112	$32,554	$34,995	$37,437	CUSTODIAN
2	$29,885	$32,522	$35,159	$37,796	$40,433	
3	$32,275	$35,123	$37,971	$40,818	$43,666	
4	$34,857	$37,933	$41,009	$44,084	$47,160	
5	$37,647	$40,969	$44,290	$47,612	$50,934	
6	$40,658	$44,245	$47,833	$51,421	$55,009	ACCOUNTING ASSISTANT ADMINISTRATIVE SECRETARY ASSESSMENT TECHNICIAN DEPUTY CLERK DISPATCHER ~~HUMAN RESOURCES ASSISTANT~~ HUMAN RESOURCES COORDINATOR PERMIT COORDINATOR RECORDS CLERK UTILITY CLERK
7	$43,911	$47,785	$51,660	$55,534	$59,408	
8	$47,424	$51,608	$55,793	$59,978	$64,162	BUILDINGS MAINTENANCE WORKER EXECUTIVE ASSISTANT FORESTRY WORKER HIGHWAY EQUIPMENT OPERATOR HIGHWAY WORKER HIGHWAY/PARKS WORKER MECHANIC PARKS WORKER SEWER WORKER
9	$51,218	$55,737	$60,256	$64,775	$69,294	ENGINEERING TECHNICIAN I HIGHWAY FOREMAN SEWER FOREMAN

CITY OF MEQUON, WISCONSIN
FY2021 EMPLOYEE COMPENSATION PLAN

	2021 Pay Ranges					JOB POSITION
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	
10	$55,314	$60,195	$65,076	$69,957	$74,838	ADMINISTRATIVE COORDINATOR ENGINEERING FIELD COORDINATOR ENGINEERING TECHNICIAN II INSPECTOR PUBLIC SAFETY IT SPECIALIST PLANNER
11	$59,740	$65,012	$70,283	$75,554	$80,826	ASSISTANT TO THE FINANCE DIRECTOR
12	$64,519	$70,212	$75,904	$81,597	$87,289	BUILDINGS SUPERINTENDENT FLEET SUPERINTENDENT HIGHWAY SUPERINTENDENT INSPECTIONS SUPERVISOR SEWER SUPERINTENDENT PARKS & FORESTRY SUPERINTENDENT
13	$70,742	$76,625	$82,508	$88,391	$94,274	
14	$75,255	$81,895	$88,535	$95,176	$101,816	BATTALION CHIEF
15	$77,213	$85,400	$93,587	$101,774	$109,960	ASSISTANT CITY ADMINISTRATOR ASSISTANT CITY ENGINEER ASST. DIRECTOR - COMMUNITY DEVELOPMENT CITY CLERK DEPUTY DIRECTOR OF UTILITIES DEPUTY DIRECTOR OF PUBLIC WORKS POLICE CAPTAIN DEPUTY CHIEF
16	$87,777	$95,522	$103,268	$111,013	$118,759	
17	$102,180	$110,248	$118,315	$126,383	$134,450	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS FINANCE DIRECTOR FIRE CHIEF POLICE CHIEF
18	*Established by Employment Contract*					CITY ADMINISTRATOR

Job Description
City of Mequon

Title: Human Resources Coordinator	**FLSA**: Non-exempt
Date: August 2021	**Present Incumbent**: N/A
Department: Administration	**Division**: Human Resources
Work Location: City Hall	
General Schedule: 40 hours per week, Monday – Friday.	
Pay Range: 6	
Represented: No	**Bargaining Unit**: N/A

Position's Purpose: In collaboration with the Assistant City Administrator, the Human Resource Coordinator manages the daily functions of the Human Resource (HR) Division including facilitating recruitment processes, coordinating benefits, completing reporting requirements, maintaining databases, overseeing the City's safety program, responding to general HR inquires and leading HR-related initiatives. This position is responsible for consistent application of HR-related processes and procedures. Responsibilities are administrative in nature as well as project oriented. This position is the first point of contact for employees with HR-related questions.

Description of the Job

A. Essential Functions and Responsibilities:

30% Respond to employee requests for information on benefits, deferred compensation, FMLA, workers' compensation, policies, City programs, etc.; process changes in employee information; manage annual open enrollment process.

25% Establish and maintain job vacancy files and maintain applicant tracking system; place and maintain records of employment ads; serve as the primary contact person for employment candidates; coordinate hiring of pool employees and other summer staff; assist with reference and background checks; manage pre-employment and random drug screening processes; distribute new employee orientation materials and educate newly hired employees on HR policies and internal procedures. Process all new hires in HRIS system and Timekeeping system; Track PTO accrual on shared spreadsheet.

15% Plan and maintain safety programs to help maintain safe working environments. Assist in ensuring departments complete annual safety training requirements, complete OSHA safety compliance reporting requirements, and oversee workers' compensation cases.

10% Maintain physical and digital Human Resources files; create and maintain personnel files including medical and confidential files, I-9, etc.; provide clerical support to Human Resources function and assist in digitizing files.

5% Partner with Finance/Payroll to update employee changes for bi-weekly payroll and resolve payroll issues.

5% Process monthly billing reports for health, dental, LTD, life, vision, accident and unemployment compensation programs; prepare purchase order requisitions for payment of invoices.

5% Respond to employment surveys as requested; assist with special projects, perform other duties as required, and assist with the development of policies and procedures.

5% Maintain databases for a variety of employee services including benefit programs, drivers licenses, probation/orientation, NIMS, VOI, FTE; process contractual wage adjustments and special deductions.

B. Job Specifications

Required Knowledge:

Demonstrated knowledge of and ability to apply proper grammar, punctuation and spelling. Knowledge of customer service and telephone etiquette appropriate for a government setting. Knowledge of office practices and procedures.

Required Skills/Abilities:

Technical

- Proficient knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook as well as experience with Human Resource Information Systems (HRIS), preferably Tyler MUNIS systems.
- Ability to perform basic mathematical functions (+, -,x,/)
- Ability to read, understand and process routine information in written form
- Ability to maintain records
- Ability to exercise integrity, flexibility, sound judgment, and strong intuitive skills

Communication/Interpersonal

- Ability to take initiative, utilize customer service skills, and the ability to learn quickly
- Ability to maintain confidential information
- Ability to read and understand written directions and follow oral instructions
- Ability to maintain effective working relationships with staff at all levels of the organization
- Work independently as well as collaboratively to accomplish goals and objectives
- Works comfortably under pressure and meet tight deadlines

C. Qualifications Required:

The above knowledge, skills and abilities are normally acquired through completion of an Associate's degree or certifications in Human Resources with a minimum of 1 year of experience. Bachelor's degree is preferred. Equivalent combinations of training and experience could contribute toward the mastery of the above.

D. Title of Immediate Supervisor: The incumbent reports to the Assistant City Administrator.

E. Working Conditions:

While performing the duties of this position, the employee is routinely required to walk, stand, and sit as needed. The employee may on occasion be required to lift objects weighing no more than 20 lbs. to height, be required to stoop, bend, or crouch. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment, perform work at a computer terminal, to operate a variety of office equipment.

The employee routinely has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The incumbent must maintain a level of alertness commensurate with being responsible for the health and welfare of others.

The work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

F. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Assistant City Administrator

____ Date: ________________________

Department Head or Designated Representative

____ Date: ________________________

Incumbent

____ Date: ________________________

City of Mequon

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www.ci.mequon.wi.us **Office of Finance-Personnel Committee**

TO: **Finance-Personnel Committee**
FROM: **Marie Keyser, Assistant to the Finance Director**
DATE: **September 14, 2021**
SUBJECT: **RESOLUTION 3878 A Resolution Authorizing Jennifer L. Engroff, Finance Director/City Treasurer, to be a Signatory on all City of Mequon Depository Accounts at Port Washington State Bank**

Background

After a Request for Proposals was sent out in February 2021, staff recommended the City change financial institutions from BMO Harris Bank to Port Washington State Bank. At the April 13, 2021 meeting, Common Council approved Port Washington State Bank to be the City's primary banking institution.

Analysis

Jennifer Engroff was appointed as the Finance Director of the City of Mequon at the July 13, 2021 Common Council meeting. She began her duties with the City on August 23, 2021. This resolution formally adds her name as a signer on all Port Washington State Bank accounts.

Fiscal Impact

None

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on September 14, 2021.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3878

A Resolution Authorizing Jennifer L. Engroff, Finance Director/City Treasurer, to be a Signatory on all City of Mequon Depository Accounts at Port Washington State Bank

<u>RECITALS</u>

A. The City of Mequon published a Request for Proposals ("RFP") for its banking services.

B. Upon review of the responses to the RFP, staff recommended the selection of Port Washington State Bank ("PWSB" or the "Bank") for the purpose of providing these services.

C. The Finance-Personnel Committee considered and concurred with staff's recommendation at its April 13, 2021 meeting.

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

1. Port Washington State Bank, a qualified public depository under Chapter 34 of the Wisconsin Statutes is designated as a depository in which the funds of this City may from time to time be deposited; an account opened and maintained in the name of this City with this institution is subject to the rules and regulations of the Bank from time to time in effect; that the person(s) and the number thereof designated by title per account signature care are hereby authorized, for and on behalf of this City, to sign order checks as provided in Wis. Stat. § 66.0607, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by said Bank any and all checks drafts, notes, bills, certificates of deposit, or other instruments or orders for the payment of money owned or held by said City; that the endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent, or employee of this City is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by this City at said Bank.

2. Port Washington State Bank is authorized and directed to honor, certify, pay, and charge to any of the accounts of this City, all order checks for the payment, withdrawal or transfer of funds or money deposited in the accounts or to the credit of this City for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed, or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent, or employee of this City, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in

the forgoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral and including but not limited to, request(s) made by telephone or other electronic means for the transfer of funds or money between accounts maintained by this City at Port Washington State Bank, and Port Washington State Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request of application or use of proceeds thereof.

3. Port Washington State Bank is authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called “Process”) received by or served upon the Bank, by which, in the Bank’s opinion, another person or entity claims an interest in any of these accounts and Port Washington State Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to the Bank’s satisfaction.

4. Any one of the persons holding the offices of this City designated below as signatories is authorized (1) to receive for and on behalf of this City, securities, currency, or any other property of whatever nature held by, sent to, consigned to, or delivered to each Bank for the account of or for delivery to this City, and to give receipt therefore, and each Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale, or otherwise authorized the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to, or delivered to the Bank for the account of or for delivery to the City, and to receive and/or apply the proceeds of any such sale to the credit of this City in any such manner as he/she/they deem(s) proper, and the Bank is hereby to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to Wis. Stat. § 34.07 to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this City and to issue instructions regarding the same.

5. The withdrawal or disbursement from the above-named depository shall be only by order check, as provided in Section 66.0607 of the Wisconsin Statutes: that in accordance therewith all order checks shall be signed by the following persons:

John M. Wirth, Mayor

William H. Jones, Jr., City Administrator

Jennifer L. Engroff, Director of Finance/Treasurer

6. In lieu of their personal signature(s) a facsimile signature may be affixed.

7. This City assumes full responsibility for any and all payments made or any other actions taken by each Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this City designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signature provided to each Bank, for refusing to honor any signatures not provided to said Bank, for honoring any requests

for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for that this City agrees to indemnify and hold harmless each Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action, subject to Wis. Stat. § 893.80.

8. The City is authorized and directed to certify the Bank the foregoing resolutions, that the provisions thereof are inconformity with law, their names, incumbencies and specimen or facsimile signature(s) on signature cards of the officer or officers named therein, and that the foregoing resolutions, and signature cards and the authority thereby conferred shall remain in full force and effect until this City notifies the Cashier of the Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cares are in effect and that the persons identified therein from time to time as officers of the City have been duly elected or appointed to and continue to hold such offices.

Approved by: John Wirth, Mayor

Date Approved: September 14, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on September 14, 2021.

Caroline Fochs, City Clerk

2021 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
September	• Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection to Recasting the Human Resources Assistant to Human Resources Coordinator • Resolution Authorizing Jennifer Engroff, Finance Director, to be a Signatory on all PWSB depository accounts

Future Agenda Topics

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

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
- Resolution Approving a Revolving Loan Fund Application for Aleksa Learning Center
- Resolution Increasing Mayoral Compensation
- Resolution Appointing Jennifer Engroff as 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.
- 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
- Resolution Authorizing the Collateral Assignment of the Development Agreement with Blue Ribbon Self Storage III LLC to First Midwest Bank

Attachment: Finance-Personnel Work Plan (6598 : Finance & Personnel Work Plan)