



11333 N. Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, October 10, 2023

5:45 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. September 12, 2023 Finance-Personnel Meeting Minutes

3) License Applications

Action requested: review and approve

a. October, 2023 Licenses

4) Vouchers Paid

a. September 2023 Vouchers Paid List

5) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4072** A Resolution Awarding a Contract for Fiscal Year 2023 Auditing Services to Baker Tilly US LLP, Milwaukee, Wisconsin in the Amount of \$32,750

6) Information Items

a. Review of Proposed Fee Adjustments for Fiscal Year 2024

b. Finance & Personnel Work Plan

7) Adjourn

Dated: October 10, 2023

/s/ Andrew Nerbun, 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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, September 12, 2023

5:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk -- **Excused**

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser Assistant Finance Director, Carrie Enea, Executive Assistant, Brian Sajdak, City Attorney, Caroline Fochs, City Clerk, Kimberly Tollefson, Community Development Director and Greg Golden, Inspections Supervisor.

2) Approve Meeting Minutes

a. August 8, 2023 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish

ABSENT: Strzelczyk

3) License Applications

a. September 2023 Licenses

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

Attachment: 0912232 (8776 : September 12, 2023 Finance-Personnel Meeting Minutes)

AYES: Gebhardt, Parrish
ABSENT: Strzelczyk

4) Vouchers Paid

a. August 2023 Vouchers Paid List

Alderman Parrish asked staff whether the \$3,895 payment to Kapur & Associates for Swan Ridge Fams Swmp review would be reimbursed by the developer. Staff responded with "probably," but with the absence of Director Lundeen, they would have to confirm and get back to him.

Also Alderman Parrish asked if the All-Ways Contractors payment of \$97,194.97 for the Courtland Drive Project was over or under budget and whether or not it was complete. Director Engroff reviewed resolution 4043 and stated the award amount was approved for \$106,000. Staff would have to get back to him whether the project is finished.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish
ABSENT: Strzelczyk

5) Ordinances

a. **ORDINANCE 2023-1654** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, Eliminating the Bond Requirement for Certain City Officers

Attorney Sajdak briefed the Committee that the question arose as to whether the renewal of the City's bonds for certain officers (clerk, treasurer, etc.) are necessary. Wisconsin Statutes call for bonds for certain City officers, however the statutes allow the Common Council to forego the bonds in exchange for appropriate crime and dishonesty insurance coverage. The City's insurance coverage already includes this. In essence, the City has duplicate coverage.

Alderman Gebhardt asked how much the bond coverage was. Attorney Sajdak did not know off the top of his head, however he and Director Engroff agreed that the insurance policy had significantly higher coverage.

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish
ABSENT: Strzelczyk

6) Information Items

a. Review of Proposed Fee Adjustments for Fiscal Year 2024

Administrator Jones briefed the Committee on the fee schedule review that staff started earlier this year. Department Heads made a list of fees which were appropriate to compare to other communities. Executive Assistant Enea gathered data from twelve municipalities which were of a population size equal to or greater than Mequon. Ms. Enea compiled the data and generated a table to calculate the average fee amount for each line item on the fee schedule. Staff reviewed the data and the Community Development Department and City Clerks Office recommendations are included in the packet for consideration. Mr. Jones explained this is a workshop style meeting, as such all suggestions and comments are welcome.

Alderman Gebhardt asked what the last fee schedule review methodology was (in 2020). Mr. Jones explained that in 2020, it was more of an internal review of actual cost versus in 2023, staff looked at the external market. Alderman Gebhardt also commented that it is hard for him to have an opinion on some of the fees as he does not know how many times these instances come up that customers are charged these fees.

As for the Inspections Division, Inspections Supervisor Golden told the Committee that the swimming pool permit fee was the most difficult to determine a price as swimming pools can vary in price quite significantly.

As for the Planning Division, Alderman Parrish suggested the consulting fee of \$400 should be deducted from the PUD fee, should the development move forward. This could encourage more consultations.

Finally, Administrator Jones reminded the Committee that the fee schedule can be amended at any time throughout the year. This was a particular deep dive of the comprehensive list, however at any time, the Council can formally alter any one fee. Also Mr. Jones explained that Mequon does not "program base" budget. All general fund revenues fund general fund expenditures. (i.e. inspections revenues do not directly fund the inspections division or parks revenues do not directly fund the parks division.)

The consensus among Committee members is to discuss the rest of the fee schedule at the next regularly scheduled Finance-Personnel meeting on October 10th.

b. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was made by Alderman Gebhardt at 6:33 PM, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director



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

www.ci.mequon.wi.us

Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: October 5, 2023
SUBJECT: October, 2023 Licenses

Following are recommended approvals:

Peddler Class A License - New for the period of October 12, 2023 through January 12, 2024

Mad City Windows & Baths
17044 W. Victor Road
New Berlin, WI 53146

Request door-to-door scheduling of estimates for window, bath and kitchen projects.

Applicant Names:

Michael James Richards
Juan F. Reyes Matos
Ruben Galvez
Marqitis Dominic McLaurin
Imery Mar'Shawn Dockery
Ryan Edwin Trafelet

Class B Beer and Class C Wine License - New for the of period of October 11, 2023 through June 30, 2024

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

Class B Beer and Class B Liquor License – Change of owner for the of period of October 11, 2023 through June 30, 2024 contingent on surrender of previous license

Z Mequon LLC DBA
Zarletti Mequon
1515 W. Mequon Rd.
Agent: Brian Charles Zarletti

Following are recommended denials:

None.

CITY OF MEQUON
11333 N CEDARBURG ROAD
MEQUON, WI 53092

THE FOLLOWING VOUCHERS PAID:

GENERAL FUND (0110)	300,066.47
SPECIAL REVENUE FUND (0210)	7,535.39
PARKS & OPEN SPACE (0220)	11,915.00
REVOLVING LOAN FUND (0230)	1,060.00
SPECIAL FEDERAL GRANT FUND (0250)	44,062.84
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	1,624,126.11
SEWER UT FUND (0610)	215,614.77
WATER UT FUND (0620)	201,319.30
TAX FIDUCIARY FUND (0810)	0.00
 TOTAL	 <u>2,405,699.88</u>

IN THE AMOUNT OF \$ 2,405,699.88 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

WILLIAM JONES
CITY ADMINISTRATOR

10/10/2023

Attachment: Voucher List (8855 : September 2023 Vouchers Paid List)

				Grand Total	2,405,699.88
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount	
Arterial Road Projects	10363	FAHRNER ASPHALT SEALERS LLC	2023 ROAD MAINTENANCE CRACK SEAL - RES 4029	264,093.00	
Arterial Road Projects Total				264,093.00	
Assessor	13129	CATALIS TAX & CAMA INC	ASSESSOR 2023 CONTRACT	12,000.00	
Assessor Total				12,000.00	
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	TEMP REPAIR AIR COND/HANDLERS IN COUNCIL CHAMBERS	16,050.00	
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - PUBLIC SAFETY	2,891.00	
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - CITY HALL	2,635.00	
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC CONTRACT	1,817.00	
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	CHILLER REPAIR PSB	1,814.30	
Building Maintenance	10115	BELL TAPE INC	JANITORAIL SUPPLIES - CITY BUILDINGS	1,273.01	
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING - DPW	1,250.00	
Building Maintenance	10204	CINTAS	ANNUAL EXTINGUISHER TESTING	1,145.75	
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	GARAGE DOOR REPAIR	905.00	
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	GARAGE DOOR REPAIR	651.00	
Building Maintenance	11869	JACKSON CONCRETE, INC	CONCRETE FOR HIGHLAND ROAD SIDEWALK	645.00	
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS & BALLASTS	581.11	
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTER FEES	510.00	
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS & BALLASTS	470.00	
Building Maintenance	10204	CINTAS	ANNUAL EXTINGUISHER TESTING	430.44	
Building Maintenance	10204	CINTAS	ANNUAL EXTINGUISHER TESTING	408.00	
Building Maintenance	12127	DOOR MASTER GARAGE DOOR CO, LLC.	GARAGE DOOR REPAIR	383.00	
Building Maintenance	11869	JACKSON CONCRETE, INC	CONCRETE FOR HIGHLAND ROAD SIDEWALK	379.00	
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS & BALLASTS	355.50	
Building Maintenance	11259	WENNIGER ELECTRIC INC	ELECTRICAL REPAIR ON ATLAS COMPRESSOR	332.40	
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	BULBS & BALLASTS	201.09	
Building Maintenance	10428	FRANK GILLITZER ELECTRIC CO LTD	REPAIRS	176.44	
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES - CITY HALL	176.30	
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SCR	149.26	
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	133.29	
Building Maintenance	10064	ARO LOCK AND DOOR CO INC	KEYS/LOCKS	130.00	
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST ARREST EXTERMINATING	115.00	
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	LIGHT PARTS LED UPGRADE CH	100.00	
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SCR	86.50	
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SCR	86.50	
Building Maintenance	10074	AT & T CORP	ALARM CIRCUTS	84.30	
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	LIGHT PARTS LED UPGRADE CH	80.61	
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	78.46	
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SCR	44.99	
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	32.36	
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	29.31	
Building Maintenance	10204	CINTAS	ANNUAL EXTINGUISHER TESTING	23.00	
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINT SCR	14.45	
Building Maintenance	12651	AMAZON CAPITAL SERVICES, INC	LIGHT PARTS LED UPGRADE CH	9.99	
Building Maintenance Total				36,678.36	
Building Projects	10428	FRANK GILLITZER ELECTRIC CO LTD	ELECTRICAL WORK REQUIRED FOR FESTIVAL ELECTRIC	3,369.24	
Building Projects	10428	FRANK GILLITZER ELECTRIC CO LTD	ELECTRICAL WORK REQUIRED FOR FESTIVAL ELECTRIC	2,835.00	
Building Projects	10428	FRANK GILLITZER ELECTRIC CO LTD	ELECTRICAL WORK REQUIRED FOR FESTIVAL ELECTRIC	2,726.38	
Building Projects Total				8,930.62	
City Administrator	11747	CIVICPLUS LLC	WEB OPEN PLATFORM MIGRATION/PREMIUM WEB OPEN ANN.	4,100.00	
City Administrator	13134	T&G THIENSVILLE INC	FOOD FOR EMPLOYEE EVENT - TACO TUESDAY	300.00	
City Administrator Total				4,400.00	
City Clerk	12532	GRANICUS, LLC	SEPT MONTHLY SUBSCRIPTION	1,228.50	
City Clerk	10834	OFFICE DEPOT *	BATTERIES, COPY PAPER, PADS< POSTITS, CALENDAR ETC	1,033.01	
City Clerk	10894	PITNEY BOWES 371887	POSTAL MACH 7/18/23-10/17/23 FEES	916.17	
City Clerk	12468	U.S. LEGAL SUPPORT	BOA TOLOCKO TRANSCRIPTION 03-02-23	590.85	
City Clerk	12468	U.S. LEGAL SUPPORT	BOR COURT REPORTER 9/12/23	423.75	
City Clerk	10894	PITNEY BOWES 371887	6/28/23-09//27/23 INSERTER QTR FEES	385.89	
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	7/2/23-7/29/23 PUBLICATION	166.00	
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	7/30/23-8/26/23 PUBLICATIONS	80.28	
City Clerk	90001	TEMP STAFF REIMB	REIMBURSEMENT LUNCH AT CONFERENCE	6.85	
City Clerk Total				4,831.30	
Common Council	10709	MEQUON THIENSVILLE CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL NON-PROFIT BUSINESS/ORG	389.50	
Common Council Total				389.50	
Community Development	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	1,512.00	

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Community Development	11012	SCG & ASSOCIATES, LLC	PC LANDSCAPE CONSULTANT	450.00
Community Development	90001	TEMP STAFF REIMB	REIMBURSEMENT MILEAGE/PARKING PLANNING CONFERENCE	51.58
Community Development Total				2,013.58
Engineering	11517	SOUTHEASTERN WISCONSIN WATERSHEDS TRUST, INC	MS4 EDUCATION & OUTREACH	15,815.00
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	2,082.49
Engineering	12322	BAXTER & WOODMAN, INC.	ENCLAVE VII SWMP REV	1,515.00
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE PLOTTER LEASE	302.63
Engineering	10368	FASTENAL COMPANY	MARKING PAINT	134.94
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03
Engineering Total				19,903.09
Finance	12392	AMERICAN BUSINESS TECHNOLOGIES, INC	2023 PRINTING & MAILING TAX BILLS	6,000.00
Finance Total				6,000.00
Fire / EMS	13133	TRIERWEILER CONSTRUCTION & SUPPLY CO INC	2022 FIRE TRUCK DAMAGE TO CONCRETE ON I-43	2,207.81
Fire / EMS	11930	AURORA MEDICAL CENTER GRAFTON LLC	MEQUON FIRE DEPT WORK SUPPLIES	606.13
Fire / EMS	12135	TEN 2 COMMUNICATIONS LLC	FIRE DEPT RADIO PROGRAMMING	180.00
Fire / EMS Total				2,993.94
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRES	1,410.12
Fleet Services	10908	POMPS TIRE SERVICE INC	TIRES	1,060.00
Fleet Services	10908	POMPS TIRE SERVICE INC	TIRES	960.60
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRES	770.00
Fleet Services	11503	MID-STATE GROUP, INC.	TRACTOR PARTS	506.70
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	483.00
Fleet Services	10650	LOCHEN CO INC, JOHN P	YOKE FOR BEFCO MOWER	341.04
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	305.33
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	252.00
Fleet Services	12886	WALDSCHMIDT & SONS INC	YOKE FOR 455	242.93
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	242.53
Fleet Services	12886	WALDSCHMIDT & SONS INC	YOKE FOR 455	221.94
Fleet Services	12336	AIRGAS USA, LLC	WELDING HELMET	205.32
Fleet Services	12336	AIRGAS USA, LLC	WELDING HELMET	205.32
Fleet Services	10579	K & M PRODUCTS & SERVICES INC	HD TRUCK PARTS	194.15
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	178.20
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	162.08
Fleet Services	10908	POMPS TIRE SERVICE INC	TIRES FOR 339	160.78
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	148.53
Fleet Services	11675	GIELOW'S LAWN & GARDEN	LAWN MOWER PARTS	141.29
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	WORK SUPPLIES/PARTS	139.99
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LTTRUCK PARTS	124.26
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	101.71
Fleet Services	10650	LOCHEN CO INC, JOHN P	YOKE FOR BEFCO MOWER	92.22
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	87.24
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS	83.25
Fleet Services	12624	MATHESON TRI-GAS INC	TANK RENTAL	66.96
Fleet Services	12886	WALDSCHMIDT & SONS INC	YOKE FOR 455	47.55
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	42.00
Fleet Services	10135	BOBCAT PLUS INC	WORK SUPPLIES	28.88
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	21.74
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	18.38
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	18.00
Fleet Services	10579	K & M PRODUCTS & SERVICES INC	HD TRUCK PARTS	13.80
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	BRAKE LINE	6.52
Fleet Services Total				9,084.36
Forestry	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES	989.74
Forestry	90001	TEMP STAFF REIMB	REIMBURSEMENT DPW HATS FOR SUMMER HELP	168.00
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry Total				1,278.78
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2023 LIABILITY, WORK COMP, & CRIME INSURANCE	44,748.00
General Fund - General Activites	10950	R&R INSURANCE SERVICES INC	2023 LIABILITY, WORK COMP, & CRIME INSURANCE	34,029.00
General Fund - General Activites	90007	MISC REFUNDS	REFUND HAUL/ROAD BOND DEPOSIT PERMIT #2023-07	5,000.00
General Fund - General Activites	10189	CEDARBURG, CITY OF	2023 OZAUKEE COUNTY SUPER PASS	3,887.77
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	3,111.98
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/15/23	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/29/23	1,240.09

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND 11060 N BUNTROCK #1-10	875.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 9/15/2023	525.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 9/29/2023	525.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 1251 GLEN OAKS LN	407.39
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 12800 N LAKE SHORE	395.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 10608 N CONEFLOWER	284.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 6042 W WOODS CT	213.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND REUTER PAVILION SECURITY DEPOSIT 9/16/2023	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND #35566, 35567, 35605	180.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND 10829 N PORT WASHINGTON	154.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 6140 W EXECUTIVE #F	142.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND 10813 N PORT WASHINGTON	129.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND PERMIT 36051 & 36107	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11444 N SHORECLIFF	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND PERMIT #36134 & 36135	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 12800 N LAKE SHORE	118.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	106.40
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT OCTOBER 2023	101.74
General Fund - General Activites	90002	PARK REFUNDS	REFUND ROTARY PARK SECURITY DEPOSIT 9/7/2023	100.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND ROTARY PARK SECURITY DEPOSIT 9/1-9/3/2023	100.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11251 W PARKVIEW DR	89.00
General Fund - General Activites	12405	TELECOM ONE, INC	PHONE BILL 9/1-9/30/2023 ACCT 10000501831	66.88
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 6585 W DIVISION ST	63.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 2616 W LAKE PARK CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 7602-7606 W MEQUON	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11921 N SOLAR AVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND 9628 N COLUMBIA CREEK	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 12606 ROTARY PARK CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEP REFUND 4507 W MEADOW CIRCLE W	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 6871 W RIVER BIRCH	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 4627 GRACE AVENUE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 8500 W HIGHLANDER RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSP SEC DEP REFUND 10335 N PORT WASHINGTON #180	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11410 N ORIOLE LN	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 4731 W WILLOW RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 8600 W HIGHLANDER DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 9948 N CONCORD DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 12013 N RIDGEWAY AVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 329 E MAPLE LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 2800 W RANGE LINE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 3703 TREMONT CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 5419 W BAYBERRY PKWY	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 8303 W SUNNYVALE RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 3025 W RENEE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11549 N LAKE SHORE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 10900 N LAKEVIEW RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 13349 N HAWTHORNE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 11124 N BRIGHTON PL	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 7115 W LAFAYETTE PL	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 9941 N RIVER RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 1605 W RIVER FOREST	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 9929 N COREY LN	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	INSPECTION SEC DEPOSIT REFUND 10746 N ESSEX COURT	60.00
General Fund - General Activites	10610	L A W HEALTH BENEFIT TRUST	MEQUON PAYROLL 9/15/2023 GRAYCAREK	10.00
General Fund - General Activites				100,201.34
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	2,207.90
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	1,078.88
Highway	13105	WHITE CAP SUPPLY HOLDINGS II LLC	ACO DRAIN PIPE - CITY HALL & EUCCO QWIKSTICH CRACK	826.56
Highway	10428	FRANK GILLITZER ELECTRIC CO LTD	REPAIR OF STREET LIGHTS	826.20
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	578.45
Highway	11195	USIC LOCATING SERVICES INC	LOCATES	400.53
Highway	10645	LIESENER SOILS INC	LANDSCAPING SUPPLIES	374.00
Highway	12111	CONTREE SPRAYER AND EQUIPMENT CO., LLC	BRINE SYSTEM PARTS	350.50
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	336.92

Attachment: September 2023 AP Vendor Listing by Dept (9) (8855 : September 2023 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	238.46
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	184.60
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	178.28
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	173.40
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	105.74
Highway	10647	LINCOLN CONTRACTORS SUPPLY INC	TOOLS	103.15
Highway	11006	SAFETYMART	SAFETY SUPPLIES	93.49
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	89.90
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	72.50
Highway	13073	BOEHLKE HARDWARE & PLUMBING	SUPPLIES/REFILLS/INSPECTIONS	45.96
Highway	10368	FASTENAL COMPANY	SUPPLIES - STREET MAINTENCE	22.01
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	17.96
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	2.33
Highway Total				8,382.82
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	309.24
Human Resources	10226	CONCENTRA MEDICAL CENTERS	Concentra: Random DOT Screening	162.00
Human Resources	12882	AURORA MEDICAL GROUP INC	Aurora: Pre-Employment Testing	150.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Diversified Benefits Systems: FSA	100.00
Human Resources Total				721.24
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Security, Monitoring, Backup Systems, and Support	9,645.00
Information Services	13031	GLYKKA LLC	E-Signature Tool - SignEasy	4,320.00
Information Services	12602	ADVANCED TECHNICAL LLC	City Hall Security Cameras	3,966.90
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	1,157.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network 3 Buildings	895.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	714.21
Information Services	12405	TELECOM ONE, INC	PHONE BILL 9/1-9/30/2023 ACCT 10000501831	334.40
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MWF Internet Service	200.00
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	Internet - ISCORP	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Network 3 Buildings	150.13
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	Printer Contract	65.00
Information Services Total				21,647.64
Inspections	11978	SCOTT J. PINZER	CODE ENFORCEMENT OFFICER	488.00
Inspections	10230	CONLEY PUBLISHING GROUP LTD	LANDMARKS NOTIFICATION	42.82
Inspections Total				530.82
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	2,000.00
Legal Counsel	10511	HOUSEMAN & FEIND LLP	2023 PROSECUTION LEGAL FEES	1,374.00
Legal Counsel Total				3,374.00
Local Road Projects	10623	LALONDE CONTRACTORS INC	TC TIF EXPENDITURE - OIT XING - PROJECT #3823	77,413.00
Local Road Projects	13065	ANDREW KEYES	HAWTHORNE RD CRUSHING	7,362.50
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	MEQUON ROAD RESURFACING (RES 3903)	2,975.62
Local Road Projects	11307	WIS DEPT OF TRANSPORT 7366	MEQUON ROAD RESURFACING (RES 3903)	1,380.99
Local Road Projects Total				89,132.11
Parks	12895	STEVEN MARK BEHNKE	FIELD MAINTENANCE CONTRACT 2023 (LEMKE FIELDS ADDE	42,135.00
Parks	10819	NORTHERN EXPOSURE LANDSCAPING, INC	CONTRACT MEDIAN AND CITY HALL PARKING LOT-RES 3836	6,250.00
Parks	10625	LANNON STONE PRODUCTS, INC.	STONE	1,500.00
Parks	12498	ZW USA INC	DOG WASTE BAGS	945.35
Parks	10428	FRANK GILLITZER ELECTRIC CO LTD	ELECTRICAL FIX AT RENNICKE FIELD	412.74
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	330.00
Parks	10625	LANNON STONE PRODUCTS, INC.	STONE	296.43
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	220.00
Parks	11245	WAYSIDE NURSERIES INC	CITY HALL MULCH	184.50
Parks	10428	FRANK GILLITZER ELECTRIC CO LTD	ELECTRICAL FIX AT RENNICKE FIELD	160.00
Parks	11245	WAYSIDE NURSERIES INC	CITY HALL MULCH	143.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	110.00
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	67.08
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	57.80
Parks	10472	HALLMAN/LINDSAY PAINTS INC	PAINT	55.49
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	51.18
Parks	11245	WAYSIDE NURSERIES INC	CITY HALL MULCH	32.00
Parks	11245	WAYSIDE NURSERIES INC	CITY HALL MULCH	32.00
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	25.17
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	19.43
Parks	12651	AMAZON CAPITAL SERVICES, INC	PROJECT SUPPLIES	14.62

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	11.65
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	10.29
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	9.55
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	5.06
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	2.84
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	1.31
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	1.08
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	0.57
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	0.50
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	0.26
Parks Total				53,084.90
Parks Nature Preserve	11538	MEQUON NATURE PRESERVE, INC	RENT REBATE Q3 2023	11,915.00
Parks Nature Preserve Total				11,915.00
Police	10118	BERN OFFICE SYSTEMS LLC	WORKSTATIONS MAINTENANCE	4,996.54
Police	13005	POWERDMS INC	POWERTIME SCHEDULING SUBSCRIPTION	2,650.00
Police	11835	EWALD'S HARTFORD FORD LLC	SQUAD MAINTENANCE AND REPAIR	1,358.65
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	945.78
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	527.02
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICES	335.00
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICES	275.00
Police	12405	TELECOM ONE, INC	PHONE BILL 9/1-9/30/2023 ACCT 10000501831	267.52
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	259.00
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	185.44
Police	11211	VERIZON WIRELESS SERVICES LLC	PHONE RECORDS	100.00
Police	10100	BATTERIES PLUS LLC	BATTERIES	93.03
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	10909	PORT-A-JOHN, INC.	PORT A JOHN RENTAL	76.00
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	75.98
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	75.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	74.40
Police	10408	GALLS LLC	UNIFORMS	58.90
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	52.60
Police	13026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	52.48
Police	10158	BUBRICK'S COMPLETE OFFICE OF WISCONSIN INC	OFFICE SUPPLIES	32.65
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	29.99
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 8/25/2023 & 8/28/2023	29.53
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT TRAINING 7/19/2023 & 7/26/2023	25.22
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	22.54
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	22.16
Police	12768	BONUS INC	HOSPITALITY	16.52
Police	12466	LANGUAGE LINE SERVICES INC	TRANSLATION SERVICES	15.12
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	12.95
Police	10408	GALLS LLC	UNIFORMS	9.17
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	6.92
Police	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	-219.99
Police Total				12,550.80
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	389.97
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	OFFICE/WORK SUPPLIES, M&R	199.95
Public Safety Equipment Total				589.92
Revolving Loan CD Grant	10856	OZAUKEE COUNTY ECONOMIC DEVEL	ASSISTANCE WITH RLF APPLICANTS	1,060.00
Revolving Loan CD Grant Total				1,060.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	339.38
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/29/23	111.46
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/15/23	111.46
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 9/29/2023	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 9/15/2023	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT OCTOBER 2023	13.76
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	10.40
Sewer General Activities Total				706.46
Sewer UT Operations	11547	MID CITY CORPORATION	TAMERLANE DR LS O FM (3491-22-O)	185,869.40
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	INSPECTION FOR LS O (#3491)	19,087.01
Sewer UT Operations	10722	MID-AMERICAN RESEARCH CHEMICAL	MID AMERICAN RESEARCH CHEMICAL	4,185.00
Sewer UT Operations	10241	CRANE ENGINEERING SALES INC	STATION WORK	1,558.00
Sewer UT Operations	11062	RASMITH, INC	ETS MONITORING (#3780-23)	1,091.07

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	981.31
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	INSPECTION FOR LS O (#3491)	620.87
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMSPTR FEES	510.00
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL WORK (3566-23-E) RES 3973	407.50
Sewer UT Operations	10428	FRANK GILLITZER ELECTRIC CO LTD	GENERATOR CORD END FOR STATION "A"	286.86
Sewer UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	110.00
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	60.08
Sewer UT Operations	12651	AMAZON CAPITAL SERVICES, INC	OFFICE SUPPLIES	57.86
Sewer UT Operations	10100	BATTERIES PLUS LLC	MISC. BATTERIES	41.15
Sewer UT Operations	10204	CINTAS	FIRE EXTINGUISHERS	29.00
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	13.20
Sewer UT Operations Total				214,908.31
Special Events	12321	MICHAEL LANDEY	2023 TASTE OF MEQUON RENTAL SUPPLIES	2,565.78
Special Events	10609	KWK ELECTRIC INC	2023 TASTE OF MEQUON FESTIVAL	2,320.00
Special Events	10909	PORT-A-JOHN, INC.	2023 TASTE OF MEQUON	1,160.00
Special Events	13132	LARS NESKE	2023 TASTE OF MEQUON	663.50
Special Events	10691	MENARDS	2023 TASTE OF MEQUON FIREWORKS PERIMETER FENCING	250.53
Special Events	10691	MENARDS	2023 TASTE OF MEQUON FENCING	236.72
Special Events	13024	JOHN O'HARA	2023 TASTE OF MEQUON PHOTOGRAPHY	150.00
Special Events	90007	MISC REFUNDS	REIMBURSEMENT HAY & FLOWERS 2023 TASTE OF MEQUON	149.70
Special Events	90007	MISC REFUNDS	REIMBURSEMENT WATER FOR 2023 TASTE OF MEQUON	25.16
Special Events	12651	AMAZON CAPITAL SERVICES, INC	2023 TASTE OF MEQUON SUPPLIES	14.00
Special Events Total				7,535.39
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	21,948.24
Special Federal Grant Fund	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	20,014.60
Special Federal Grant Fund	11701	TYLER TECHNOLOGIES INC	ARPA: Munis ERP System Business Licensing Implemen	2,100.00
Special Federal Grant Fund Total				44,062.84
TIF 3	90007	MISC REFUNDS	TID #3 INCENTIVE RESOLUTION # 3917	609,057.60
TIF 3	10623	LALONDE CONTRACTORS INC	TC TIF EXPENDITURE - OIT XING - PROJECT #3823	598,103.36
TIF 3	12788	BMC CONSTRUCTION, INC	TC TIF EXPENDITURE PROJECT #3833	43,473.79
TIF 3	11248	WE ENERGIES	TC TIF EXPENDITURE - ESCROW - REQUEST #4813157	10,745.71
TIF 3 Total				1,261,380.46
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	2,000.00
Water general Activities	13130	ALSTON, VENNOR	REFUND UB ACCOUNT 171401	221.18
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/29/23	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 9/15/23	111.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	37.78
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 10/1/23-10/31/23	1.60
Water general Activities Total				2,483.48
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	100,135.87
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	20,000.86
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	12,258.52
Water UT Operations	11144	D.F. TOMASINI CONTRACTORS INC	VALVE REPLACEMENT	8,496.03
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	6,380.00
Water UT Operations	10994	ROZGA PLUMBING & HEATING CORP	VALVE REPAIR 1238 BALDWIN CT	5,710.25
Water UT Operations	10556	ITRON INC	METER READING HARDWARE/SOFTWARE	5,446.69
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING	5,186.43
Water UT Operations	10489	CORE & MAIN	VALVE BOX RISER ADAPTOR	3,561.92
Water UT Operations	10489	CORE & MAIN	MAINS	3,520.00
Water UT Operations	10654	L-R METER TESTING & REPAIR INC	METER TESTING	3,020.88
Water UT Operations	11869	JACKSON CONCRETE, INC	SLURRY FOR VALVE REPLACEMENT	2,670.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	2,618.36
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	2,100.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	1,939.53
Water UT Operations	10489	CORE & MAIN	VALVE BOX RISER ADAPTOR	1,252.79
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	1,221.18
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	1,170.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	1,041.60
Water UT Operations	10489	CORE & MAIN	MAINS	796.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	540.00

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DISINFECTANT BYPRODUCT AND LEAD AND COPPER, UCMRS	528.00
Water UT Operations	10348	BOGIE ENTERPRISES INC	VALVE TURNER MAINTENANCE	518.98
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	409.46
Water UT Operations	10489	CORE & MAIN	MAINS	406.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	395.09
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	350.00
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DISINFECTANT BYPRODUCT AND LEAD AND COPPER, UCMRS	340.74
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	300.00
Water UT Operations	10489	CORE & MAIN	VALVE BOX RISER ADAPTOR	259.60
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	215.50
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	206.20
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	156.82
Water UT Operations	13098	HD SUPPLY INC	WATER CHEMICALS AND SAMPLING EQUIPMENT	150.15
Water UT Operations	10820	NORTHERN LAKE SERVICE INC	DISINFECTANT BYPRODUCT AND LEAD AND COPPER, UCMRS	132.00
Water UT Operations	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICE	127.28
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	122.12
Water UT Operations	13098	HD SUPPLY INC	WATER CHEMICALS AND SAMPLING EQUIPMENT	108.91
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	92.95
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	COUNTY LINE TRAFFIC SIGNAL - CONSTRUCTION	89.21
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	71.83
Water UT Operations	10204	CINTAS	FIRE EXTINGUISHERS	52.08
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 8/2023	35.92
Water UT Operations	12883	PB HAHN & CO INC	HYDRANTS	34.15
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations Total				198,835.82



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Office of Finance

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: September 28, 2023
SUBJECT: RESOLUTION 4072 A Resolution Awarding a Contract for Fiscal Year 2023 Auditing Services to Baker Tilly US LLP, Milwaukee, Wisconsin in the Amount of \$32,750

Background

The City's contract with Baker Tilly US LLP for audit services for fiscal years 2018-2022 expired in June 2023. Baker Tilly has been the City's auditor for the last 15 years beginning with fiscal year 2008. The City needs to engage with an audit firm soon in order to commence interim fieldwork in the coming months prior to the end of the year.

Analysis

Periodically, the City does an in-depth review of audit services in accordance with best practices by issuing a request for proposal to public accounting firms who perform audits of local governments in Wisconsin. The review criteria include evaluating qualifications, firm experience, educational opportunities, and cost. This process was conducted five years ago with seven responses received. Baker Tilly was determined to be the top contender, receiving the highest overall total score considering all of the evaluation factors.

The Village of Thiensville and the Frank L. Weyenberg Library also contract with Baker Tilly for audit services. Both of their contracts are expiring in Fiscal Year 2024. Given Baker Tilly remains to be a top auditor of local governments and that the Village, Library, and City are pleased with their services performed, the three local jurisdictions plan to combine efforts in 2024 to engage in a multi-year contract with Baker Tilly. Until then, the City of Mequon recommends renewing for one year for the 2023 fiscal year audit.

Fiscal Impact

The fee proposed by Baker Tilly for fiscal year 2023 is \$32,750. For comparison purposes, fees for the fiscal year 2022 audit were also \$32,750 (excluding the implementation of the GASB 87 Leasing Standard). Nearly half of the annual audit fees are charged to the Sewer and Water Utilities.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on October 10, 2023.

Attachments:

Baker Tilly Audit Engagement Letter YE 12-31-2023 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4072

A Resolution Awarding a Contract for Fiscal Year 2023 Auditing Services to Baker Tilly US
LLP, Milwaukee, Wisconsin in the Amount of \$32,750

RECITALS

A. The City's contract with Baker Tilly US LLP for audit services expired in June 2023.

B. The Finance Director recommends the proposal submitted by Baker Tilly as best meeting the technical and financial requirements set by the City of Mequon.

C. The City Administrator and Finance-Personnel Committee have discussed the matter and recommend Baker Tilly be selected to provide auditing services for Fiscal Year 2023.

D. The \$32,750 fee involved for this proposal is budgeted in the Finance Department contracted services account (#110118-683201).

E. The Village of Thiensville and the Frank L. Weyenberg Library also contract with Baker Tilly for audit services and their contracts expire in Fiscal Year 2024.

F. In 2024, the Village of Thiensville, the Frank L. Weyenberg Library, and the City of Mequon will combine efforts to engage in a multi-year contract with Baker Tilly for audit services.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the Finance Director is authorized and directed to execute the Engagement Agreement with Baker Tilly US LLP for auditing services for the fiscal year ending December 31, 2023, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: October 10, 2023

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 10, 2023.

Caroline Fochs, City Clerk



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September 14, 2023

Ms. Jennifer Engroff
 Finance Director
 City of Mequon
 11333 N. Cedarburg Road
 Mequon, Wisconsin 53092

Dear Ms. Engroff:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our) as your auditors.

The purpose of this letter (the Engagement Letter) is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the City of Mequon (Client, you, your).

Service and Related Report

We will audit the basic financial statements of the City of Mequon as of and for the year ended December 31, 2023, and the related notes to the financial statements. Upon completion of our audit, we will provide the City of Mequon with our audit report on the financial statements and supplemental information referred to below. If, for any reasons caused by or relating to the affairs or management of the City of Mequon, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

- > Combining and Individual Fund Financial Statements

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Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City of Mequon's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City of Mequon's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- > Management's Discussion and Analysis
- > Budget Comparison Schedules
- > OPEB - related schedules
- > Pension - related schedules

We will read the following other information accompanying the financial statements to identify any material inconsistencies with the audited financial statements; however, the other information will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that other information:

- > Introductory Section
- > Statistical Section

Our report does not include reporting on key audit matters.

Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America (GAAS). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. A misstatement is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the financial statements. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and those charged with governance of their responsibilities. Our audit is limited to the period covered by our audit and does not extend to any later periods during which we are not engaged as auditor.

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City of Mequon

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The audit will include obtaining an understanding of the City of Mequon and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under professional standards.

We are also responsible for determining that those charged with governance are informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that those charged with governance receive copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

Our audit will be conducted on the basis that the Organization's management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

- > For the preparation and fair presentation of the financial statements and supplementary information in accordance with accounting principles generally accepted in the United States of America;
- > For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and supplementary information that are free from material misstatement, whether due to fraud or error; and
- > To provide us with:
 - Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements and supplementary information such as records, documentation, and other matters;
 - Additional information that we may request from management for the purpose of the audit; and
 - Unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence

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Management is responsible for (i) adjusting the basic financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the basic financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the City of Mequon complies with the laws and regulations applicable to its activities.

As part of our audit process, we will request from management and, when appropriate, those charge with governance written confirmation concerning representations made to us in connection with the audit.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the Act). Baker Tilly is not recommending an action to the City of Mequon; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. Any municipal advisory services would only be performed by Baker Tilly Municipal Advisors LLC (BTMA) pursuant to a separate engagement letter between you and BTMA. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services.

Nonattest services that we will be providing are as follows:

- > Financial statement preparation
- > Adjusting journal entries, as needed
- > Compiled regulatory reports

None of these nonattest services constitute an audit under generally accepted auditing standards.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.

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- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

In addition to the audit services discussed above, we will compile the annual Financial Report Form to the Wisconsin Department of Revenue and the Public Service Commission Annual Report. See Addendums A and B attached, which are an integral part of this Engagement Letter.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the City of Mequon must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly US, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly US, LLP, has also not performed any procedures relating to this official statement."

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the City of Mequon's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the City of Mequon hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the City of Mequon's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the City of Mequon is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

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Certain changes in the City of Mequon's business or within its accounting department may result in additional fees not contemplated as part of the original engagement quote provided below. Examples of such changes include but are not limited to: implementation of new general ledger software or a new chart of accounts; the creation of new funds, departments or component units; other significant changes in operations; new financing arrangements or modifications to existing financing arrangements; significant new federal or state funding; government combinations; significant new employment agreements; complex research matters; and significant subsequent events. Any additional fees associated with these business or accounting changes would not be expected to be recurring in nature.

For certain transactions or changes in operations or conditions, financial reporting and/or auditing standards may require us to utilize the services of internal or external valuation specialists. This includes matters such as government combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided below.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter." In addition, if we discover compliance issues that require us to perform additional procedures and/or provide assistance with these matters, fees at our standard hourly rates apply.

We estimate that our fee will not exceed \$32,750. In addition to professional fees, our invoices will include our standard administrative charge, plus travel and subsistence and other out-of-pocket expenses related to the engagement. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. In the event that collection procedures are required, the City of Mequon agrees to be responsible for all expenses of collection including related attorneys' fees.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share confidential information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

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To the extent the Services require Baker Tilly to receive personal data or personal information from Client, Baker Tilly may process, and engage subcontractors to assist with processing, any personal data or personal information, as those terms are defined in applicable privacy laws. Baker Tilly's processing shall be in accordance with the requirements of the applicable privacy laws relevant to the processing in providing Services hereunder, including Services performed to meet the business purposes of the Client, such as Baker Tilly's tax, advisory, and other consulting services. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor, as those terms are defined respectively under the CCPA/GDPR, in relation to Client personal data and personal information. As a Service Provider/Data Processor processing personal data or personal information on behalf of Client, Baker Tilly shall, unless otherwise permitted by applicable privacy law, (a) follow Client instructions; (b) not sell personal data or personal information collected from the Client or share the personal data or personal information for purposes of targeted advertising; (c) process personal data or personal information solely for purposes related to the Client's engagement and not for Baker Tilly's own commercial purposes; and (d) cooperate with and provide reasonable assistance to Client to ensure compliance with applicable privacy laws. Client is responsible for notifying Baker Tilly of any applicable privacy laws the personal data or personal information provided to Baker Tilly is subject to, and Client represents and warrants it has all necessary authority (including any legally required consent from individuals) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Baker Tilly is responsible for notifying Client if Baker Tilly becomes aware that it can no longer comply with any applicable privacy law and, upon such notice, shall permit Client to take reasonable and appropriate steps to remediate personal data or personal information processing. Client agrees that Baker Tilly has the right to generate aggregated/de-identified data from the accounting and financial data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested, and we agree to provide, may be the subject of a separate engagement letter.

We may be required to disclose confidential information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the City of Mequon, unless otherwise prohibited. In the event we are requested by the City of Mequon or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the City of Mequon, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

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We may be required to disclose confidential information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the City of Mequon if disclosure of confidential information is necessary for peer review purposes.

Our fees are based on known circumstances at the time of this Engagement Letter. Should circumstances change significantly during the course of this engagement, we will discuss with you the need for any revised audit fees. This can result from changes at the City of Mequon, such as the turnover of key accounting staff, the addition of new funds or significant federal or state programs or changes that affect the amount of audit effort from external sources, such as new accounting and auditing standards that become effective that increase the scope of our audit procedures. This Engagement Letter currently includes all auditing and accounting standards and the current single audit guidance in effect as of the date of this letter except for GASB 96.

We would expect to continue to perform our services under the arrangements discussed above from year to year, unless for some reason you or we find that some change is necessary. We will, of course, be happy to provide the City of Mequon with any other services you may find necessary or desirable.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from Judicate West, AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. Any issue concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrator(s) upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrator(s) shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrator(s) shall be empowered to interpret the applicable statutes of limitations.

Ms. Jennifer Engroff
City of Mequon

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Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

The liability (including attorney's fees and all other costs) of Baker Tilly and its present or former partners, principals, agents or employees related to any claim for damages relating to the services performed under this Engagement Letter shall not exceed the fees paid to Baker Tilly for the portion of the work to which the claim relates, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Baker Tilly relating to such services. This limitation of liability is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including the negligence of either party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter even if the other party has been advised of the possibility of such damages.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third-party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, its personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

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City of Mequon

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Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees, it is hereby agreed that the City of Mequon will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly for a period of twelve (12) months following the date of the conclusion of this engagement. If the City of Mequon violates this nonsolicitation clause, the City of Mequon agrees to pay to Baker Tilly a fee equal to the hired person's annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP, trading as Baker Tilly, is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to City of Mequon by Baker Tilly ("Online Offering") constitute the entire agreement between the City of Mequon and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern City of Mequon's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the City of Mequon's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

Ms. Jennifer Engroff
City of Mequon

September 14, 2023
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We appreciate the opportunity to be of service to you.

If there are any questions regarding this Engagement Letter, please contact Wendi M Unger, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and determining that the engagement has been completed in accordance with professional standards. Wendi M Unger is available at 414 777 5423, or at wendi.unger@bakertilly.com.

Sincerely,

BAKER TILLY US, LLP



Enclosure

The services and terms as set forth in this Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date

ADDENDUM A

We will perform the following services:

1. We will compile, from information you provide, the annual Financial Report Form to the Wisconsin Department of Revenue, for the year ended December 31, 2023. Upon completion of the compilation of the annual Financial Report Form, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the City of Mequon, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the annual Financial Report Form to you as a result of this engagement.

Our report on the annual Financial Report Form of the City of Mequon is presently expected to read as follows:

Management is responsible for the Financial Report Form C for the year ended December 31, 2023 included in the accompanying prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards for Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial report form C included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by the management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the Financial Report form C included in the prescribed form.

The Financial Report Form C included in the accompanying prescribed form is presented in accordance with the requirements of the Wisconsin Department of Revenue, and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Wisconsin Department of Revenue and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

Management's Responsibilities

The City of Mequon's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the Financial Report Form C included in the form prescribed by the Wisconsin Department of Revenue, (ii) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the Financial Report Form C, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.

ADDENDUM B

We will perform the following services:

2. We will compile, from information you provide, the Public Service Commission Annual Report, including the balance sheets of the water utility, an enterprise fund of the City of Mequon, as of December 31, 2023 and 2022, and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2023. Upon completion of the Public Service Commission Annual Report, we will provide you with our accountants' compilation report. If for any reason caused by or relating to affairs or management of the City of Mequon, we are unable to complete the compilation or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to submit the Public Service Commission Annual Report to you as a result of this engagement.

Our report on the Public Service Commission Annual Report of the City of Mequon is presently expected to read as follows:

Management is responsible for the balance sheets of the water utility, an enterprise fund of the City of Mequon, as of December 31, 2023 and 2022, and the related statements of income and retained earnings for the years then ended and the supplemental schedules as of and for the year ended December 31, 2023 included in the accompany prescribed form. We have performed a compilation engagement in accordance with *Statements on Standards of Accounting and Review Services* promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements included in the accompanying prescribed form, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements included in the prescribed form.

These financial statements included in the accompanying prescribed form are presented in accordance with the requirements of the Public Service Commission of Wisconsin, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Public Service Commission of Wisconsin and is not intended to be and should not be used by anyone other than this specified party.

Our Responsibilities and Limitations

We will be responsible for performing the compilation in accordance with *Statements on Standards for Accounting and Review Services* established by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements. We will utilize information that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with GAAP.

Our engagement cannot be relied upon to disclose errors, fraud or other illegal acts that may exist and, because of the limited nature of our work, detection is highly unlikely. However, we will inform the appropriate level of management of any material errors, and of any evidence that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this Engagement Letter.

Management's Responsibilities

The City of Mequon's management is responsible for the financial statements referred to above. In this regard, management is responsible for (i) the preparation and fair presentation of the financial statements included in the form prescribed by the Public Service Commission of Wisconsin, (ii) designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements, (iii) preventing and detecting fraud, (iv) identifying and ensuring that you comply with the laws and regulations applicable to its activities, and (v) making all financial records and related information available to us. Management also is responsible for identifying and ensuring that you comply with the laws and regulations applicable to its activities.

Management is responsible for providing us with the information necessary for the compilation of the financial statements and the completeness and the accuracy of that information and for making your personnel available to whom we may direct inquiries regarding the compilation. We may make specific inquiries of management and others about the representations embodied in the financial statements.



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www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: October 5, 2023
SUBJECT: Review of Proposed Fee Adjustments for Fiscal Year 2024

Background

In late August, the Common Council convened a Budget Workshop Meeting to review and discuss key considerations that will directly impact formation of the City's budget for 2024. During the meeting staff provided an overview of a process that has been underway since March, to review and update the City's Annual Fee Schedule, which was last evaluated in 2020. Following a review of fee data obtained from twelve of the twenty-one communities surveyed during a classification and compensation study completed last year, staff is recommending several adjustments, effective January 1, 2024.

Last month, the Finance-Personnel Committee reviewed a number of recommended fee adjustments proposed by the Department of Community Development and the City Clerk's Office. Accordingly, the majority of next Tuesday evening's Committee meeting will be devoted to reviewing proposed fee schedule adjustments recommended by the Finance Department, Police Department and the Department of Public Works (which includes Parks).

Analysis

As indicated, this year's analysis began in March, whereupon the City's Senior Executive staff (i.e., Department Heads) met collectively to determine which fees were appropriate to compare. Given the breadth of the City's current fee schedule, which is nine pages in length, as well as the time that it takes both City staff and staff in other communities to identify and compare identical fees, this was a necessary first step. Accordingly, it is important to note that not all City fees were included in this year's analysis, due to a number of factors. These included the relative amount of a particular fee (i.e., \$1.00), the fact that some fees are mandated by statute and thus not eligible for adjustment (e.g., liquor licenses) and an acknowledgment that a number of fees charged in Mequon are unique to the City, and not worthy of further comparison. A list of these fees exempted from the review process is also enclosed for the Committee's reference.

In April, the City Administrator's Office commenced the process of gathering comparable fee data from the twelve identified communities. Most of the selected communities, which included Brookfield, Cedarburg, Franklin, Germantown, Grafton, Menomonee Falls, Middleton, Muskego, New Berlin, Oak Creek, Sun Prairie and Wauwatosa, were of a population size equal to or greater than Mequon, under the presumption that such jurisdictions would likely have similar fee structures to compare against. Notably, the 2020 fee review included eight communities - Brookfield, Franklin, Germantown, Grafton, Muskego, Menomonee Falls, Oak Creek and Whitefish Bay, all of which were included in this year's review, except for Whitefish Bay. Other communities included in last year's compensation analysis but not in this year's fee survey included Greendale, Pleasant Prairie, Brown Deer, Greenfield, Oconomowoc, Sheboygan, West Bend, Pewaukee and Whitefish Bay.

As is evident from the enclosed spreadsheet that contains proposed adjustments (shaded orange) within the Finance, Police and Public Works Departments, a majority of the City's current fees are not recommended for any further adjustment, based on the average of like fees charged by the other surveyed communities. Where adjustments are recommended, City staff has largely taken the approach of "meeting the mean" by selecting a dollar amount that is the average, or close to the average of the figures that were obtained. In a number of instances, staff has also applied a rounding factor where appropriate (either up or down), for both ease of use and comprehension by staff, contractors and the public at-large. Staff from both the Police and Public Works Departments, as well as from the Finance Department and the City Administrator's Office will attend the Committee's meeting on October 10 to review the enclosed spreadsheets and answer any questions.

Notably, only one of the fees associated with rental of the City's parks facilities is recommended for adjustment, based upon an in-house analysis completed by staff. Given the inherent difficulties associated with comparing the City's facilities against facilities in other communities with differing amenities and/or service capacities, no external analysis was performed. Also enclosed for the Committee's review is a listing of the City's Internal Service Charges for FY2024, that serve as the basis for both reimbursing the City for staff time in connection with non-public work, as well as calculating some fees that are less suitable for external comparison.

Pending the Committee's concurrence with the recommended fee adjustments that will be reviewed on October 10, it is anticipated that the proposed 2024 Fee Schedule, containing all of the adjustments endorsed by the Committee, will be forwarded to the full Common Council for review and consideration in late October/early November, in connection with adoption of the City's budget for 2024.

Fiscal Impact

Though it is customary for City staff to carefully review and adjust each and every source of revenue that comprises the City's General Fund budget on an annual basis, fees comprise a rather small portion (approximately 15%) of overall revenues. As such, it is difficult to pinpoint the direct impact that any of the proposed adjustments will have on overall City revenues during Fiscal Year 2024. Additionally, staff uses a number of other factors (e.g., multi-year trend analysis, interest rates, legislative changes, etc.) to determine annual revenue targets, which are irrespective of this particular analysis. Nevertheless, a periodic review of the fees and rates charged by the City helps to ensure that the amounts programmed for 2024 and beyond are appropriate - both relative to the external market, as well as to the City's internal cost for providing said services.

Recommendation

Consideration of the proposed 2024 fee adjustments for the Finance, Police and Public Works Departments (including Parks), as recommended by City staff.

Attachments:

Fee Schedule Review for All Departments (XLSX)

Fees Not Reviewed (XLSX)

CITY OF MEQUON INTERNAL SERVICE RATES - FY2024 (PDF)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

FEE DESCRIPTION	MEQUON	BKFLD	CDRBG	FRNKN	GTOWN	GRFTN	MNFLS	MDLTN	MSKGO	NBRLN	OKCRK	SNPRE	WTOSA	AVG.	PROPOSED
CITY CLERK															
Class B Reserve Liquor	\$10,000	\$10,000	\$10,500	\$10,000	\$10,000	\$10,000	\$10,500	\$10,500	\$10,000	\$10,500	\$10,600	\$10,500	\$10,000	\$10,258.33	
Background Check	\$12	\$12			\$7				\$12	\$10		\$7	\$15	\$10.50	\$15
Tavern Operation (Bartender) – 2 Year	\$75	\$60	\$90	\$40	\$100	\$50	\$50	\$50	\$40	\$60	\$100	\$70	\$140	\$70.83	\$100
Peddlers, Canvassers & Solicitors	\$80		\$100	\$60	\$60	\$100	\$50	\$50	\$100	\$100		\$300		\$91.11	\$100
Peddlers, Canvassers & Solicitors (Each Additional Person)	\$12		\$10	\$10			\$10		\$12	\$10				\$10.40	\$15
Board of Appeals Filing Fee	\$215						\$100						\$120	\$110	\$250
Fireworks Permit	\$75	\$100			\$100		\$100	\$250	\$50			\$0	\$110	\$118.33	\$100
Publication Fee	\$10	\$20	\$20	\$10	\$20			N/A		\$15	\$10-\$20	\$20	\$8	\$16	\$20
COMMUNITY DEVELOPMENT - INSPECTIONS (BUILDING/HEATING)															
Minimum Permit Fee (All Permits)	\$60	\$66	\$50	\$65	\$65	\$55	\$65	\$150	\$60	\$65	\$55	\$75	\$55	\$68.83	\$65
RES 1 & 2 Fam and Attached GAR per SF Living Area	\$0.35	\$0.39	\$0.35	\$0.41	\$0.40	\$0.39	\$0.35			\$0.44			\$0.30	\$0.38	\$0.40
RES Apt. 3 Fam, Row Housing, Multi DUS, Inst. Per SF	\$0.35	\$0.39	\$0.35	\$0.43	\$0.40	\$0.39	\$0.35			\$0.46			\$0.30	\$0.38	\$0.40
Residence Additions Per SF Living Area	\$0.35	\$0.39	\$0.35	\$0.41	\$0.40	A	\$0.35		\$0.3	\$0.44	\$0.35			\$0.37	\$0.40
Basement Remodel/Fish Per SF	\$0.35	\$0.39		\$0.41	\$.25-\$.35	A	\$0.35		\$0.3					\$0.35	\$0.40
Local Business, Office Building & Additions Per SF	\$0.33	\$0.37	\$0.35	\$0.39		A	\$0.33			\$0.42				\$0.37	\$0.40
Mfg. or Industrial Per SF (Office Areas Under Local Bus.)	\$0.28	\$0.33	\$0.35	\$0.31		\$0.37	\$0.27			\$0.36				\$0.33	\$0.35
Permit to Start Constr. of Footings/Foundtns.(Comm/Mfg.)	\$265	\$303		\$555		\$280	\$500	\$500		\$330			\$500	\$424	\$350
Permit to Start Constr. of Footings/Foundtns. (1 & 2 Fam)	\$200	\$185		\$225		\$210		\$250		\$250			\$175	\$215.83	
All Other Buildings, Structures, Alteration, & Repairs Where SF Cannot be Calculated-Where Square Footage Cannot Be Determined	\$11.75														\$14
Residing Per Building	\$60	\$69												\$69	
Kitchen Remodel	\$160				\$.25-\$.35										
Bathroom Remodel	\$120				\$.25-\$.35										
Heating & Incinerator Initial Fee Per Unit	\$55	\$77	\$55	\$55	\$50	\$55	\$60	\$50		\$65	\$55			\$58	
Each 50,000 BTU over 150,00 BTU (\$750 Max. Per Unit)	\$18	\$18	\$15	\$19	\$15	\$18	\$16			\$22	\$10			\$16.68	
Comm./Ind. Exhaust Hoods & Systems Per Unit	\$170	\$147		\$190	\$100	\$180	\$140	\$100		\$210		\$150		\$152.13	
Heating & A/C Distrib. Systems Per 100 SF of Cond. Area	\$2	\$2.1	\$1.5	\$2.1	\$1	\$2								\$1.74	
Wrecking, Razing, or Interior Demolition Flat Fee	\$80	\$89	\$100-\$500	\$90		\$85+ .12/sqft	\$80	\$100	B	\$102	\$95	\$75	\$50	\$86.60	
Moving Buildings Over Public Ways Initial Fee	\$215	\$238	\$100			\$230	\$220	\$250		\$270		\$75	\$175	\$194.75	
Moving Buildings Over Public Ways Per SF	\$0.10	\$0.14				\$0.12	\$0.12						\$0.06	\$0.11	
Plan Examination:															
One and Two Family Residence	\$235	\$250	\$200	\$280	\$225	\$250	\$225	C		\$300			\$200	\$236.67	
Apts, 3 Fam Residence, Row Housing, Multiple Family	\$285	\$292			\$200	\$300	\$250			D			\$250	\$274.50	
Apts, 3 Family, Row Housing, Multiple Family Per Unit	\$25	\$25			\$30	\$27							\$25	\$26.75	
Commercial, Industrial and Additions	\$285	\$310	\$225	E	\$300	\$300		\$350		\$355			\$200	\$296.88	
Commercial Additions & Alternations	\$285	\$310			\$300	\$300							F	\$277.50	

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

Residential/Commercial Small Project (At Plan Reviewer Discretion/May be Reduced to \$20)	\$24														
Addition/Alterations to 1 & 2 Family	\$80	\$119	\$60	G	\$75	H			\$90	I			\$80	\$89.88	
Accessory Bldg. 150 300 SF or More	\$60	\$71		\$67>240	\$15	\$65			\$90	\$85			J	\$63.29	\$65
Accessory Bldg. under 150 300 SF	\$30			\$65<120	\$15				\$15				J	\$36.25	\$65
Decks & Above Ground Swimming Pools	\$50	\$42	\$35	\$55	\$40	\$55	\$50		\$20	\$65				\$45.25	\$65
Heating Plans, Lighting & Energy Calculations	\$60	\$71				\$75		\$250		\$81				\$119.25	
WI Uniform Building Permit Seal (State Fee)	\$60	\$35				\$65				\$65		\$33		\$49.50	
Occupancy Permit – Residential Per Unit	\$55	\$60	\$50	\$55	\$65	\$55	\$60			\$65	\$55	\$50		\$57.22	
Temporary Occupancy Permit - Residential	\$80					\$85				\$102			\$100	\$95.67	\$100
Occupancy Permit - Commercial & Industrial Per Unit	\$205	\$173	\$160	\$225	\$200	\$215	\$180			\$255	\$100			\$188.50	
Temp Occupancy Permit – Comm. & Industrial Per Unit	\$80			\$225		\$85	\$200							\$170	\$150
Occupancy Permit - Commercial Additions & Alterations	\$60			\$55											
Tenant Finish	\$60			\$55											
Change of Occupancy Commercial & Industrial Per Unit	\$195					\$50									
Pools – In Ground/Above/Spas	\$195	K	\$75	\$55	L	A	\$100		M	N	\$60	\$150	\$50		\$14/\$1,000 Value or \$1,200
Fences	\$60	\$70		\$65	\$65			\$30	\$20		\$60	\$75	\$50	\$54.38	\$65
Decks & Sheds	\$60	\$66		O	\$65	A	\$85	\$30		P	\$150 shed	Q	\$80		\$65
Solar Panels (\$60.00 Building; \$122.00 Electrical)	\$182	S		\$13/1000	\$150		\$100			R	\$55				
Erosion Control Fee – Single Family	\$183	\$220		\$185	\$175	\$175		\$250	150	\$205		\$170		\$191.25	
Reinstate Building Permit (New)	35% Of Orig.Cost									\$65					
Amount Retained for Permits Refunded	\$60														\$65
Security Deposit for Final Inspection, 10% of Permit Fee	\$60 Min.														\$65
After Hours Inspection (2 Hour Min.) (\$75/HR)	\$116														\$150
Architectural Board/Review:															
1 & 2 Family New Construction	\$55		\$110	\$55		\$50	\$150	\$250						\$123	\$100
Additions/Alternations to 1 & 2 Family	\$43			T			\$150	\$50-\$250							\$75
Accessory Building	\$43		\$100	\$67>240			\$150	\$25-\$100							\$65
Tree Inspection/Zoning Review	\$60						\$150								
COMMUNITY DEVELOPMENT - INSPECTIONS (ELECTRICAL)															
Minimum Fee for Permit	\$60	\$80	\$50	\$95	\$65	\$40	\$60	\$50	\$60	\$60	\$50	\$75	\$70	\$62.92	\$65
After Hours Inspection (2 Hour Min.) (\$75/HR)	\$116												\$150/hr		\$150
Fixtures – Incandescent	\$0.72	\$1.3	\$0.55	\$1.4		\$0.75	\$0.7	*	\$0.5	\$1	\$1			\$0.90	\$1
Tubular Lamps – Fluorescent, Cold Cathode, Lumiline and Me	\$1	\$0.95		\$3.35	\$0.5	\$2.5	\$0.75	*	\$0.5					\$1.43	
Lights – Arc, Search, Flood, Mercury, Including Transformers	\$12	\$5.45			\$3.5	\$5		*						\$1.43	
Yard Light and Standard	\$18	\$11		U	\$20	\$25	V	*	\$9	\$20	\$5	\$75		\$13.38	
Fuel Dispensing Pumps	\$60	\$25	\$10	\$11	\$10	\$50	10	*					\$40	\$22.29	
Stage Pockets, Spotlights and Apparatus	\$7				\$0.4		\$4.5	*						\$2.45	
Outlets for Fixtures, Switches, Receptacles, and Similar Devic	\$0.72	\$1.3	\$0.7	\$1.1	\$0.75		\$0.8	*	\$0.6	\$1	\$1	\$75	\$1	\$0.92	\$1

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

Low Voltage Devices	\$2				\$1	\$2	\$1	*			\$1			\$1.25	\$1
Vent Fans, Paddle Fans	\$6	\$4.9		\$6	\$5		\$6	*		\$5	\$4			\$5.15	
Electrical Range, Garbage Disposal, Dishwasher, Water Heater	\$12	\$12.5	W	\$11	\$10	\$12	X	*	Y	\$10	\$10	Z	\$10	\$9.95	
Automatic Central Heating – Residential	\$18	\$22.15	\$9	\$35	\$20	\$18	\$11.25	*	\$30	\$20	\$20	\$75		\$20.60	\$20
Automatic Central Heating – Commercial	\$36		\$18		\$40			*				\$150	\$50	\$36.00	
Electrical Heating Device (Per KW) or Outlet	\$7	\$9.8	\$5	\$11	\$4	\$5	\$10	*						\$7.47	
Central A/C Unit, Refrigeration, Air Cooling or Similar – Residential	\$18		\$12	\$35	\$9		\$15	*	\$30	\$25	\$20	\$75		\$20.86	\$20
Central A/C Unit, Refrigeration, Air Cooling or Similar – Commercial	\$36		\$24		\$18	\$75		*				\$150	\$50	\$41.75	\$42
Central A/C Unit, Refrigeration, Air Cooling or Similar – Combined	\$60					\$55		*				\$75			
Generators, Rectifiers, Reactors, Welders, Capacitors, Converters	\$36	\$2.5/kw	\$0.5/kw	\$35	\$1/kw	AA	\$1.0/kw	*	\$0.60	\$1/kw	\$1/kw	\$150	BB		
Dimmer, GFCI Devices	\$6	\$4.7			\$4	\$6		*	\$3			\$75		\$4.43	\$4
Machines – Moving Picture, X-Rays, Stereopticon, High Frequency	\$36	\$50.5	\$10	\$35		\$50	\$15	*						\$32.10	
Motor (Per HP or Fraction of For EA. Motor)	\$1	\$0.5	\$0.5	CC	\$1	\$3	\$0.7	*		\$5 + \$1hp	\$1			\$1.20	
Water Pumps	\$18			\$11	\$20			*				\$75		\$15.50	
Residential Whirlpool, Jetted Tub	\$24				\$30	\$12	\$25	*		\$40	\$50	\$75		\$31.40	
Signs, Incandescent, Fluorescent & Neon	\$48	\$80	\$15	\$35	\$25	\$30	\$40	*						\$37.50	
Signals or Communication Devices – Audible or Visual	\$1	\$1.25		\$1.1				*						\$1.18	
Plug In Strip, Trole-E-Duct, Wireways, Busways, Raceways or Conduits	\$1	\$1	\$0.5	\$1.1	\$0.5		\$0.75	*	\$0.5	\$1	\$1			\$0.79	
Swimming Pool Grounding	\$72	\$75	\$50	\$70	\$100	DD	EE	FF	\$60	GG	\$50	\$75		\$68.18	
Spas and Hot Tubs (Indoor or Outdoor)	\$60	\$55.9	\$18	\$35	\$50				\$60	\$75	\$50	\$75		\$52.36	
Feeders or Sub-Feeder-Sub Panel	\$18		\$10	\$22	\$25	25-30		HH		\$25	\$40	\$75	\$20	\$31	
Temp. Service/Install Period of 90 Days	\$60			\$50	\$50		\$100	II		\$40				\$60	
Overhauling Condemned Work	\$72											\$75			
Service Switched:															
0-100 200 Amperes	\$30	\$25	\$40	\$40		\$40	\$50			\$20	\$65			\$40	\$50
101-200 Amperes	\$42	\$49.35	\$50	\$80	\$50	\$50	\$50			\$40	\$65			\$54.29	
201-400 Amperes	\$60	\$61.85	\$60	\$120-\$160	\$60-\$70	\$75	JJ			\$60-\$80	\$85				
401-600 Amperes	\$72	\$91.8	\$60	\$200-\$240	\$80-\$90	\$75				\$100-\$120	\$85				\$80
601-1,000 Amperes	\$90	\$98.8	\$60-\$100	\$280-\$400	\$100-\$130	\$125				\$140-\$200	\$85				
Per 100 Amperes Over 1,000	\$12		\$10	\$40	\$10					\$20				\$20	\$15
COMMUNITY DEVELOPMENT - INSPECTIONS (PLUMBING)															
Minimum Permit Fee	\$60	\$62.5	\$35	\$70	\$65	\$40	\$60	\$50	\$60		\$50	\$75	\$55	\$56.59	\$65
Well Abandonment	\$60			\$85	\$40	\$100	\$100	\$60	\$60				\$50	\$70.71	
Well Operations Permit (5 Years)	\$122	\$62.5		\$85			\$35				\$25		\$150	\$71.50	
Failure to Order Final Inspection Before House is Occupied	\$120			\$110			\$70			\$60	\$50		\$75	\$73.00	
After Hours Inspection (2 Hours) (\$75/HR)	\$116			\$100			\$150						\$300	\$183.33	\$150
Sewer for First 100'	\$60	\$62.5	\$50	\$85	\$50	\$50	\$55	\$100	\$60	\$60	\$50	\$50	\$50	\$60.21	
Sewer Over 100' Per Foot Surcharge	\$1	\$0.5			\$0.45	\$0.5	\$0.35		\$0.2	\$0.5	\$0.5		\$0.55	\$0.44	
Outside Sanitary Sewer	\$60	\$62.5	\$50	\$85	\$50	\$50	\$55		\$60	\$60		\$50	\$50	\$57.25	

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

Outside Storm Sewer	\$60	\$62.5	\$50		\$50	\$50	\$55		\$60	\$60	\$50	\$50	\$50	\$53.75	
Inside Sanitary Sewer	\$60	\$62.5	\$50	\$85	\$50	\$50	\$55		\$60	\$60			\$50	\$58.06	
Inside Storm Sewer	\$60	\$62.5	\$50	\$85	\$50	\$50	\$55		\$60	\$60			\$50	\$58.06	
Water Service Minimum	\$60	\$62.5	\$50	\$70	\$50		\$55	\$100	\$60	\$60	\$50		\$50	\$60.75	
All Over 100' Per Foot	\$29	\$0.5			\$0.45	\$0.5	\$0.35			\$0.5	\$0.5			\$0.47	
Storm/Sanitary	\$60	\$62.5	\$50	\$85	\$50	\$50	\$55		\$60	\$60		\$50	\$50	\$57.25	
Catch Basin Exterior	\$30		\$30	\$55	\$30	\$40	\$12		\$30	\$12	\$20			\$28.63	
Catch Basin Interior	\$12		\$30		\$30	\$40	\$12			\$12	\$20			\$24.00	\$20
Manholes Exterior	\$30				\$30	\$40	\$12			\$12	\$20			\$22.80	
Manholes Interior	\$12				\$30	\$40	\$12			\$12	\$20			\$22.80	
Plumbing Fixtures – Each	\$12	\$15.8	\$10	\$17	\$10	\$12	\$12	\$6	\$10	\$12	\$10		\$10	\$11.34	
Refund Retained	\$60														
Suppression System of Exhausted Hoods – Commercial	\$116														
Water BPD fees - scaled up to 3/4" Main = \$50.00 / 1" Main = \$90.00 / 1.5" Main = \$140.00 / 2" Main = \$230.00 / 3" Main = \$440.00 / 4" Main = \$730.00 / 6" Main = \$1250.00															
COMMUNITY DEVELOPMENT - PLANNING															
Zoning Code Text Amendment	\$1,275	\$1,120	\$200	\$200	\$1,115	\$200	\$1,000	\$200			\$1,000	\$400	\$600	\$603.50	
Zoning Code Map Amendment*	\$1,275	\$1,120	\$250		\$1,085	\$200	\$1,000				\$1,000	\$600	\$900	\$769.38	
Land Use Plan Map Amendment*	\$1,275	\$1,120			\$1,165	\$200								\$828.33	
Conditional Use Petition	\$717	\$340	\$300	\$1,500	\$1,460	\$200	\$1,000	\$300	\$600		\$1,250	\$600	\$500	\$731.82	\$750
Building Site Plan Amendment or Approval	\$717	\$1,640	\$100									\$250		\$663.33	\$750
Consultation	\$398										\$400				\$400
Minor Request	\$199	\$390			\$700						\$275	\$100		\$366.25	\$350
Subdivision/Condo Concept	\$857	\$455	\$100	\$250		\$150	\$100	\$50	\$100	\$50 + \$50/lot		\$150		\$169.38	\$750
Subdivision/Condo Preliminary Plat	\$857	\$1,560	KK	\$5,000	LL	150 + \$5/lot	\$1,000	MM		\$50 +\$100/lot	\$750	NN	\$1,000	\$1,862	\$750 + \$50/LOT
Subdivision/Condo Development Agreement	\$558	OO								\$300		\$500		\$400	\$750
Subdivision/Condo Final Plat	\$757	\$390	PP	\$1,000		100 + \$3/lot	\$500	QQ		RR	\$875	SS	\$1,000	\$753	\$750
Land Division	\$657	\$300	\$150									TT	\$200	\$216.67	\$750
New Sign Design and Plan Approval	\$150	UU	\$75	VV		\$150	\$100	\$50 + \$1/ft	\$60		\$550	\$50 + \$1/ft		\$187	
Special Event Banner Permit	\$25	\$25	\$20		\$30-\$150	\$50	\$25	\$25			\$30		\$50	\$32.14	\$30
On-Site Development Notice Sign Posting	\$5														
Zoning Letter Request	\$60	\$50		\$75	\$60			\$40				\$50	\$150	\$70.83	
Home Occupation Permit	\$60	\$60	\$27.5				\$60				\$55	\$50		\$50.50	
Business Occupancy Permit	\$60	\$173					\$180				\$100	\$50		\$125.75	\$125
Annual Chicken Keeping Permit	\$20		\$25	\$75		\$25		\$65	\$20			\$35	\$20	\$37.86	\$65
Short Term Rental Permit	\$60														
PUD FEE															\$1,500
ENGINEERING															
Planning Commission Reviews															
Engineer	\$95														\$100

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

Engineering Technician	\$78														\$91
Green Infrastructure Plan Reviews															
Engineer	\$95														\$100
Engineering Technician	\$78														\$91
Erosion Control Permits – Site Grading:															
Residential – Initial Fee	\$600		\$190		\$1,250	\$315	\$120	\$250	\$150				\$125	\$342.86	
Residential – Per Lots or Units	\$6		\$160		\$25	GGG									
Commercial/Industrial – Initial Fee	\$120		\$225		\$500	\$315	\$150		\$300	\$240				\$288.33	\$300
Commercial/Industrial – Per 1,000 SF Distributed Area	\$6		\$6		\$10	\$5			\$8	\$6.5			\$8	\$7.25	
General Use Residential – Initial Fee	\$30										FFF				
General Use Residential – Per 1,000 SF Distributed Area	\$4										\$4		\$8	\$6	
Permit Extension Fee															CCC
Filling Permits:															
0-250 CY	\$60			DDD							\$300				
251-1,000 CY	\$120			EEE											
Permit Extension Fee															CCC
Floodplain Letters	\$66				\$180		\$50						\$180		
Waste Hauler Permit	\$60	\$100							\$40					\$70	
Waste Hauler Additional Per Vehicle – 7 to 12 Tons	\$25	\$25							\$40					\$33	
Waste Hauler Additional Per Vehicle – Over 12 Tons	\$50								\$40						
Lateral Abandonment Inspection	\$100														
PARKS															
Park Rental*															
Non-Mequon/Thiensville Resident Rental Upcharge	\$100														
Outdoor Concessions (Per Tent/Table)*	\$25														
Additional Setup/Cleanup (4 hours)	\$100														
Lemke Park*															
Lemke Pavilion‡	\$150														
Lemke Pavilion – Security Deposit	\$50														
Rotary Park*															
Reuter Pavilion‡ – Under 150 People	\$475														
Reuter Pavilion‡ – Corp. or Over 150 People	\$500														
Reuter Pavilion‡ – Concessions Only	\$225														
Reuter Pavilion – Security Deposit	\$200														
Rotary Pavilion‡	\$225														
Rotary Pavilion or Gazebo – Security Deposit	\$100														
Gazebo Only	\$225														
Gazebo with Pavilion Rental	\$100														
Holding Tank Pumping Fee per 5,000 gallons*	\$135														
Holding Tank Pumping Fee per 10,000 gallons*	\$270														
Portable Restroom Service*†	\$90														\$115
PUBLIC WORKS															
DPW Staff Rate	\$87														\$86
New Culvert – 24’ Long, Up to 24” Diameter	\$1,960														\$2,350
Culvert Replacement	\$3,525														\$3,955

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

Culvert Replacement – Road Program	\$550														\$1,190
Temporary Culvert (Max. 12 Months)	\$1,960														\$2,350
Culvert Relay	\$1,960														\$2,350
FINANCE															
Brush Permit	\$25		\$30/Life			\$30	\$0					\$0-\$30	\$20		
Real Estate Property Status Report (5-7 Business Days)	\$35	\$50	\$50			\$35									\$60
Real Estate Property Status Report Rush Fee (1-3 Business Days)	\$35	\$50	\$15			\$60									\$35
POLICE															
Finger Printing	\$15				\$10								\$15		\$20
False Alarm Fee* (Per Calendar Year):															
1 st False Alarm Fee	\$0	\$0		\$0	\$0	\$0			\$0		\$0		\$0	\$0	
2 nd False Alarm Fee	\$200	\$115		\$0	\$0	\$0			\$0		\$0		\$75		
3 rd False Alarm Fee	\$300	\$115		\$0	\$0	\$50			\$0		\$0		\$75		
4 th False Alarm Fee and Subsequent	\$400	\$150/\$230		XX	YY	ZZ			AAA		BBB		\$150		
Accident Report	\$3	.15/pg			2										

Legend:
Proposed Fee Change
Used this figure, when multiple figures listed
Not used in Avg.
* Based on quantity & amp size
New Fee
Matrix Key:
A=\$12.50/1000 valuation
B=\$100+.05/sqft
C=\$150(one)\$200(two)
D=\$355 +\$32/unit
E= \$335 <100,000,\$ 555>100,000
F= \$200 add/\$150alt
G=\$55 Alt/\$90 Add
H= \$55 Alt/\$85 Add
I=\$70 Alt/\$120 Add
J=\$50 (garage)
K=\$66 min- \$13/1,000 valuation
L=\$11/\$1000 or \$65min
M=\$55 + \$9/1,000
N=15/1000, \$65 min
O=\$85<100, \$170>100
P=\$65 shed, \$100<100, \$190>100 for deck
Q=\$150deck/\$75shed
R=\$62 res, \$162 comm
S=\$10.25/\$1,000 valuation
T=\$90 Add, \$55 Alt
U= \$7 res/\$11 comm
V= \$10 res/\$18 comm
W= \$6 (\$7 dishwasher, \$10 water heater)

Attachment: Fee Schedule Review for All Departments (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

City of Mequon Fee Schedule Analysis - Fiscal Year 2023

X= \$9 , \$10 water heater
Y= \$9 , \$30 water heater
Z=\$75 water heater
AA=12.50/1000 valuation
BB=\$50 or \$1/kw(comm)
CC=\$6 + \$1.10/hp
DD=\$30/above, \$25 /in
EE=\$50/above, \$75 /in
FF=\$60/above, \$80 /in
GG=\$75/above, \$90 /in
HH=\$3-\$14 depening on AMP
II=\$50 res/\$100 comm
JJ=>200amp, \$50+10/100
KK=\$150 + \$6/unit
LL=\$4,575-\$7,650(combined w/ final)
MM=400 + \$50/acre
NN=\$600 + \$30/lot
OO=\$210/hr-attorney, \$130/hr-eng
PP=\$100 + \$3/unit
QQ=400 +\$50/lot
RR=\$50 + \$150/acre
SS=600 + \$30/lot
TT=\$250 + \$100/lot
UU=\$50-\$125 dep on sq ft
VV=\$50 + \$40-\$150 dep. on size
XX=\$25, \$50 @ 6, \$100 @ 10
YY=25/+25 each after
ZZ=\$50 (\$75-6th, \$100-8th)
AAA=\$50, \$200 @ 7
BBB=\$50, \$200 @ 8
CCC=1/12 of total orig. permit fee per month of extension
DDD=25-100 CY \$50/100-500CY \$100
EEE=\$500+CY \$250
FFF=\$60 + \$5admin
GGG=\$1,500(1-20acres)

2023 Fee Schedule Review - Not Surveyed

6.a.b

ASSESSOR		
Database Sales Query		\$20
Business List Query		\$20
Database Ownership or Similar Query		\$20
Complicated Database Query		\$40
Digital Parcel Map		\$2
Database Kiosk Print		
	Homeowner	\$0
	Black and White (Per Page)	\$0.25
	Color (Per Page)	\$0.50
Special Request – Assessor Labor per Hour		\$75
CITY CLERK		
Class A Beer		\$100
Class A Liquor		\$500
Class B Beer		\$100
Class B Liquor		\$500
Temporary Class B		\$10
Class C Wine		\$100
Provisional Tavern Operator		\$15
Temporary Tavern Operator		\$10
Tobacco Products		\$100
Second Hand Jewelry		\$50
Second Hand Article		\$50
Amusement License		\$25
Tavern Amusement License		\$250
Vending Machine Distributor		\$80
Machine Registration		\$25
Gun Range Premise License		\$250
Fee to Conduct Background Check for Gun Range Premise License		\$75
License/Permit Replacement Fee		\$10
Late Application Fee		\$50
COMMUNITY DEVELOPMENT - INSPECTIONS (BUILDING/HEATING)		
Agricultural Buildings, Detached Garages and Accessory Building Per SF		\$0.28
All Other Buildings, Structures, Alteration, and Repairs Where SF Cannot be Calculated		\$11.75 Per \$1,000 Valuation

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

Foundation Repair (\$100 Min.)	\$11.75 Per \$100 Valuation
A/C Per Unit 3 Tons or 36,000 BTU	\$55
A/C Additional Fee Per each Ton Over 3 Tons or 12,000 BTU (\$750.00 Max. Per Unit)	\$18
A/C Permanently Installed Wall Units	\$12
Accessory Building	\$60
Fuel Tanks – Per 1,000 Gal. Per Install	\$24
Min. Per Fuel Tank Installation	\$43
Tank Removal, Repairs or Alterations 1,000 Gal. or Less	\$49
Tank Removal More than 1,000 Gal.	\$73
Re-Inspection Per Inspection (Applies after 2 nd Inspection)	\$60
COMMUNITY DEVELOPMENT - INSPECTIONS (ELECTRICAL)	
Re-Inspection (Per Inspection After 2 nd Inspection)	\$60
Failure to Call for Final Inspection (Double Initial Fee)	\$120.00 Min.
Refund Retained	\$60
Work Started Prior to Taking Permit	Double Fee
Fire Alarm Panel	\$60
COMMUNITY DEVELOPMENT - INSPECTIONS (PLUMBING)	
Starting Work Without Permit	Double Fee
Each Re-Inspection	\$60
Fire Protection Sprinkler New or Remodeled – Commercial or Residential, Full or Combined System	\$60
ENGINEERING	
Drainage Financial Guarantee	
For land disturbing activities listed in Section 58-674(c)	A
For land disturbing activities listed in Section 58-674(d)	B
FINANCE	
Dog License Unneutered/Unspayed	\$15
Dog License Neutered/Spayed	\$10
Dog License Replacement	\$10
Dog License Late Fee	\$5
Check Returned/Insufficient Funds	\$35
Special Request – GIS Maps	Time & Materials
Photocopies & Reprinting of Existing Maps	\$1
Lost Brush Permit Replacement Fee	\$5

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

Interest on Delinquent Receivables		1.5% Per Month
POLICE		
Weapons Discharge Fee		\$30
Lost Weapons Permit Replacement		\$5
Parking Citation		\$25
Vehicle Impound Storage Over 30 Days (Per Day)		\$15
Photos (Each)		\$1.75
Water Ski		\$25
Audio/Video Tapes & Computer Media – USB Flash Drive		\$25
PUBLIC WORKS		
Equipment Charge		C
Blue Sign		
	Installation Fee (Initial or Replacement)	\$250
	Annual Fee	\$100
All Other Signs (New or Accident Replacement)		D
SEWER UTILITY		
Residential User Charge (Quarterly)		\$74
Non-Residential User Charge Rate		\$6.844/1,000gal
SWIMMING POOL		
Daily Swimming Pool		
	Resident – Under 3 Years	Free
	Resident – 3 to 12 Years	\$5
	Resident – 13 Years and Above	\$6
	Thiensville – Under 3 Years	Free
	Thiensville – 3 to 12 Years	\$6
	Thiensville – 13 Years and Above	\$7
	Non Resident – Under 3 Years	Free
	Non Resident – 3 to 12 Years	\$7
	Non Resident – 13 Years and Above	\$8
Seasonal Swimming Pool		
	Resident – Under 3 Years	Free
	Resident – 3 to 12 Years	\$55
	Resident – 13 Years and Above	\$75
	Resident – Family	\$120

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

	Thiensville – Under 3 Years	Free
	Thiensville – 3 to 12 Years	\$70
	Thiensville – 13 Years and Above	\$90
	Thiensville – Family	\$150
	Non Resident – Under 3 Years	Free
	Non Resident – 3 to 12 Years	\$85
	Non Resident – 13 Years and Above	\$110
	Non Resident – Family	\$200
Super Pass		
	Resident	\$30
	Thiensville	\$40
	Non Resident	\$45
Nanny Pass		\$3/Daily, \$35/Season
Pool Rental Fee		
Number Attendees	Mequon Resident	Non-M/T Resident
1-50 (2 hrs)	\$210	\$310
51-99 (2 hrs)	\$260	\$385
100+ (2 hrs)	\$310	\$460
WATER UTILITY		
Late Payment Charge		1% per month
Standard Revenue Credit		
Reconnection Charges		
	Normal Business Hours†	\$50
	After Normal Business Hours†	\$75
Standard Street Lateral Costs*		
	1 ¼ inch	\$5,000
	1 ½ inch	\$5,500
	2 inch	\$6,000
	4 inch	\$7,500
	6 inch	\$10,500
Standard Local Delivery Main Costs (per Residential Equivalent Unit)		\$2,398.95
Standard System Costs (per Residential Equivalent Unit)		\$1,080.48
Standard Revenue Credit (per Residential Equivalent Unit)		Equals Standard System Costs
Standard Local Delivery Main Extension and Connecting Main Costs		Cost per foot or each

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

(applies to non-developer main extensions of 1,000 feet or less)		Low/Med/High
Water main – spoil backfill		
	8 inch	\$80/\$95/\$115
	12 inch	\$90/\$110/\$135
	16 inch	\$120/\$140/\$160
Water main – granular backfill		
	8 inch	\$105/\$135/\$160
	12 inch	\$115/\$145/\$180
	16 inch	\$120/\$160/\$200
Water main – slurry backfill		
	8 inch	\$135/\$155/\$175
	12 inch	\$150/\$165/\$200
	16 inch	\$225/\$250/\$275
Water main – directional drilled		
	8 inch	\$170/\$190/\$225
	12 inch	\$200/\$225/\$270
	16 inch	\$220/\$270/\$324
Water main – bore and jack		
	8 inch	\$500/\$600/\$700
	12 inch	\$600/\$700/\$800
	16 inch	\$700/\$800/\$900
Restoration (based on 6 foot wide trench)		
	Turf	\$10/\$15/\$20
	Asphalt Roadway	\$40/\$45/\$55
	Asphalt Driveway	\$30/\$45/\$55
	Concrete Roadway	\$37/\$45/\$53
	Concrete Driveway	\$18/\$20/\$30
	Sidewalk	\$20/\$25/\$30
	Gravel Shoulder	\$5/\$10/\$15
	Concrete Curb & Gutter	\$30/\$35/\$40
	Erosion Mat	\$1.50/\$3/\$4
	Heavy Duty Erosion Mat	\$3/\$4/\$5
Erosion Control		
	Silt Fence	\$2.40/\$3/\$4

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

	Rock Bag Ditch Check	\$92/\$115/\$138
	Sediment Logs	\$240/\$300/\$360
	Hay Bales	\$12/\$15/\$18
Hydrant Assembly		\$5,600/\$7,000/\$8,400
Valve & Valve Box		
	8 inch	\$1,750/\$2,000/\$2,500
	12 inch	\$2,150/\$2,700/\$3,250
	16 inch	\$3,000/\$3,500/\$4,200
Connection to Existing Main		
	6 inch	\$5,000/\$5,400/\$6,500
	8 inch	\$5,000/\$5,400/\$6,500
	10 inch	\$6,000/\$6,500/\$7,800
	12 inch	\$7,000/\$7,500/\$9,000
	16 inch	\$8,000/\$8,750/\$10,500
Public Fire Protection		
	5/8 inch	\$30.29
	3/4 inch	\$45.47
	1 inch	\$75.88
	1 ½ inch	\$151.47
	2 inch	\$242.51
	3 inch	\$454.38
	4 inch	\$757.30
	6 inch	\$1,514.59
	8 inch	\$2,423.05
	10 inch	\$3,634.73
	12 inch	\$4,846.11
Service Charge		
	5/8 inch	\$31.31
	3/4 inch	\$41.15
	1 inch	\$64.70
	1 ½ inch	\$119.27
	2 inch	\$178.90
	3 inch	\$274.31
	4 inch	\$393.59

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

	6 inch	\$629.14
	8 inch	\$980.97
	10 inch	\$1,469.97
	12 inch	\$1,958.96
Quarterly Volume Charges		
	First 150,000 gallons each quarter	\$5.17/1,000 gallons
	Next 350,000 gallons each quarter	\$4.87/1,000 gallons
	Over 500,000 gallons each quarter	\$4.37/1,000 gallons
Quarterly Private Fire Protection Charges		
	2 inch	\$34.08
	3 inch	\$63.90
	4 inch	\$106.50
	6 inch	\$213.00
	8 inch	\$340.80
	10 inch	\$511.20
	12 inch	\$681.60
	14 inch	\$852.00
	16 inch	\$1,022.40
†Normal business hours are Monday through Friday from 8 a.m. to 4:30 p.m., excluding the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day (1/2 day).		
*Costs are based on 30 feet average		
PARKS		
River Barn Park*		
	River Barn Pavilion†	\$475
	River Barn Security Deposit	\$200
	River Barn Concessions Only	\$225
Athletic Field Use (2 Hours)*		
	Non-Mequon/Thiensville User Upcharge-One Time Fee Per Season	\$100
	Season User Fee Deposit Per Field	
	0-20 Field Use Deposit	\$100
	20-40 Field Use Deposit	\$200
	40-60 Field Use Deposit	\$300
	60-80 Field Use Deposit	\$400
	80-100 Field Use Deposit	\$500

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

2023 Fee Schedule Review - Not Surveyed

6.a.b

Lacrosse Field Per Use	\$80
Soccer/Football Field Per Use	\$80
River Barn Field 1 Per Use	\$47
River Barn Field 2 Per Use	\$43
River Barn Field 3 Per Use	\$43
Rotary Schmit Per Use	\$72
Rotary South Per Use	\$42
Rotary Central Per Use – With Field Maintenance (In Season)	\$55
Rotary North West	\$40
Rennicke Per Use	\$143
Lemke Orange Per Use	\$10
Lemke Blue Per Use	\$10
Mequon/Thiensville User Tournament Fee•	\$600
Non-Mequon/Thiensville User Tournament Fee•	\$975
<i>*Plus applicable taxes for non-exempt groups</i>	
<i>†Required for Events with over 200 people</i>	
<i>‡Per Rental Agreement, Pavilion Rentals Include 2-hour Setup and 1-Hour Cleanup</i>	
<i>•Tournaments at Rotary Park require Holding Tank Pumping in addition to the Tournament Fee</i>	

Legend:

A	125 percent of the estimated cost of construction and maintenance of the stormwater management practices
B	\$50 per 100 square foot of additional impervious surface
C	Prevailing State Highway Maintenance Manual Rate
D	Procurement Cost Plus Shipping, Plus \$20.00 Admin Fee

Attachment: Fees Not Reviewed (8856 : Review of Proposed Fee Adjustments for Fiscal Year 2024)

CITY OF MEQUON
MASTER HOURLY BILLING RATE CALCULATOR
2024

Admin Staff - City Hall/DPW

Staff rate	\$ 25.40
Fica / WRS	\$ 3.70
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 81.13
Use this Rate:	\$ 81.00

Inspections

Inspector rates	\$ 36.74
Fica / WRS	\$ 5.35
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 94.12
Use this Rate:	\$ 94.00

Community Development

Staff Average	\$ 47.27
Fica / WRS	\$ 6.88
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 106.18
Use this Rate:	\$ 106.00

Assessor staff rate

Staff rate	\$ 23.51
Fica / WRS	\$ 3.42
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 78.97
Use this Rate:	\$ 79.00

DPW staff rate

Staff rate	\$ 29.89
Fica / WRS	\$ 4.35
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 86.27
Use this Rate:	\$ 86.00

City Engineer

Engineer rate	\$ 66.28
Fica / WRS	\$ 9.64
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 127.96
Use this Rate:	\$ 128.00

Assistant City Engineer

Engineer rate	\$ 41.98
Fica / WRS	\$ 6.11
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 100.12
Use this Rate:	\$ 100.00

Assistant Utilities Director

Engineer rate	\$ 43.65
Fica / WRS	\$ 6.35
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 102.03
Use this Rate:	\$ 102.00

Engineering - Field Coordinator

Engineer rate	\$ 37.03
Fica / WRS	\$ 5.39
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 94.46
Use this Rate:	\$ 94.00

Engineering - Technician

Engineer rate	\$ 34.19
Fica / WRS	\$ 4.97
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 91.20
Use this Rate:	\$ 91.00

Police - Represented

Patrol/Detective	\$ 41.47
Fica / WRS	\$ 9.11
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 102.61
Use this Rate:	\$ 103.00
Dept. Overtime Rate	\$ 127.90
Use this Rate:	\$ 128.00

Police - Mangement

Management Staff	\$ 51.35
Fica / WRS	\$ 11.28
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 114.67
Use this Rate:	\$ 115.00

Police - Admin

Staff rate	\$ 27.53
Fica / WRS	\$ 6.05
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 85.62
Use this Rate:	\$ 86.00

Clerk

Staff rate	\$ 50.05
Fica / WRS	\$ 11.00
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 113.09
Use this Rate:	\$ 113.00

Clerk - Admin

Staff rate	\$ 23.87
Fica / WRS	\$ 5.24
Medical Benefits	\$ 12.34
Allocated Overhead	\$ 39.70
Dept. Hourly Rate	\$ 81.15
Use this Rate:	\$ 81.00

2023 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
October	• Resolution Awarding a Contract for Auditing Services to Baker Tilly US LLP, Milwaukee, Wisconsin for Fiscal Year 2023 in the Amount of \$32,750 • Fee Schedule Review & Discussion – Public Works & Police

Future Agenda Topics

• Comprehensive Fee Schedule Review • Library Review • Life Insurance Review	• Financial Policy and City Ordinance Reconciliation • Payment in Lieu of Tax (PILOT) Agreements
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2023 Completed Items

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| <ul style="list-style-type: none"> • Resolution Authorizing a Transfer of \$36,661 from the Information Technology Division's 2022 Budget to the Division's Capital Account, in Connection with the Completion of Planned City Network Upgrades in 2023 • Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2021 • Resolution Approving an Amendment to a Development Agreement with P2 Development, in Connection with Completion of a Planned Unit Development Project Located at 11040 and 11110 North Buntrock Avenue • Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Provide Supplemental Building Inspection services, in an Amount Not-to-Exceed \$91,520 • Resolution Authorizing Contract Inspection Services with Bella Consulting, LLC through December 31, 2023, at an Annual Estimated Cost of \$91,520 • Ordinance Amending Chapter 2 of the Mequon Municipal Code, Adjusting the Per Diem for Employee Travel & Training to \$60 per Day • Resolution Approving Revisions to the City's Family Medical Leave Act Policy • Resolution Amending the City of Mequon Policies and Procedures Manual Regarding City Sponsored Cell Phone Usage • Ordinance Amending the City of Mequon Operating Budget for Fiscal Year 2023 to Adjust Budgeted Amounts within the Department of Public Works Due to Unanticipated Repairs and Material Cost Increases, in a Net Amount Not-to-Exceed \$36,57 • Ordinance Amending Chapter 2 of the Mequon Municipal Code, Eliminating the Bond Requirement for Certain City Officers | <ul style="list-style-type: none"> • Resolution Authorizing the Purchase and Implementation of Electronic Poll Books, Supplies and Training in an Amount not to Exceed \$90,000 • Resolution Authorizing a Town Center Business Loan for Tamatito's, a Restaurant, Located at 6400 West Mequon Road, the Public Market at Spur 16 • Resolution Approving a Professional Services Agreement for Commercial Plan Review and Consultation Services with E Plan Exam, Brookfield, Wisconsin • Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2023, Related to State of Wisconsin Commercial Plan Review Fees • Resolution Adopting a New Compensation Plan for Non-Represented Employees During Fiscal Year 2023, and Allocating \$49,215 to Adjust Various Salaries to Align with the New Pay Grade Contained Therein • Resolution Approving an Agreement for Commercial Building Fire Alarm and Fire Suppression Plan Review Services Between the City of Mequon and the Southern Ozaukee Fire and Emergency Medical Services Department • Acceptance of the FY2022 Annual Comprehensive Financial Report and Report on Internal Control • Resolution Authorizing a Second Amendment to the Development Agreement for P2 Development Town Center Townhomes Located at 11110-11112 and 11040 N Buntrock Avenue for an Extension of Project Completion to October 27, 2023 |
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