



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

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, October 12, 2021

7:00 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. September 14, 2021 Finance & Personnel Meeting Minutes

3) License applications

Action requested: review and approve

a. October 2021 Licenses

4) Vouchers for payment

Action requested: review and approve

a. September 2021 Voucher Approval List

5) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3883** A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director
- b. **RESOLUTION 3884** A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650
- c. **RESOLUTION 3885** A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

6) Information Items

a. Finance & Personnel Work Plan

7) Adjourn

Dated: October 12, 2021

/s/ John Wirth, Chair

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

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

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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, September 14, 2021

6:00 PM

North Conference Room

Minutes

1) Call to Order

Present:

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

Also present: William Jones, City Administrator, Finance Director, Jennifer Engroff, Assistant to the Finance Director, Marie Keyser, Assistant City Administrator, Justin Schoenemann and City Clerk, Caroline Fochs.

2) Approve Meeting Minutes

a. August 10, 2021 Finance & Personnel Meeting Minutes

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

3) License Applications

a. September 2021 Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk

4) Vouchers for Payment

a. August 2021 Voucher Approval List

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

MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

5) Resolutions

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

Assistant City Administrator/HR Director Justin Schoenemann explained that the City lost its 0.7 FTE HR Assistant in July 2021. The City went to market to try to recruit for another part time HR Assistant and received only one qualified candidate and extended an offer to them. The candidate declined due to the pay and cost of health insurance for a part time employee. Director Schoenemann explained the increase in demand for HR professionals during the pandemic and the shortage of qualified workers. He also told the Committee what the usefulness of a full time HR Coordinator would be to the City. The City has been able to get its Workers Compensation Mod factor down from a 1.00 to 0.81 in the past five to six years. That is a considerable cost savings for the City. There are also other processes that could get accomplished with a full time employee as well as re-bidding contracts to make sure the City is getting the best deal.

Aldermen Bushee and Strzelczyk both had some general questions regarding how many full time City employees there are and if this could stay at part time. Justin explained the nature of the job market right now and the lack of applicants when the part time job was posted in the summer.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

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

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk

6) Discussion Items

a. Finance & Personnel Work Plan

7) Adjourn

A motion to adjourn was moved by Alderman Bushee and seconded by Alderman Strzelczyk at 6:10PM. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser

Assistant to the Finance Director



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

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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: October 7, 2021
SUBJECT: October 2021 Licenses

Following are recommended approvals:

CLASS B BEER LICENSE – Change of Agent only - For the period October 13, 2021 to June 30, 2022

BYB Sports Investments Group LLC DBA
Lakeshore Chinooks
12800 N. Lake Shore Drive
Agent: Todd Kolosso

CLASS B BEER AND CLASS B WINE LIQUOR LICENSE - For the period October 13, 2021 to June 30, 2022 – Contingent on passing all inspections

Levy Premium Foodservice, LP DBA
The Cluckery
10930 N. Port Washington Road
Agent: Jamie Waters

New Peddler License October 14, 2021-January 14, 2022

The Window Store, Inc.
2706 S. 163rd St.
New Berlin, WI 53151

Rachel Marie Opliger

Request: Setting up of appointments for the salesman to sell windows, roofing and siding.

New Peddler License November 11, 2021-February 11, 2022

DC Tree Company
182779 Sportsman Drive
Birnamwood, WI 54414

David Earl Rebstock

Request: Selling of Christmas tree, wreaths, garland and related products at 10333 N. Wauwatosa Road, Mequon, WI.

Following are recommended denials:

None.

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

THE FOLLOWING VOUCHERS PAYABLE:

GENERAL FUND	169,340.16
SPECIAL REVENUE FUND	9,149.13
PARKS & OPEN SPACE	0.00
REVOLVING LOAN FUND	0.00
DEBT SERVICE FUND	0.00
DEBT SERVICE TIF 2 FUND	0.00
DEBT SERVICE TIF 3 FUND	0.00
CAPITAL PROJECT FUND	42,805.81
SEWER UT FUND	294,306.89
WATER UT FUND	198,672.05
TAX FIDUCIARY FUND	0.00
TOTAL	<u>714,274.04</u>

IN THE AMOUNT OF \$ 714,274.04 IS HEREBY CERTIFIED AS CORRECT
 AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

10/7/2021

WILLIAM JONES
 CITY ADMINISTRATOR

Attachment: Voucher List (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
	10610	L A W HEALTH BENEFIT TRUST	63549	LAW HEALTH BEN 9/17/21 P/R LINDSAY GRAYCAREK	10.00	09/17/2021	45824	0110	110000	224170
	10702	MEQUON FIRE & EMS ASSOCIATION	63225	UNION DUES 8/3/21 P/R	700.00	09/03/2021	1001757	0110	110000	224160
	10707	MEQUON POLICE ASSOCIATION	63222	UNION DUES 9/3/21 PAYROLL	2,220.00	09/03/2021	1001758	0110	110000	224160
	10810	NORTH SHORE BANK FSB	63223	DEF COMP 9/03/21 P/R	475.00	09/03/2021	1001759	0110	110000	224101
	10810	NORTH SHORE BANK FSB	63223	DEF COMP 9/03/21 P/R	60.00	09/03/2021	1001759	0610	610000	224101
	10810	NORTH SHORE BANK FSB	63550	DEF COMP 9/17/21 P/R	476.63	09/17/2021	1001783	0110	110000	224101
	10810	NORTH SHORE BANK FSB	63550	DEF COMP 9/17/21 P/R	58.37	09/17/2021	1001783	0610	610000	224101
	11331	WIS SUPPORT COLLECTIONS TRUST	63224	SUPPORT ID 5956557 7532298 7844747 7657807 9/3/21	1,240.09	09/03/2021	45772	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63224	SUPPORT ID 5956557 7532298 7844747 7657807 9/3/21	111.46	09/03/2021	45772	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63224	SUPPORT ID 5956557 7532298 7844747 7657807 9/3/21	111.46	09/03/2021	45772	0620	620000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63551	SUPPORT ID 5956557 7532298 7844778 7657807 9/17 PR	1,240.09	09/17/2021	45912	0110	110000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63551	SUPPORT ID 5956557 7532298 7844778 7657807 9/17 PR	111.46	09/17/2021	45912	0610	610000	224150
	11331	WIS SUPPORT COLLECTIONS TRUST	63551	SUPPORT ID 5956557 7532298 7844778 7657807 9/17 PR	111.46	09/17/2021	45912	0620	620000	224150
				Department Total	6,926.02					
CITY ADMIN	12321	MICHAEL LANDEY	63323	Tent and stage for Taste of Mequon Q11306 1	1,366.40	09/03/2021	45694	0210	210840	683201
	12367	MICHAEL MUELLER	63328	Sawdust Symphony Band for Taste or Mequon	599.00	09/03/2021	45736	0210	210840	683201
	12913	STEPHANIE GLYZEWSKI	63327	LO/ST Band for Taste of Mequon	600.00	09/03/2021	45759	0210	210840	683201
	12914	FUN ONE INC	63326	Inflatables and Games for Taste of Mequon	1,185.80	09/03/2021	45714	0210	210840	683201
	12915	CANOPIES EVENTS WITH DISTINCTION	63324	Tables for Taste of Mequon TABLES	336.60	09/03/2021	45701	0210	210840	683201
	12916	JOHNSON SCHOOL BUS SERVICE INC	63441	Transportation for Taste of Mequon	175.00	09/17/2021	45819	0210	210840	683201
	12918	SY VISUAL SOLUTIONS LLC	63489	FastSigns- Banner for T.O.M.	112.33	09/17/2021	45802	0210	210840	683201
	12919	GERALD PALLO	63491	ACA Music and Entertainment- BALLOON	250.00	09/17/2021	45808	0210	210840	683201
				Department Total	4,625.13					
CITY CLERK	10230	CONLEY PUBLISHING GROUP LTD	63333	PUBLICATION 8/1/21-8/28/21	179.89	09/17/2021	45793	0110	110112	680502

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
CITY CLERK	10894	PITNEY BOWES 371887	63332	INSERTER 7/5/21-10/4/21	367.17	09/17/2021	45887	0110	110112	680401
	12532	GRANICUS, LLC	63304	SEPT SUBSCRIPTION FEE	1,228.50	09/17/2021	1001777	0110	110112	683201
				Department Total	1,775.56					
INFO SERVI	10555	LEONARD MCCAWE	63311	IT ADVOCATE 2021 ANNUAL CONTRACT 8/14-8/27/21	2,596.16	09/03/2021	1001754	0110	110117	683201
	10555	LEONARD MCCAWE	63563	IT ADVOCATE 2021 ANNUAL CONTRACT 8/28-9/10/21	2,596.16	09/17/2021	1001778	0110	110117	683201
	12301	INTEGRATED SYSTEMS CORPORATION	63436	INTERNET SERVICE SUBSCRIPTION OCTOBER	200.00	09/17/2021	45818	0110	110117	683202
	12301	INTEGRATED SYSTEMS CORPORATION	63437	REMOTE BACKUP SERVICE CONTRACT OCTOBER	750.00	09/17/2021	45818	0110	110117	683202
	12448	THE OFFICE TECHNOLOGY GROUP	63435	OTG Management IT Services HELP DESK	12.88	09/17/2021	45900	0110	110117	683201
	12616	MIDWEST FIBER NETWORKS LLC	63341	Midwest Fiber Leased Fiber Net 9/1-9/30/21	895.00	09/17/2021	1001782	0110	110117	683202
	12616	MIDWEST FIBER NETWORKS LLC	63342	Midwest Fiber Leased Network R 9/1-9/30/21	150.48	09/17/2021	1001782	0110	110117	683202
				Department Total	7,200.68					
FINANCE	10995	RUEKERT & MIELKE INC	63264	REVIEW LS H & F MAINS (#3566-X	1,260.60	09/03/2021	1001761	0610	610669	683101
	12689	THOMAS W WATSON	63251	FINANCE DIRECTOR CONSULTING 8/16-8/29/21	3,425.00	09/03/2021	1001766	0110	110118	683101
	12689	THOMAS W WATSON	63432	FINANCE DIRECTOR CONSULTING8/30-9/12/21	4,700.90	09/17/2021	1001785	0110	110118	683101
	12882	AURORA MEDICAL GROUP INC	63440	PRE EMPLOYMENT PHYSICALS & DRUG SCREENS	902.00	09/17/2021	45783	0110	110120	683201
	12893	KIM GUIBORD	62308	Taste of Mequon Sound, Lighting	1,325.00	09/03/2021	45729	0210	210840	683201
				Department Total	11,613.50					
ASSESSOR	10463	GROTA APPRAISALS LLC	63212	ANNUAL ASSESSMENT & REVALUATION	19,815.00	09/03/2021	1001752	0110	110119	683201
				Department Total	19,815.00					
HR	10226	CONCENTRA MEDICAL CENTERS	63313	DOT Random Testing JULY	45.00	09/03/2021	45704	0110	110120	683201
	10292	DIVERSIFIED BENEFIT SERVICES INC	63209	Flexible Spending (FSA) Service AUGUST	343.51	09/03/2021	45707	0110	110120	683201
	11830	ORGANIZATION DEVELOPMENT	63312	Pre-employment Psychological SERVICES	30.00	09/03/2021	45741	0110	110120	683201
				Department Total	418.51					
LEGAL COUN	12754	VON BRIESEN & ROPER, S.C.	63208	Legal Fees JULY	501.50	09/03/2021	45769	0110	110124	683312
				Department Total	501.50					

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	10313	VETCOR OF EAST TOWNE LLC	63454	K9 VETERINARY CARE	32.10	09/17/2021	45796	0110	110235	683702
	10528	ID NETWORKS INC	63255	ANNUAL LIVESCAN SERVICE MAINTENANCE	5,495.00	09/03/2021	45723	0110	110235	683202
	10696	MEQUON AUTO BODY	63449	SQUAD DAMAGE REPAIR	371.87	09/17/2021	45832	0110	110235	686550
	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	63310	BOND JOSE CRUZ 21 22297	650.00	09/03/2021	45742	0110	110000	224205
	10866	WISCONSIN HUMANE SOCIETY	63219	STRAY ANIMAL SERVICES	20.00	09/03/2021	45770	0110	110235	683201
	10931	PROSHRED SECURITY	63215	SHREDDING SERVICES	51.00	09/03/2021	45750	0110	110235	683201
	11101	STREICHER'S INC	63216	PERSONNEL UNIFORM OUTFITTING	179.98	09/03/2021	45761	0110	110235	680301
	11137	THOMSON REUTERS - WEST	63451	CLEAR INVESTIGATIVES SERVICES	154.74	09/17/2021	45901	0110	110235	683201
	11153	TRANS UNION LLC	63450	CREDIT HISTORIES	85.00	09/17/2021	45903	0110	110235	683201
	11211	VERIZON WIRELESS SERVICES LLC	63447	CELL PHONE SERVICES	162.98	09/17/2021	45908	0110	110235	680504
	11211	VERIZON WIRELESS SERVICES LLC	63447	CELL PHONE SERVICES	0.62	09/17/2021	45908	0110	110239	680504
	11236	WAUKESHA COUNTY TECHNICAL COLLEGE	63221	LAW ENFORCEMENT PERSONNEL TRAINING	510.00	09/17/2021	45909	0110	110235	683501
	11699	OFFICE 8	63220	MISC OFFICE SUPPLIES	52.78	09/17/2021	45840	0110	110235	680101
	12155	RAGNASOFT INCORPORATED	63448	PLANIT SCHEDULE PROGRAM ANNUAL	1,885.00	09/17/2021	45890	0110	110235	683201
	12228	GORDIE BOUCHER VILLAGE FORD	63256	SQUAD REPAIRS / PARTS	30.50	09/03/2021	45720	0110	110235	686550
	12328	STATE OF WISCONSIN DEPT OF TRANSPORTATION	63253	POLICE TRAINING	60.00	09/03/2021	45771	0110	110235	683501
	12328	STATE OF WISCONSIN DEPT OF TRANSPORTATION	63254	POLICE TRAINING	60.00	09/03/2021	45771	0110	110235	683501
	12466	LANGUAGE LINE SERVICES INC	63452	LANGUAGE INTERPRETER SERVICES	28.24	09/17/2021	45826	0110	110235	683702
	12488	IDEMIA IDENTITY & SECURITY USA LLC	63252	MOBILE FINGER ID MAINTENANCE	169.00	09/03/2021	1001753	0110	110235	683201
	12558	HALO BRANDED SOLUTIONS, INC.	63531	UNIFORM EMBROIDERY	30.00	09/17/2021	45815	0110	110237	675101
	12651	AMAZON CAPITAL SERVICES, INC	63213	OFFICE, WORK, &/OR M&R SUPPLIES	80.00	09/03/2021	1001747	0110	110237	675101
	12651	AMAZON CAPITAL SERVICES, INC	63214	OFFICE, WORK, &/OR M&R SUPPLIES	749.85	09/03/2021	1001747	0110	110239	675101
	12651	AMAZON CAPITAL SERVICES, INC	63532	OFFICE, WORK, &/OR M&R SUPPLIE	16.25	09/17/2021	1001767	0110	110235	686550

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
POLICE	12651	AMAZON CAPITAL SERVICES, INC	63533	OFFICE, WORK, &/OR M&R SUPPLIE	26.95	09/17/2021	1001767	0110	110235	680101
	12694	AT&T MOBILITY LLC	63446	CELL PHONE SERVICES	916.44	09/17/2021	45781	0110	110235	680504
	12891	CBC PHARMA HOLDCO LLC	63458	K-9 Prescriptions	189.72	09/17/2021	45886	0110	110235	683702
	12906	TRAILSIDE CYCLERY LLC	63218	Patrol Bicycles and Equipment	7,069.37	09/03/2021	45764	0410	410791	730012
	12912	LANSER GARAGE & TOWING	63320	TOWING SERVICES	125.00	09/03/2021	45731	0110	110235	683702
	12917	FREISTADT AUTOMOTIVE INC	63457	SQUAD MAINTENANCE /REPAIRS	191.36	09/17/2021	45805	0110	110235	686550
				Department Total	19,393.75					
FIRE / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	63240	MEDICAL SUPPLIES	1,334.01	09/03/2021	45709	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63241	MEDICAL SUPPLIES	5.16	09/03/2021	45709	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63530	MEDICAL SUPPLIES	883.33	09/17/2021	45799	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63535	MEDICAL SUPPLIES	691.99	09/17/2021	45799	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63536	MEDICAL SUPPLIES	17.99	09/17/2021	45799	0110	110236	680301
	10336	EMERGENCY MEDICAL PRODUCTS INC	63537	MEDICAL SUPPLIES	527.61	09/17/2021	45799	0110	110236	680301
	10383	5 ALARM FIRE AND SAFETY EQUIPMENT LLC	63239	ANSUL SILV-EX 2 PAILS	206.23	09/03/2021	45712	0110	110236	680301
	10384	FIVE CORNERS DODGE INC	63237	AC RECHARGE 958	347.00	09/03/2021	45713	0110	110236	686550
	10408	GALLS LLC	63232	ACKLEY UNIFORMS	124.98	09/03/2021	45715	0110	110236	675101
	10408	GALLS LLC	63233	ZELLMANN UNIFORMS	93.50	09/03/2021	45715	0110	110236	675101
	10408	GALLS LLC	63234	BOETTCHER UNIFORMS	63.75	09/03/2021	45715	0110	110236	675101
	10408	GALLS LLC	63540	FIRE DEPT UNIFORMS	13.94	09/17/2021	45806	0110	110236	675101
	10408	GALLS LLC	63541	FIRE DEPT UNIFORMS	267.49	09/17/2021	45806	0110	110236	675101
	10408	GALLS LLC	63542	FIRE DEPT UNIFORMS	46.75	09/17/2021	45806	0110	110236	675101
	10408	GALLS LLC	63543	FIRE DEPT UNIFORMS	196.49	09/17/2021	45806	0110	110236	675101
	10408	GALLS LLC	63552	FIRE DEPT UNIFORMS	190.52	09/17/2021	45806	0110	110236	675101
	10408	GALLS LLC	63553	FIRE DEPT UNIFORMS	62.33	09/17/2021	45806	0110	110236	675101

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	10563	JEFFERSON FIRE & SAFETY INC	63226	3 PANEL SHIELDS	475.50	09/03/2021	45725	0110	110236	680401
	10563	JEFFERSON FIRE & SAFETY INC	63227	LIFE LINE SWITCH	64.66	09/03/2021	45725	0110	110236	680401
	10691	MENARDS	63339	WORK SUPPLIES FIRE STATION	127.19	09/17/2021	45831	0110	110236	680301
	10691	MENARDS	63339	WORK SUPPLIES FIRE STATION	181.44	09/17/2021	45831	0110	110326	686502
	10699	MEQUON COPY MASTER	63228	BC BUSINESS CARDS	99.00	09/17/2021	45833	0110	110236	680101
	10736	MILW AREA TECHNICAL COLLEGE	63229	WHEELER EMT	894.50	09/03/2021	45737	0110	110236	683501
	10736	MILW AREA TECHNICAL COLLEGE	63230	AEMT WARDENBURG	995.70	09/03/2021	45737	0110	110236	683501
	10736	MILW AREA TECHNICAL COLLEGE	63231	3 FF, 1 EMT	312.88	09/03/2021	45737	0110	110236	683501
	11211	VERIZON WIRELESS SERVICES LLC	63242	CELL DATA	200.05	09/03/2021	45768	0110	110236	680504
	11211	VERIZON WIRELESS SERVICES LLC	63243	CELL DATA	30.06	09/03/2021	45767	0110	110236	680504
	11969	GRAPHIC COMMUNICATION	63554	MFD POLOS	648.00	09/17/2021	45813	0110	110236	675101
	12336	AIRGAS USA, LLC	63529	OXYGEN	404.03	09/17/2021	45776	0110	110236	680301
	12336	AIRGAS USA, LLC	63538	OXYGEN	281.95	09/17/2021	45776	0110	110236	680301
	12628	WILLIAM R EMERY	63238	SUBSCRIPTION SERVICE	99.00	09/03/2021	45726	0110	110236	683201
	12628	WILLIAM R EMERY	63555	SUBSCRIPTION SERVICE	99.00	09/17/2021	45820	0110	110236	683201
	12635	TELEFLEX LLC	62614	MEDICAL EQUIP	1,345.50	09/03/2021	45763	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63244	WORK SUPPLIES	92.49	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63245	4 FF/HAZ MAT BOOKS	443.96	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63556	WORK SUPPLIES	23.76	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63557	WORK SUPPLIES	29.99	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63558	WORK SUPPLIES	65.97	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63569	WORK SUPPLIES	39.98	09/17/2021	1001767	0110	110236	680301
	12651	AMAZON CAPITAL SERVICES, INC	63570	WORK SUPPLIES	14.90	09/17/2021	1001767	0110	110236	680301

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FIRE / EMS	12651	AMAZON CAPITAL SERVICES, INC	63571	WORK SUPPLIES	14.15	09/17/2021	1001767	0110	110236	680301
	12672	ZOLL MEDICAL CORPORATION	63235	LIFEBAND 3 PK	727.50	09/03/2021	45774	0110	110236	680301
	12672	ZOLL MEDICAL CORPORATION	63236	STAT-PADZ 3	150.45	09/03/2021	45774	0110	110236	680301
	12694	AT&T MOBILITY LLC	63539	CELL DATA	238.96	09/17/2021	45782	0110	110236	680504
				Department Total	13,173.64					
INSPECTION	10042	AMER SOCIETY OF SANITARY ENG	63207	ASSE MEMBERSHIP - MARTY	60.00	09/03/2021	45693	0110	110244	680501
	10526	INTERNATIONAL ASSOCIATION OF	63206	IAEI MEMBERSHIP FOR GREG	120.00	09/03/2021	45722	0110	110244	680501
				Department Total	180.00					
BLDG MAINT	10045	AMERICAN INDUSTRIAL ALSCO	63493	MOP CONTRACT-SEPT	136.55	09/17/2021	45777	0110	110326	683201
	10073	AT&T CORP	63274	TELEPHONE SERVICES-CITY HALL	165.00	09/03/2021	45695	0110	110326	680504
	10074	AT & T CORP	63275	ALARM CIRCUITS-AUGUST	84.30	09/03/2021	45696	0110	110326	683201
	10074	AT & T CORP	63501	ALARM CIRCUITS-AUGUST	84.30	09/17/2021	45780	0110	110326	683201
	10115	BELL TAPE INC	63497	JANITORIAL SUPPLIES - CITY BLD-aug	39.39	09/17/2021	1001769	0110	110326	680201
	10204	CINTAS	63393	ANNUAL FIRE ALRM INSP -SAFETY BLDG	1,295.00	09/17/2021	45792	0110	110326	683201
	10204	CINTAS	63408	FIRE PROTECTION SERVICES-ROTARY PARK	68.00	09/17/2021	45792	0110	110326	683201
	10204	CINTAS	63471	REPLACE BATTERIES EXIT LIGHTS	80.00	09/17/2021	45792	0110	110326	683201
	10204	CINTAS	63471	REPLACE BATTERIES EXIT LIGHTS	197.04	09/17/2021	45792	0110	110326	686501
	10691	MENARDS	63546	PARTS FOR PD LOT LIGHTS, SMALL TOOLS FOR BLDGS DEP	71.10	09/17/2021	45831	0110	110326	680302
	10691	MENARDS	63546	PARTS FOR PD LOT LIGHTS, SMALL TOOLS FOR BLDGS DEP	52.98	09/17/2021	45831	0110	110326	680401
	10886	PEST ARREST EXTERMINATING	63494	PEST CONTROL CONTRACT-AUGUST	115.00	09/17/2021	45885	0110	110326	683201
	11145	TOTAL ENERGY SYSTEMS LLC	63507	REPAIR GENERATOR @ DPW	807.64	09/17/2021	45902	0110	110326	686503
	11177	UNITED DISPOSAL SERVICES LLC	63394	DUMPSTER FEES-AUG	470.00	09/17/2021	45905	0110	110326	683201
	11177	UNITED DISPOSAL SERVICES LLC	63394	DUMPSTER FEES-AUG	470.00	09/17/2021	45905	0610	610669	683201
	11859	DILLETT MECHANICAL SERVICES, INC	63484	REPAIRED CHILLER @ SAFETY BUILDING	1,377.00	09/17/2021	1001774	0110	110326	686502

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
BLDG MAINT	11859	DILLETT MECHANICAL SERVICES, INC	63485	REPLACED MOTOR IN VAC @ SAFETY BUILDING	817.50	09/17/2021	1001774	0110	110326	686502
	11859	DILLETT MECHANICAL SERVICES, INC	63505	SERVICE P.M. AGREEMENT	1,764.00	09/17/2021	1001774	0110	110326	683201
	11859	DILLETT MECHANICAL SERVICES, INC	63506	REPAIRS TO BOILER @ SAFETY BUILDING	2,431.26	09/17/2021	1001774	0110	110326	686502
	12124	PACKERLAND RENT-A-MAT, INC.	63296	MAT CONTRACT-AUG	116.14	09/17/2021	45841	0110	110326	683201
	12573	SANDALSTONE VENTURES INC	63421	CLEANING AT SAFETY BUILDING PE	2,891.00	09/17/2021	45907	0110	110326	683201
	12573	SANDALSTONE VENTURES INC	63508	CLEANING AT SAFETY BUILDING PE	2,072.00	09/17/2021	45907	0110	110326	683201
	12883	PB HAHN & CO INC	63295	ROPE FOR FLAG POLE @ STATION 2	15.29	09/17/2021	45775	0110	110326	680303
	12909	M&M OFFICE INTERIORS INC	63566	FD FURNATURE & SUPPLIES DEPOSIT	8,308.00	09/17/2021	45829	0110	110326	686502
				Department Total	23,928.49					
FLEET SRVS	10092	BADGER TRUCK CENTER INC	63410	AIR COMPRESSOR TUBE	137.11	09/17/2021	1001768	0110	110355	680301
	10102	BAUM HYDRAULICS CORPORATION	63524	EXCAVATOR FITTINGS	202.27	09/17/2021	45784	0110	110355	680301
	10321	EGELHOFF LAWN MOWER SERVICE INC	63170	BELT FOR 414	151.10	09/03/2021	45708	0110	110355	680301
	10330	ELLSWORTH CO INC, JOHN M	63300	GASPUMP BRAKE AWAY	79.46	09/17/2021	45798	0110	110355	680402
	10360	JFTCO, INC	63185	SHIPPING	13.47	09/03/2021	45711	0110	110355	680301
	10360	JFTCO, INC	63186	PARTS SHIPPING	22.95	09/03/2021	45711	0110	110355	680301
	10360	JFTCO, INC	63187	AC VALVE FOR 337	266.50	09/03/2021	45711	0110	110355	680301
	10360	JFTCO, INC	63188	ACCUMULATOR FOR 337	75.17	09/03/2021	45711	0110	110355	680301
	10360	JFTCO, INC	63277	HYD CYLINDER REPAIR	939.40	09/03/2021	45711	0110	110355	686550
	10360	JFTCO, INC	63299	SOLINOID FOR CHIPPER	106.32	09/03/2021	45711	0110	110355	680301
	10364	FALLS AUTO PARTS AND SUPPLIES INC	63411	FUEL PUMP FOR 627	62.49	09/17/2021	45800	0110	110355	680301
	10384	FIVE CORNERS DODGE INC	63268	AC GEAR & FILTER FOR 953	64.57	09/03/2021	45713	0110	110355	680301
	10384	FIVE CORNERS DODGE INC	63521	AC CONDENSER FOR 958	327.60	09/17/2021	45803	0110	110355	680301
	10389	FORCE AMERICA DISTRIBUTING INC	63396	SPREADER CONTROL FOR 402	827.64	09/17/2021	45804	0110	110355	680301
	10418	GENERAL FIRE EQUIPMENT CO	63193	STROB LIGHTS FOR 957	123.60	09/03/2021	45716	0110	110355	680301

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	10418	GENERAL FIRE EQUIPMENT CO	63519	STROB LIGHTS FOR 957	123.60	09/17/2021	45807	0110	110355	680301
	10446	GRAINGER	63297	SHOP FAN	300.72	09/03/2021	45721	0110	110355	680401
	10516	HUMPHREY SERVICE PARTS INC	63415	OIL FILTERS	208.28	09/17/2021	45816	0110	110355	680301
	10516	HUMPHREY SERVICE PARTS INC	63423	OIL FILTERS	139.01	09/17/2021	45816	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	63285	ELECTRICAL CONNECTORS FOR 958	36.16	09/03/2021	45728	0110	110355	680301
	10582	KAESTNER AUTO ELECTRIC CO	63397	ELECTRICAL SUPPLIES FOR 958	54.55	09/17/2021	45822	0110	110355	680301
	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	63412	COOLANT SENSOR FOR 305	35.34	09/17/2021	45825	0110	110355	680301
	10650	LOCHEN CO INC, JOHN P	63404	DRIVE SHAFT GUARDS FOR BEFCO	225.25	09/17/2021	45828	0110	110355	680301
	10650	LOCHEN CO INC, JOHN P	63425	DRIVE SHAFT FOR BEFCO	336.98	09/17/2021	45828	0110	110355	680301
	10732	MILLER BRADFORD & RISBERG, INC	63363	AIR FILTER FOR 338	-25.00	09/17/2021	45836	0110	110355	680301
	10732	MILLER BRADFORD & RISBERG, INC	63407	ALTERNATOR FOR 338	360.00	09/17/2021	45836	0110	110355	680301
	10908	POMPS TIRE SERVICE INC	63301	TIRES FOR 319	1,222.88	09/03/2021	1001760	0110	110355	680301
	11004	SAFETY-KLEEN SYSTEMS INC	63271	OIL FILTER RECYCLE	1,241.88	09/03/2021	1001762	0110	110355	680402
	11004	SAFETY-KLEEN SYSTEMS INC	63283	DRAIN OIL RECYCLE	217.00	09/03/2021	1001762	0110	110355	680402
	11280	GOODYEAR COMMERICAL TIRE	63405	LOADER TIRE REPAIR	383.42	09/17/2021	45810	0110	110355	686550
	11280	GOODYEAR COMMERICAL TIRE	63406	SQUAD CAR TIRES	834.06	09/17/2021	45810	0110	110355	680301
	11280	GOODYEAR COMMERICAL TIRE	63424	SQUAD CAR TIRES	561.04	09/17/2021	45810	0110	110355	680301
	11497	LF GEORGE INC	63184	CLUTCH ASSEMBLY FOR CHIPPER	1,181.92	09/03/2021	45732	0110	110355	680301
	11503	MID-STATE GROUP, INC.	63427	BELT & BEARING FOR 407	168.24	09/17/2021	45835	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	63174	PULLY FOR 414	46.69	09/03/2021	45718	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	63267	PULLY FOR TORO	56.49	09/03/2021	45718	0110	110355	680301
	11675	GIELOW'S LAWN & GARDEN	63547	DRIVE LEVER FOR 414	41.99	09/17/2021	45809	0110	110355	680301
	11973	DIAMOND MOWERS, INC.	63195	MOWER BLADES	195.53	09/03/2021	45706	0110	110355	680301

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
FLEET SRVS	12103	BROOKS TRACTOR, INC.	63401	HYD VALVE FOR GRADER WING	897.62	09/17/2021	45789	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	63286	O-RINGS FOR 959	16.62	09/03/2021	45720	0110	110355	680301
	12228	GORDIE BOUCHER VILLAGE FORD	63287	AC TUBE FOR 402	45.53	09/17/2021	45811	0110	110355	680301
	12336	AIRGAS USA, LLC	63392	WELDING SUPPLIES	221.19	09/17/2021	45776	0110	110355	680301
	12390	ADVANCE AUTO PARTS	62838	BEARING RETURN	-145.99	09/03/2021	45692	0110	110355	680301
	12390	ADVANCE AUTO PARTS	63153	SENSOR FOR 516	53.59	09/03/2021	45692	0110	110355	680301
	12390	ADVANCE AUTO PARTS	63154	BULBS	4.30	09/03/2021	45692	0110	110355	680301
	12390	ADVANCE AUTO PARTS	63284	AC COMPRESSOR FOR 959	154.85	09/03/2021	45692	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63143	BATTERY FOR 420	93.25	09/03/2021	45700	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63289	BATTERIES FOR 963 & TRAILER HITCH FOR 802	702.39	09/17/2021	45788	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63290	STEPS FOR 802	250.83	09/17/2021	45788	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63403	AIR HOSE & FITTING FOR 317	88.02	09/17/2021	45788	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63426	LIGHTS FOR 305	57.16	09/17/2021	45788	0110	110355	680301
	12400	BRAKE & EQUIPMENT CO INC	63488	CORE RETURNS	-60.00	09/17/2021	45788	0110	110355	680301
	12542	FPR INVESTMENTS, LLC	63173	HOSE FOR 803	4.56	09/03/2021	45751	0110	110355	680301
	12542	FPR INVESTMENTS, LLC	63298	HYDRAULIC SUPPLIES	9.90	09/17/2021	45891	0110	110355	680301
	12889	CHICAGO PARTS & SOUND LLC	63302	BRAKE PARTS FOR SQUADS	190.72	09/17/2021	45791	0110	110355	680301
	12889	CHICAGO PARTS & SOUND LLC	63399	BRAKE PART SFOR SQUADS	445.78	09/17/2021	45791	0110	110355	680301
	12910	BRUGGINK'S INC	63496	TRAILER TITLE	75.00	09/17/2021	45790	0110	110355	680301
				Department Total	14,451.00					
ENGINEERIN	12322	BAXTER & WOODMAN, INC.	63194	MEQUON SR LIVING SWMP REVIEW	1,015.00	09/03/2021	45697	0110	110358	683102
	12658	SYMBIONT SCIENCE, ENGINEERING AND	63266	ROAD RATING - GIS	1,170.00	09/03/2021	45762	0410	410780	720011
	12879	R.H. BATTERMAN & CO INC	63568	SUMMARY MEMO-OIT XING	7,420.00	09/17/2021	45889	0410	410803	710301
				Department Total	9,605.00					

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
HIGHWAY	10172	CARLIN SALES CORP	63183	STRAW MAT & STAPLES	344.41	09/03/2021	1001749	0110	110359	680321
	10172	CARLIN SALES CORP	63249	GRASS SEED	347.74	09/17/2021	1001770	0110	110359	680321
	10287	DIGGERS HOTLINE INC	63499	LOCATES-AUGUST	17.40	09/17/2021	1001773	0110	110359	683201
	10287	DIGGERS HOTLINE INC	63499	LOCATES-AUGUST	770.82	09/17/2021	1001773	0620	620679	923001
	10321	EGELHOFF LAWN MOWER SERVICE INC	63095	POLE SAWS	551.99	09/03/2021	45708	0110	110363	680401
	10321	EGELHOFF LAWN MOWER SERVICE INC	63095	POLE SAWS	551.99	09/03/2021	45708	0110	110359	680401
	10321	EGELHOFF LAWN MOWER SERVICE INC	63276	CHAINS SHARPENED	55.65	09/17/2021	45797	0110	110359	680321
	10321	EGELHOFF LAWN MOWER SERVICE INC	63479	AIR FILTER	3.50	09/17/2021	45797	0110	110359	680321
	10368	FASTENAL COMPANY	63512	ZIP TIES	11.50	09/17/2021	45801	0110	110359	680321
	10428	GILLITZER ELEC CO LTD, FRANK	63391	LOCATE STREET LIGHT WIRING @ MEQ RD & CRESTLINE	187.50	09/17/2021	1001776	0110	110359	683201
	10472	HALLMAN/LINDSAY PAINTS INC	63395	PAINT FOR SKUNK POLES	166.62	09/17/2021	45814	0110	110359	680322
	10625	LANNON STONE PRODUCTS, INC.	63134	STONE FOR PROJECTS	1,299.57	09/03/2021	1001755	0110	110359	680321
	10625	LANNON STONE PRODUCTS, INC.	63250	GRAVEL	405.94	09/17/2021	1001779	0110	110359	680321
	10645	LIESENER SOILS INC	63480	TOPSOIL	270.00	09/17/2021	45827	0110	110359	680321
	10645	LIESENER SOILS INC	63481	TOPSOIL	495.00	09/17/2021	45827	0110	110359	680321
	10645	LIESENER SOILS INC	63482	TOPSOIL	240.00	09/17/2021	45827	0110	110359	680321
	10645	LIESENER SOILS INC	63483	TOPSOIL	240.00	09/17/2021	45827	0110	110359	680321
	10722	MID-AMERICAN RESEARCH CHEMICAL	63511	BUG SPRAY	318.07	09/17/2021	45834	0110	110359	680321
	11006	SAFETY MART	63259	SAFETY SUPPLIES DPW	70.42	09/03/2021	45753	0110	110359	680321
	11006	SAFETY MART	63270	FIRST AID SUPPLIES	69.08	09/03/2021	45753	0110	110359	680321
	11163	CLIFFORD J DETEMPLE	63280	16' ALUMINUM RODS	136.00	09/17/2021	45904	0110	110359	680321
	11195	USIC LOCATING SERVICES INC	63417	LOCATES-AUGUST	243.09	09/17/2021	1001786	0110	110359	683201
	11266	WESTERN CULVERT & SUPPLY INC	63402	ADS PIPE	2,220.12	09/17/2021	45911	0110	110359	680323

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HIGHWAY	11965	DE LAGE LANDEN FINANCIAL SERVICES, INC	63567	2ND YEAR LEASE PAYMENT FOR CHE	19,644.74	09/17/2021	45794	0410	410787	725012
	12861	WRANGLER HOLDCO CORP	63293	RECYCLING FEES-SEPT	105.65	09/03/2021	45773	0110	110359	683201
	12883	PB HAHN & CO INC	63128	HOSE FOR SUBPUMP	15.29	09/03/2021	45691	0110	110359	680321
	12883	PB HAHN & CO INC	63269	BEE SPRAY	10.00	09/03/2021	45691	0110	110359	680321
	12908	STAN'S INDUSTRIAL WOODWORK INC	63196	LATHE STAKES	293.70	09/03/2021	45758	0110	110359	680321
	12908	STAN'S INDUSTRIAL WOODWORK INC	63196	LATHE STAKES	293.70	09/03/2021	45758	0110	110363	680351
	12911	JR BOEHLKE INC	63258	CULVERT PATCHES ASPHALTED	4,950.00	09/03/2021	45727	0110	110359	683201
				Department Total	34,329.49					
Forestry	10135	BOBCAT PLUS INC	63279	AUGER FOR TOOLCAT FOR TREE PLANTING	3,153.00	09/03/2021	45699	0110	110363	680351
	10172	CARLIN SALES CORP	63201	STUMP KILLER FOR BUCKTHORN	373.47	09/03/2021	1001749	0110	110363	680351
	10202	CHOICE CUTS TREE SERVICE LLC	63202	STUMP GRINDING EAB	318.00	09/03/2021	45702	0410	410798	730017
	11497	LF GEORGE INC	63282	CHIPPER KNIVES	318.54	09/03/2021	45732	0110	110363	680401
	12114	BAY ENGINEERING INC.	63281	STUMPER TEETH FOR EAB REMOVAL	606.55	09/03/2021	45698	0110	110363	680401
				Department Total	4,769.56					
RECYCLING	12505	ENER-CON INC	63257	BRUSH GRINDING 12.5 QTY	6,250.00	09/03/2021	45710	0110	110368	683201
				Department Total	6,250.00					
POOL	10529	IDVILLE	63523	ID MAKER REPL PARTS	21.39	09/17/2021	45817	0110	110472	680301
	11790	CARRICO AQUATIC RESOURCES INC	63422	FEEDER TUBE	26.96	09/17/2021	1001771	0110	110472	680301
				Department Total	48.35					
PARKS	10137	BOEHLKE BOTTLED GAS CORP	63468	VENT CAP FOR REUTER	30.98	09/17/2021	45786	0110	110474	680342
	10321	EGELHOFF LAWN MOWER SERVICE INC	63431	STRING TRIMMER & HEADS	126.37	09/17/2021	45797	0110	110474	680324
	10321	EGELHOFF LAWN MOWER SERVICE INC	63431	STRING TRIMMER & HEADS	126.37	09/17/2021	45797	0110	110474	680340
	10321	EGELHOFF LAWN MOWER SERVICE INC	63431	STRING TRIMMER & HEADS	126.37	09/17/2021	45797	0110	110474	680342
	10428	GILLITZER ELEC CO LTD, FRANK	63197	PRIVATE HOTLINE - REPAIR DAMAGE	311.15	09/03/2021	1001751	0110	110474	683201

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PARKS	10428	GILLITZER ELEC CO LTD, FRANK	63198	PRIVATE HOTLINE - REPAIR DAMAGE	595.34	09/03/2021	1001751	0110	110474	683201
	10428	GILLITZER ELEC CO LTD, FRANK	63199	HOTLINE FOR JEWISH FOOD FESTIVAL	198.64	09/03/2021	1001751	0110	110474	683201
	10472	HALLMAN/LINDSAY PAINTS INC	63526	PAINT & SUPPLIES FOR RIVER BARN	80.98	09/17/2021	45814	0110	110474	680340
	10472	HALLMAN/LINDSAY PAINTS INC	63527	PAINT & SUPPLIES RB	107.73	09/17/2021	45814	0110	110474	680340
	10472	HALLMAN/LINDSAY PAINTS INC	63544	PAINT FOR RB	47.66	09/17/2021	45814	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63400	SEED FOR PARKS	46.90	09/17/2021	45893	0110	110474	680340
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63400	SEED FOR PARKS	16.29	09/17/2021	45893	0110	110474	680341
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63400	SEED FOR PARKS	46.91	09/17/2021	45893	0110	110474	680342
	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	63400	SEED FOR PARKS	16.29	09/17/2021	45893	0110	110474	680343
	10643	LIEBAU-LAUN INC	63278	CAP & WIRES DAMAGED BY VEHICLE	234.00	09/03/2021	45733	0110	110474	686550
	10691	MENARDS	63247	SIGN FOR MEMORIAL TREE	36.63	09/03/2021	45734	0110	110474	680340
	10691	MENARDS	63486	2X4S FOR BENCH FIX AT KKCP	24.84	09/17/2021	45831	0110	110474	680340
	10819	NORTHERN EXPOSURE LANDSCAPING, INC	63101	MEDIAN MAINTENANCE CONTRACT 3RD QUARTER	6,250.00	09/03/2021	45740	0110	110474	683202
	10909	PORT-A-JOHN, INC.	63466	ROTARY PORT A JOHN FOR BEER GARDEN/SOCCER TOURNEY	206.00	09/17/2021	45888	0110	110474	688120
	10909	PORT-A-JOHN, INC.	63487	VILLA GROVE RESTROOM	103.00	09/17/2021	45888	0110	110474	688120
	12883	PB HAHN & CO INC	63102	ADHESIVE FOR SIGN	8.99	09/03/2021	45691	0110	110474	680340
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.08	09/03/2021	45691	0110	110474	680340
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.22	09/03/2021	45691	0110	110474	680341
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.22	09/03/2021	45691	0110	110474	680342
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.22	09/03/2021	45691	0110	110474	680343
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.22	09/03/2021	45691	0110	110474	680344
	12883	PB HAHN & CO INC	63189	SHACKLE FOR ARCHERY TARGETS	1.22	09/03/2021	45691	0110	110474	680345
	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.08	09/03/2021	45691	0110	110474	680340

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
PARKS	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.22	09/03/2021	45691	0110	110474	680341
	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.22	09/03/2021	45691	0110	110474	680342
	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.22	09/03/2021	45691	0110	110474	680343
	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.22	09/03/2021	45691	0110	110474	680344
	12883	PB HAHN & CO INC	63190	SHACKLE FOR ARCHERY TARGET	1.22	09/03/2021	45691	0110	110474	680345
	12883	PB HAHN & CO INC	63191	WASP SPRAY	5.31	09/03/2021	45691	0110	110474	680340
	12883	PB HAHN & CO INC	63191	WASP SPRAY	6.12	09/03/2021	45691	0110	110474	680341
	12883	PB HAHN & CO INC	63191	WASP SPRAY	6.12	09/03/2021	45691	0110	110474	680342
	12883	PB HAHN & CO INC	63191	WASP SPRAY	6.12	09/03/2021	45691	0110	110474	680343
	12883	PB HAHN & CO INC	63191	WASP SPRAY	6.12	09/03/2021	45691	0110	110474	680344
	12883	PB HAHN & CO INC	63191	WASP SPRAY	6.12	09/03/2021	45691	0110	110474	680345
	12883	PB HAHN & CO INC	63291	PAINT & WIRE NUTS FOR LIGHTS AT RIVER BARN	14.79	09/03/2021	45691	0110	110474	680342
	12883	PB HAHN & CO INC	63292	NEW COUPLER FOR AIR HOSE	5.39	09/17/2021	45775	0110	110474	680340
	12883	PB HAHN & CO INC	63413	WIRE FOR LIGHT FIXTURE AT RIVER BARN	11.56	09/17/2021	45775	0110	110474	680342
	12883	PB HAHN & CO INC	63414	BUG SPRAY	3.45	09/17/2021	45775	0110	110474	680340
	12883	PB HAHN & CO INC	63414	BUG SPRAY	4.46	09/17/2021	45775	0110	110474	680341
	12883	PB HAHN & CO INC	63414	BUG SPRAY	2.43	09/17/2021	45775	0110	110474	680342
	12883	PB HAHN & CO INC	63414	BUG SPRAY	4.46	09/17/2021	45775	0110	110474	680343
	12883	PB HAHN & CO INC	63414	BUG SPRAY	4.46	09/17/2021	45775	0110	110474	680344
	12883	PB HAHN & CO INC	63414	BUG SPRAY	4.46	09/17/2021	45775	0110	110474	680345
	12883	PB HAHN & CO INC	63418	LED BULBS FOR RB	10.79	09/17/2021	45775	0110	110474	680342
	12883	PB HAHN & CO INC	63419	BUG SPRAY	5.93	09/17/2021	45775	0110	110474	680342
	12883	PB HAHN & CO INC	63420	MUMS FOR CIVIC CAMPUS	47.98	09/17/2021	45775	0110	110474	680345
				Department Total	8,911.87					

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
SEWER	10209	CLARK DIETZ INC	63205	LATERAL MAPS & RECOMMENDATIONS	4,980.00	09/03/2021	45703	0610	610669	683101
	10341	ENERGENECS INC	63262	VFD PARAMETER CHANGE AT "F"	175.00	09/03/2021	1001750	0610	610669	695105
	10345	ENGINES SERVICE INC	63522	GOVERNOR CONTROLLER INSTALLATION AT "R"	1,210.50	09/17/2021	1001775	0610	610669	695105
	10446	GRAINGER	63409	FAN MOTOR FOR "R"	44.76	09/17/2021	45812	0610	610669	680301
	10585	KAPUR & ASSOCOCIATES INC	63429	INSPECT M-T SAN. INT. (#1953-K	3,135.31	09/17/2021	45823	0610	610669	740001
	10647	LINCOLN CONTRACTORS SUPPLY INC	63548	3" FITTINGS & 20' HOSE	218.19	09/17/2021	1001780	0610	610669	680301
	10722	MID-AMERICAN RESEARCH CHEMICAL	63428	2 PALES OF ENZYMES	930.00	09/17/2021	45834	0610	610669	680301
	11049	SHORT ELLIOTT HENDRICKSON INC	63204	LIFT STATION G CONDITION ASSESSMENT	726.31	09/03/2021	45754	0610	610669	683101
	11062	RASMITH, INC	63147	ETS MONITORING (#3780-21)	1,022.50	09/03/2021	45755	0610	610669	740001
	11062	RASMITH, INC	63265	INSPECT #3583-21-Q 7/1-7/31/21	971.40	09/03/2021	45755	0610	610669	740003
	12288	SABEL MECHANICAL LLC	63246	TROUBLESHOOT #4 PUMP AT "E"	1,324.50	09/03/2021	45752	0610	610669	695105
	12297	GLOBE CONTRACTORS, INC.	63303	REPLACE LS Q FM (#3583-21)	273,021.80	09/03/2021	45719	0610	610669	740003
	12690	APPLIED TECHNOLOGIES INC	63461	LS E SITE EVAL (#3616-21-E)	3,375.00	09/17/2021	45778	0610	610669	740002
	12883	PB HAHN & CO INC	63260	WORK SUPPLIES (ENG)	18.15	09/03/2021	45691	0610	610669	680301
	12883	PB HAHN & CO INC	63263	2 FANS FOR GENERATOR HUTS	46.78	09/17/2021	45775	0610	610669	680301
				Department Total	291,200.20					
WATER	10091	BADGER METER INC	63248	12 METER REGISTERS MODEL 35	864.33	09/03/2021	1001748	0620	620000	115346
	10206	CITY WATER LLC	63430	I43 WATER MAIN RELOCATIONS (#3	45,784.50	09/17/2021	1001772	0620	620679	741004
	10654	L-R METER TESTING & REPAIR INC	63272	METER TESTING	758.40	09/03/2021	45730	0620	620679	663001
	10755	CITY OF MILWAUKEE	63476	PURCHASED WATER-AUGUST	85,514.55	09/17/2021	45837	0620	620679	602001
	10815	NORTH SHORE WATER COMMISSION	63474	WATER TESTING BACT & SAFE SAMPLE TESTING CONST	300.00	09/17/2021	45839	0620	620679	662003
	10815	NORTH SHORE WATER COMMISSION	63474	WATER TESTING BACT & SAFE SAMPLE TESTING CONST	60.00	09/17/2021	45839	0620	620679	664003
	10815	NORTH SHORE WATER COMMISSION	63475	PURCHASED WATER-AUGUST	20,856.62	09/17/2021	45839	0620	620679	602001
	10938	PUBLIC SERVICE COMMISSION OF	63472	ANNUAL FEE	3,533.86	09/17/2021	1001784	0620	620679	928001

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
WATER	10994	ROZGA PLUMBING & HEATING CORP	63473	NEW SERVICE 855 EAST BAY POINT	4,346.00	09/17/2021	45892	0620	620000	115345
	11193	USA BLUEBOOK	63273	METER GASKETS	94.80	09/03/2021	45766	0620	620679	662002
	11193	USA BLUEBOOK	63478	WATER/HYDRANT CHEMICALS & SAMP	309.89	09/17/2021	45906	0620	620679	662002
	12624	MATHESON TRI-GAS INC	63477	CO2 FOR LATERALS	52.08	09/17/2021	45830	0620	620679	676003
				Department Total	162,475.03					
DIRECT INV	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	300.00	09/17/2021	1001772	0620	620000	115346
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	8,580.00	09/17/2021	1001772	0620	620679	663001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	100.00	09/17/2021	1001772	0620	620679	675003
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	350.00	09/17/2021	1001772	0620	620679	926007
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	11,272.00	09/17/2021	1001772	0110	110358	683102
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	44.80	09/17/2021	1001772	0620	620679	661001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	7,400.96	09/17/2021	1001772	0620	620679	662001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	134.40	09/17/2021	1001772	0620	620679	663001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	1,388.80	09/17/2021	1001772	0620	620679	664001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	394.24	09/17/2021	1001772	0620	620679	665001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	1,702.40	09/17/2021	1001772	0620	620679	672001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	179.20	09/17/2021	1001772	0620	620679	673001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	4,547.20	09/17/2021	1001772	0620	620679	675001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	537.60	09/17/2021	1001772	0620	620679	676001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	1,523.20	09/17/2021	1001772	0620	620679	677001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	89.60	09/17/2021	1001772	0620	620679	902001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	1,657.60	09/17/2021	1001772	0620	620679	920001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	200.00	09/17/2021	1001772	0620	620679	620001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	2,200.00	09/17/2021	1001772	0620	620679	660001

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	2,000.00	09/17/2021	1001772	0620	620679	670001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	500.00	09/17/2021	1001772	0620	620679	901001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	400.00	09/17/2021	1001772	0620	620679	903001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	600.00	09/17/2021	1001772	0620	620679	906001
	10206	CITY WATER LLC	63338	WATER MANAGEMENT & OPERATION SERVICES JULY	300.00	09/17/2021	1001772	0620	620679	930001
	10230	CONLEY PUBLISHING GROUP LTD	63316	1 YEAR SUBSCRIPTION ACCT 2057488	117.00	09/03/2021	45705	0110	110119	680503
	10307	DEPARTMENT OF WORKFORCE	63445	BENEFIT CHARGES 8/1-8/31/21	180.80	09/17/2021	45795	0110	110326	673104
	10307	DEPARTMENT OF WORKFORCE	63445	BENEFIT CHARGES 8/1-8/31/21	169.23	09/17/2021	45795	0110	110236	673104
	10574	JOURNAL SENTINEL INC	63490	MJ0451178 10/1-9/3/22 SERVICE	317.03	09/17/2021	45821	0110	110111	680502
	10635	THE LEAGUE OF WIS MUNICIPALITIES	63314	AD HUMAN RESOURCES COORDINATOR	150.00	09/03/2021	1001756	0110	110120	683602
	10698	MEQUON CITY OF-PETTY CASH	63305	VOLUNTEER RECOGNITION TASTE OF MEQUON	450.00	09/03/2021	45735	0210	210840	691922
	10709	MEQUON THIENSVILLE CHAMBER OF COMMERCE	63340	RENEWAL MEMBERSHIP W JONES	361.00	09/17/2021	1001781	0110	110111	680501
	10757	SECURIAN LIFE INSURANCE COMPANY	63007	ACCIDENT INSC POLICY 76038 9/1-9/30/21	99.04	09/03/2021	1001764	0110	110000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	63007	ACCIDENT INSC POLICY 76038 9/1-9/30/21	13.76	09/03/2021	1001764	0610	610000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	3,190.88	09/03/2021	1001765	0110	110000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	253.00	09/03/2021	1001765	0610	610000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	31.95	09/03/2021	1001765	0620	620000	224130
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	149.63	09/03/2021	1001765	0110	110000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	11.37	09/03/2021	1001765	0610	610000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	63306	POLICY 002832L UNIT 33302 10/1-10/31/21	1.75	09/03/2021	1001765	0620	620000	224163
	10757	SECURIAN LIFE INSURANCE COMPANY	63307	POLICY 76038 10/1-10/31/21 ACCIDENT INSC	92.78	09/03/2021	1001763	0110	110000	224122
	10757	SECURIAN LIFE INSURANCE COMPANY	63307	POLICY 76038 10/1-10/31/21 ACCIDENT INSC	13.76	09/03/2021	1001763	0610	610000	224122
	10865	OZAUKEE COUNTY TREASURER	63091	DOG TAGS 2/7/21-6/30/21 TAG # 3896 - 4326	1,480.25	09/03/2021	45743	0110	110000	224210

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	10909	PORT-A-JOHN, INC.	63573	RESTROOMS TASTE OF MEQUON	944.00	09/17/2021	45888	0210	210840	691901
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	158.70	09/03/2021	45765	0110	110236	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	64.44	09/03/2021	45765	0110	110326	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	103.15	09/03/2021	45765	0110	110359	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	8.62	09/03/2021	45765	0110	110355	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	63.33	09/03/2021	45765	0610	610669	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	167.15	09/03/2021	45765	0110	110244	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	147.22	09/03/2021	45765	0110	110358	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	38.50	09/03/2021	45765	0110	110474	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	40.89	09/03/2021	45765	0110	110111	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	28.12	09/03/2021	45765	0110	110120	680504
	11165	UNITED STATES CELLULAR CORPORATION	63317	CELL BILLING ACCT 200484428	50.90	09/03/2021	45765	0110	110578	680504
	11177	UNITED DISPOSAL SERVICES LLC	63572	DUMPSTER FEES TASTE OF MEQUON	880.00	09/17/2021	45905	0210	210840	691901
	11254	WE ENERGIES-ESSENTIAL SVCS	63389	WORK ORDER 4692729	725.00	09/17/2021	45910	0410	410805	710510
	11474	ASSOCIATED TRUST COMPANY N.A.	63336	BONDS SERIES 2009 WATER SYSTEM 4/30-5/31/21	39.58	09/17/2021	45779	0620	620679	696502
	12380	BOND TRUST SERVICES CORP	63070	2018A BOND SERIES PAYING AGENT FEE	400.00	09/17/2021	45787	0610	610669	696501
	12405	TELECOM ONE, INC	63438	PHONE BILL AUGUST	227.66	09/17/2021	45899	0110	110235	680504
	12405	TELECOM ONE, INC	63438	PHONE BILL AUGUST	56.92	09/17/2021	45899	0110	110236	680504
	12405	TELECOM ONE, INC	63438	PHONE BILL AUGUST	284.58	09/17/2021	45899	0110	110117	680504
	12586	STRAY VOLTAGE BAND LLC	63331	TASTE OF MEQUON BAND	675.00	09/03/2021	45760	0210	210840	683201
	12788	BMC CONSTRUCTION, INC	63390	CEDARBURG RD REPAIR FOR GAS DEMO	6,458.70	09/17/2021	45785	0410	410803	710306
	12892	GEOFFREY MARSH	63329	TASTE OF MEQUON ENTERTAINMENT	250.00	09/03/2021	45717	0210	210840	691901
	90001	TEMP STAFF REIMB	63308	WSLS SUMMER CONF 8/12-8/12/21 MILEAGE REIMB	187.04	09/03/2021	45757	0110	110358	683501

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Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90001	TEMP STAFF REIMB	63315	BATTALION CHIEF CEREMONY SUPPLIES REIMB	64.72	09/03/2021	45756	0110	110236	680301
	90001	TEMP STAFF REIMB	63337	MILEAGE CONF REIMB	36.96	09/17/2021	45894	0110	110112	680101
	90001	TEMP STAFF REIMB	63345	TRAINING MEAL REIMB 8/15-8/22/21 TRAFFIC RECONSTRU	25.28	09/17/2021	45898	0110	110235	683501
	90001	TEMP STAFF REIMB	63433	TUITION & TECH FEE CORP FINANCE EDU INCENTIVE	2,387.00	09/17/2021	45895	0110	110235	675301
	90001	TEMP STAFF REIMB	63564	TRAINING 9/8-9/9/21 MEALS TACTICAL NARCOTICS	27.88	09/17/2021	45897	0110	110235	683501
	90001	TEMP STAFF REIMB	63565	K9 TRAINING 5/26-7/19/21 MEALS REIMB	64.61	09/17/2021	45896	0110	110235	683501
	90002	PARK REFUNDS	62475	DEPOSIT LEMKE PAV 6/19/21	50.00	09/03/2021	45745	0110	110000	229101
	90002	PARK REFUNDS	63318	DEPOSIT SOMMER PAV 8/14/21	200.00	09/03/2021	45747	0110	110000	229101
	90002	PARK REFUNDS	63319	REFUND S ROTARY PAV 8/14	50.00	09/03/2021	45746	0110	110000	229101
	90002	PARK REFUNDS	63321	DEPOSIT S ROTARY PAV 8/15/21	50.00	09/03/2021	45744	0110	110000	229101
	90002	PARK REFUNDS	63322	DEPOSIT S ROTARY PAV 8/7/21	50.00	09/03/2021	45748	0110	110000	229101
	90006	PERMIT REFUNDS	63210	BUILDING PMT REFUND # 34364	144.00	09/03/2021	45749	0110	110000	442101
	90006	PERMIT REFUNDS	63344	SIGN FEE REIMB / PMT NOT REQUIRED FOR SPACE	150.00	09/17/2021	45851	0110	110000	443103
	90006	PERMIT REFUNDS	63346	DEPOSIT REFUND 13939 N CEDARBURG RD	61.00	09/17/2021	45842	0110	110000	229102
	90006	PERMIT REFUNDS	63347	DEPOSIT REFUND 10221 N CONCORD DR	60.00	09/17/2021	45843	0110	110000	229102
	90006	PERMIT REFUNDS	63348	DEPOSIT REFUND 2419 W RANCH RD	60.00	09/17/2021	45844	0110	110000	229102
	90006	PERMIT REFUNDS	63349	DEPOSIT REFUND 11104 W MEQUON RD	60.00	09/17/2021	45845	0110	110000	229102
	90006	PERMIT REFUNDS	63350	DEPOSIT REFUND 12115 N BRIARHILL RD	60.00	09/17/2021	45846	0110	110000	229102
	90006	PERMIT REFUNDS	63351	DEPOSIT REFUND 3503 W MARSEILLES DR	60.00	09/17/2021	45847	0110	110000	229102
	90006	PERMIT REFUNDS	63352	DEPOSIT REFUND 8310 W HIGHLANDER DR	127.00	09/17/2021	45848	0110	110000	229102
	90006	PERMIT REFUNDS	63353	DEPOSIT REFUND 9608 W STANFORD DR	61.00	09/17/2021	45849	0110	110000	229102
	90006	PERMIT REFUNDS	63354	DEPOSIT REFUND 11329 N COUNTRY VIEW DR	60.00	09/17/2021	45850	0110	110000	229102
	90006	PERMIT REFUNDS	63355	DEPOSIT REFUND 12920 N WAUWATOSA RD	61.00	09/17/2021	45852	0110	110000	229102

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	63356	DEPOSIT REFUND 5209 W HILLCREST DR	61.00	09/17/2021	45853	0110	110000	229102
	90006	PERMIT REFUNDS	63357	DEPOSIT REFUND 10725 N EXECUTIVE CT	117.00	09/17/2021	45854	0110	110000	229102
	90006	PERMIT REFUNDS	63358	DEPOSIT REFUND 11440 N BUNTROCK AVE	61.00	09/17/2021	45855	0110	110000	229102
	90006	PERMIT REFUNDS	63359	DEPOSIT REFUND 11006 MEQUON SQ / 11413 MEADOWBROOK	121.00	09/17/2021	45856	0110	110000	229102
	90006	PERMIT REFUNDS	63360	DEPOSIT REFUND 10512 N GAZEBO HILL PKWY	60.00	09/17/2021	45857	0110	110000	229102
	90006	PERMIT REFUNDS	63361	DEPOSIT 11020 LAKESHORE 12319 GOLF 339 WOODLYN	181.00	09/17/2021	45858	0110	110000	229102
	90006	PERMIT REFUNDS	63362	DEPOSIT REFUND 4614 W HEIDEL RD	77.00	09/17/2021	45859	0110	110000	229102
	90006	PERMIT REFUNDS	63364	DEPOSIT REFUND 10211 N TRILLIUM RD	60.00	09/17/2021	45860	0110	110000	229102
	90006	PERMIT REFUNDS	63365	DEPOSIT REFUND 11034 SAN MARINO DR	60.00	09/17/2021	45861	0110	110000	229102
	90006	PERMIT REFUNDS	63366	DEPOSIT REFUND 10211 N TRILLIUM RD	60.00	09/17/2021	45862	0110	110000	229102
	90006	PERMIT REFUNDS	63367	DEPOSIT REFUND 12641 N RIVER FOREST DR	61.00	09/17/2021	45863	0110	110000	229102
	90006	PERMIT REFUNDS	63368	DEPOSIT REFUND 11319 N PARKVIEW DR	61.00	09/17/2021	45864	0110	110000	229102
	90006	PERMIT REFUNDS	63369	DEPOSIT REFUND 8280 W MOURNING DOVE CT	60.00	09/17/2021	45865	0110	110000	229102
	90006	PERMIT REFUNDS	63370	DEPOSIT REFUND 5800 W PINE LN	60.00	09/17/2021	45866	0110	110000	229102
	90006	PERMIT REFUNDS	63371	DEPOSIT REFUND 10402 BITTERSWEET 730 W MCINTOSH	121.00	09/17/2021	45867	0110	110000	229102
	90006	PERMIT REFUNDS	63372	DEPOSIT REFUND 10102 N CONCORD DR	60.00	09/17/2021	45868	0110	110000	229102
	90006	PERMIT REFUNDS	63373	DEPOSIT REFUND 9922 N LAKE SHORE DR	60.00	09/17/2021	45869	0110	110000	229102
	90006	PERMIT REFUNDS	63374	DEPOSIT REFUND 3307 HICKORY RD & 10542 GAZEBO HILL	122.00	09/17/2021	45870	0110	110000	229102
	90006	PERMIT REFUNDS	63375	DEPOSIT REFUND 10650 N WINSLOW DR	61.00	09/17/2021	45871	0110	110000	229102
	90006	PERMIT REFUNDS	63376	DEPOSIT REFUND 9611 N ARROWWOOD RD	60.00	09/17/2021	45872	0110	110000	229102
	90006	PERMIT REFUNDS	63377	DEPOSIT REFUND 1844 W SUNNYDALE LN	61.00	09/17/2021	45873	0110	110000	229102
	90006	PERMIT REFUNDS	63378	DEPOSIT REFUND 3740 TREMONT CT	61.00	09/17/2021	45874	0110	110000	229102
	90006	PERMIT REFUNDS	63379	DEPOSIT REFUND 13128 N FOX HOLLOW DR	61.00	09/17/2021	45875	0110	110000	229102

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)

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

4.a.b

Processed by Department	Vendor Number	Vendor Name	Invoice Number	Invoice Description	Line item amount	Check Date	Check No.	Fund #	Org	Object
DIRECT INV	90006	PERMIT REFUNDS	63380	DEPOSIT REFUND 4614 W HEIDEL RD	61.00	09/17/2021	45876	0110	110000	229102
	90006	PERMIT REFUNDS	63381	DEPOSIT REFUND 213 ASTER & 9813 VALLEY HILL	120.00	09/17/2021	45877	0110	110000	229102
	90006	PERMIT REFUNDS	63382	DEPOSIT REFUND 12053 N MARYHILL CT	61.00	09/17/2021	45878	0110	110000	229102
	90006	PERMIT REFUNDS	63383	DEPOSIT REFUND 10346 N WESTPORT CIR	60.00	09/17/2021	45879	0110	110000	229102
	90006	PERMIT REFUNDS	63384	DEPOSIT REFUND 2333 W HICKORY LN	61.00	09/17/2021	45880	0110	110000	229102
	90006	PERMIT REFUNDS	63385	DEPOSIT REFUND 12034 N SUNSET RD	135.00	09/17/2021	45881	0110	110000	229102
	90006	PERMIT REFUNDS	63386	DEPOSIT REFUND 10618 N PORT WASHINGTON RD	60.00	09/17/2021	45882	0110	110000	229102
	90006	PERMIT REFUNDS	63387	DEPOSIT REFUND 10143 N LAKE SHORE DR	61.00	09/17/2021	45883	0110	110000	229102
	90006	PERMIT REFUNDS	63388	DEPOSIT REFUND 10623 N CONEFLOWER CT	162.00	09/17/2021	45884	0110	110000	229102
	90007	MISC REFUNDS	63084	NENA CAREER BOARD JOB POSTING	149.00	09/03/2021	45739	0110	110120	683602
	90007	MISC REFUNDS	63211	REIMB LEWER LATERAL CCTV EXAM	279.58	09/03/2021	45738	0610	610669	740006
	90007	MISC REFUNDS	63343	TEMP CULVERT REFUND	250.00	09/17/2021	45838	0110	110000	445104
				Department Total	72,681.76					
				Grand Total	\$714,274.04					

Attachment: September 2021 AP Vendor Listing by Dept (6720 : September 2021 Voucher Approval List)



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2955
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: October 4, 2021
SUBJECT: RESOLUTION 3883 A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director

Background

Tom Watson retired from the City of Mequon as Finance Director at the end of 2019. Kaitlyn Krueger succeeded him shortly thereafter but made the decision to leave the City just over a year later. There was a three-month vacancy period until Jennifer Engroff started as the new Finance Director. Tom has assisted the City with financial consulting service support during this interim period as well as through the 2022 budget implementation process and the onboarding of the new Finance Director.

Analysis

As stated above, the Finance Director position has changed hands twice within the last couple of years as has the role of assistant Finance Director. Also, both the current Finance Director and Assistant Finance Director do not have prior government sector experience. Additionally, the current Assistant Finance Director had a challenging beginning with the City, having started just weeks ahead of the COVID-19 pandemic outbreak in March of 2020.

Assistant Finance Director Marie Keyser also took on the role of Acting Finance Director during this year's vacancy period, but she could not do it alone. Tom Watson's ability to step in during this critical time has helped the City to successfully meet financial goals and objectives while maintaining financial compliance. Historically, there has been more stability within the role and the hope is that there will again be stability in the future. A copy of the original letter agreement between the City of Mequon and Mr. Watson executed in early 2020 has been attached.

Fiscal Impact

Year to date, Tom Watson has invoiced the City of Mequon nearly \$27,000. At a rate of \$100 per hour, it is anticipated that the City will need an additional 60 hours before the end of the year to provide support for the budget process (general, debt service, water/sewer utilities, etc.) and ad hoc Q&A as it relates to year-end processes. This additional \$6,000 will bring the unbudgeted contractor expense to an approximate total of \$33,000 for the year. Notably, a significant share of these unbudgeted expenses in 2021 will be offset by salary and benefit savings realized earlier this year, when the Finance Director position was vacant for a period of approximately 3 months.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on October 12, 2021.

Attachments:

WATSON ENGAGEMENT LETTER (EXECUTED) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3883

A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director

RECITALS

A. Since March of 2020, Tom Watson has been providing financial consulting services to the City of Mequon.

B. Financial consulting services are provided by the hour at a rate of \$100 per hour.

C. Financial consulting services are necessary to ensure that all financial objectives of the city are met and appropriate financial compliance is maintained.

D. It is anticipated that expenditures to Tom Watson will exceed \$25,000 by approximately \$8,000, which requires Common Council approval.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that city staff is authorized to engage with Tom Watson as it relates to financial consulting services for the remainder of 2021 and is authorized to exceed \$25,000 in total services with Mr. Watson during Fiscal Year 2021 in order to meet the city's financial goals and objectives while maintaining compliance.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



OFFICE OF THE CITY ADMINISTRATOR

11333 N. Cedarburg Road 60W
 Mequon, Wisconsin 53092
 Phone (262) 236-2940
 Fax (262) 242-9819
 wjones@ci.mequon.wi.us

William Jones

January 3, 2020

Mr. Thomas Watson
 W150N10232 Windsong Circle
 Germantown, Wisconsin

Dear Tom:

As a follow-up to our recent conversations prior to your retirement from the City of Mequon on December 31, 2019, I am writing to memorialize an agreed upon, ongoing consulting relationship that both you and the City seek to enter during the first half of 2020. As noted during these discussions, the purpose of this ongoing, yet temporary, engagement into 2020 is for you to provide initial assistance to the new leadership team that will be responsible for administering daily operations in the City's Finance Department on a going forward basis. As was the case when you served as Finance Director, these responsibilities also extend to overseeing additional functions on behalf of the City, including Information Technology, Property Assessment, Risk Management and support of the Mequon Water & Sewer Utilities.

As noted, you have agreed to provide ongoing consulting support to both members of the Finance Department leadership team, which is comprised of newly appointed Finance Director Kaitlyn Krueger and a yet to be hired Assistant to the Finance Director, who is expected to start in February. The initial term of this agreement shall run from January 15, 2020 through July 15, 2020 and allows for up to 12 hours per month of either on-site or remote consulting, as may be mutually agreed between yourself and Ms. Krueger. In return for these services, the City agrees to compensate you at a rate of \$100.00 per hour, upon receipt of a monthly (or quarterly) invoice for services rendered.

Recognizing that there may be instances whereupon the need for consulting services may be more or less than the specified 12-hour monthly allotment referenced above, the number of allowable consulting hours for the six-month period starting January 15, 2020 shall not exceed eighty (80) in total.

As may be necessary, this consulting arrangement may be extended on a month-to-month basis into the third and fourth quarters of 2020, as the new Finance Director and Assistant to the Finance Director oversee development of the organization's budget for Fiscal Year

Attachment: WATSON ENGAGEMENT LETTER (EXECUTED) (RESOLUTION 3883 : Tom Watson)

2021. Any consultative services rendered in connection with such may also be billed on a periodic basis as warranted, in accordance with the heretofore terms ascribed above.

Should you find the terms of this arrangement satisfactory, please kindly sign below and return this document to my office at City Hall at your earliest convenience. Upon full execution of this engagement letter, a copy will be sent to you for your records.

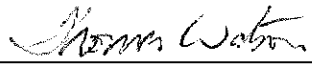
Thank you for agreeing to assist the City as it transitions to a new leadership team in our Finance Department, and I look forward to seeing you upon your future visits to City Hall.

Sincerely,

William H. Jones, Jr.
City Administrator


 William Jones, City Administrator

January 7, 2020
 Date


 Thomas Watson, Consultant

January 12, 2020
 Date

cc: Mayor & Common Council
 Kaitlyn Krueger, Finance Director
 Justin Schoenemann, Assistant City Administrator

Attachment: WATSON ENGAGEMENT LETTER (EXECUTED) (RESOLUTION 3883 : Tom Watson)



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

www.ci.mequon.wi.us

Office of Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: October 7, 2021
SUBJECT: RESOLUTION 3884 A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650

Background

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

Unfortunately, following award of a contract to the firm *Better Dash Faster* earlier this summer, the company's principal unexpectedly passed away in late July. Thereafter, a determination was made to pause the strategic planning process until the City's annual budget for 2022 was finalized. With the Common Council, in its role as the City's Appropriations Committee, recommending adoption of the City's 2022 budget earlier this week, staff and Council are now in a position to resume the strategic planning process, pending the appointment of a new consultant.

Analysis

To select a new consultant, staff reviewed the proposals received earlier this year in response to a Request-for-Qualifications (RFQ) issued in early June. A summary of these responses appears below:

Firm	Location	Cost	Expenses	Total
Better Dash Faster	Madison, Wisconsin	\$8,000	\$500	\$8,500
SidebySide Solutions	Nashville, Tennessee	\$9,500	-	\$9,500
SBrand Solutions	Fort Collins, Colorado	\$10,150	\$1,500	\$11,650
Management Partners	Cincinnati, Ohio	\$24,990	-	\$24,990
Rapp Consulting Group	Chicago, Illinois	\$29,150	At Cost	\$29,150
Baker Tilly	Milwaukee, Wisconsin	\$41,810	At Cost	\$41,810
Berry Dunn	Portland, Maine	\$39,800	\$4,560	\$44,360

Thomas Miller & Assoc.	Indianapolis, Indiana	\$63,638	-	\$63,638
Ayres Associates	Madison, Wisconsin	\$69,820	\$3,520	\$73,340
People Rocket	San Francisco, California	\$108,000	-	\$108,000

The original evaluation team consisting of the Mayor and the City Administrator now recommends that the Common Council award a contract to *SBrand Solutions* of Fort Collins, Colorado. The proposal presented by *SBrand Solutions*, a copy of which is attached, fully addresses the RFQ, demonstrates a complete understanding of the required scope of services, presents a well-qualified project facilitator that has worked on several similar engagements, and provides a strong group of local government client references.

Notably, *S Brand Solutions* was one of four firms initially selected for interviews earlier this year and was ranked #2 behind the firm previously selected by the City. *SBrand's* designated facilitator, Sheryl Trent, has nearly 30 years' experience assisting government organizations, private sector corporations and not-for-profit agencies with performance measurement and strategic planning, and she currently serves as principal of the firm.

Fiscal Impact

As noted, the City received ten proposals ranging from \$8,500 - \$108,000. Pending the Common Council's concurrence with the evaluation team's recommendation, it is anticipated that the City's strategic planning process will commence later this month and be completed sometime during the 1st quarter of 2022. Copies of all proposals received in connection with this project are on file in the City Administrator's Office.

Recommendation

A recommendation is forthcoming from the Finance & Personnel Committee on October 12, 2021.

Attachments:

SBRAND SOLUTIONS PROPOSAL - 7.1.21 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3884

A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650

RECITALS

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

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

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

D. Following this process, it is recommended that the award of a contract for strategic planning be made to SBrand Solutions in the amount of \$11,650, which represents the proposal that is in the best interests of the City.

E. The Finance-Personnel Committee approved this recommendation at its meeting on October 12, 2021.

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

1. A Professional Services Agreement for development of an Organizational Strategic Plan is awarded to SBrand Solutions of Fort Collins, Colorado in the amount of \$11,650, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



June 28, 2021

William Jones
City Administrator
City of Mequon

Mequon, Wisconsin

Via email only to: wjones@ci.mequon.wi.us

Response to Request for Qualifications: Comprehensive Strategic Planning Services

Dear Mr. Jones;

SBrand Solutions is pleased to present our qualifications to be the strategic planning partner for the City of Mequon. SBrand is uniquely qualified for this project based on our experience, background, expertise, and passion. We are professional facilitators specializing in strategic planning and facilitated meetings with a deliberate focus local government organizations and special districts. The team associated with this project has vast experience working with a wide variety of clients, including diverse communities and governmental agencies across the country.

We understand that you are seeking a consultant to partner with and guide in the design of a strategic planning process. The result would be a five-year strategic plan document and separate two-year actionable implementation plan. We use a proven methodology that is customized to you, and our approach as your strategic partner results in a collaborative strategic framework and implementation plan.

During this unusual time of ongoing public health concerns, we also wanted to highlight our expertise in virtual facilitation – I am a Certified Virtual Facilitator™ (as is everyone on my staff) and we have facilitated virtual meetings from small team groups to large community meetings with over 100 participants. I am also certified by Cornell University in Diversity and Inclusion and bring that background and approach to our work.

I will personally lead and oversee the process: with over 28 years of strategic planning management for local governments (as both an employee and a consultant), I have a unique skill set that will guide your team to great results. As one of fewer than forty Certified Master Facilitators™ in the world, my team and I will utilize our expert skills in strategic planning and facilitation to guide the creation of the framework for the future.

We have strong experience working with local governments creating their inaugural plans - in the past year alone we have led a comprehensive strategic planning process to create the very first plans for Lee County, North Carolina; the Town of Frederick,



Colorado; and the Town of Platteville, Colorado (as well as inaugural plans for community transportation agencies, nonprofit community trusts, and many other agencies).

Our team can start immediately on your project and deliver a final strategic plan by November 2021. We did review your 2021 budget and noted the line item for this project. We are very cognizant of budget constraints and the effective use of resources – in light of that we have recommended some alternatives for your consideration in our proposal.

We view our role as your team member for this project – we handle every piece of the process, planning and organization so that your staff can continue to focus on the important work within the city. We will need some help with logistics (a list of names, recommendations for meeting locations, sharing of information and documents) but our goal is to relieve as much of the work and all of stress that we possibly can.

We are in receipt of Addendum No.1 to the RFQ. If you need more information, we would be happy to meet with you and share more details at your convenience. Thank you for your consideration of our proposal. I look forward to hearing from you - we are very excited about the prospect of working with you and your team!

Sheryl Trent

Owner, Certified Virtual Facilitator™ and Certified Master Facilitator™



2874 Blue Leaf Drive
Fort Collins, Colorado 80526
(970) 208-6633
www.sbrandsolutions.com





{Executive Summary}

We have a unique perspective on creating your strategic plan, a deep understanding of the needs of local government, and a proven ability to design facilitated meetings that drive outcomes. Coupled with our expertise in facilitation, we bring an expert level of skill to our work. Our work is not created by us, sitting in our offices in a vacuum – we work in a collaborative partnership with your team.



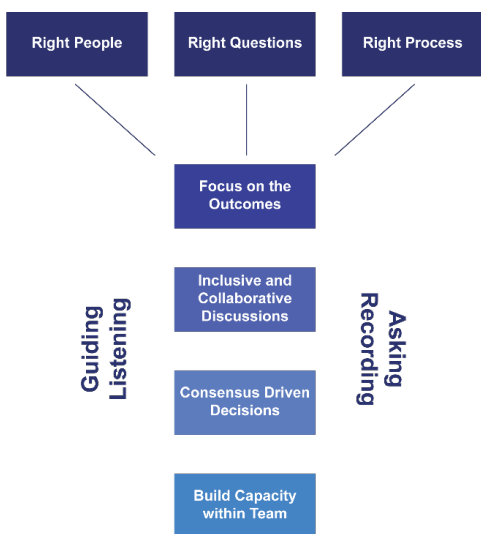
In short, here is our methodology: **through a customized facilitated process, we engage with employees and leadership that have diverse backgrounds, unique perspectives, cultural differences, and divergent views of the future to create alignment using shared values and consensus on the vision for the future.** That input drives the development of an actionable, realistic strategic plan that has measurable outcomes.



Our recommended methodology includes a kickoff launch and **four main phases**:

- Phase 1: Design and launch the project based on a customized process;
- Phase 2: Research, review and analyze documents including budget, department work plans, and other policies;
- Phase 3: Facilitate strategic planning sessions and implementation meetings (we recommend a retreat meeting); and
- Phase 4: Create your strategic planning and implementation documents with actionable, realistic, and measurable long-term results. We will also create a customized reporting tool for your strategic plan to communicate successes and progress over time.
- Final Step: Executive report and recommendations

APPROACH TO FACILITATION



The facilitated meetings are the **heart** of our process and will be the foundation for the components of your strategic plan. Our proposal outlines a series of facilitated meetings over the course of the project. The meetings are designed to build understanding, create support for the goals and priorities, and engage the team in the implementation and final decisions.

Working with your Common Council and key staff to determine expectations, discuss SWOT, discover needs and gaps, and create alignment is a critical factor, and our methodology uses consensus and collaboration to guide the strategic plan.

SBrand Solutions provides a full level of personal and administrative support to complete the project. The attached

spreadsheet going into more detail about the phases, tasks, timing, and proposal cost. We understand your budget constraints and have offered our best advice on an approach that has proven to be successful with other clients.

To ensure clear lines of communication, we hold weekly update meetings and regular reports (written and video) for staff and Common Council. We appreciate the opportunity to share more about our methodology and our team with you. **Thank you for your time.**



{Why SBrand Solutions?}

Established in January of 2011 by Sheryl Trent, SBrand Solutions is a woman owned firm with unique expertise in working with local government clients to solve problems and “fill in the blanks”. As a professional facilitation firm, we partner with your team through solutions and implementation. We have five areas of expertise:

- ✓ **Consensus Focused Facilitation**
- ✓ **Results Based Strategic Planning**
- ✓ **Systematic Organizational Assessments**
- ✓ **Collaborative Team Development**
- ✓ **Inclusive Community Engagement**

This is what makes us different: We have a unique perspective on creating strategic plans, and an innovative (and proven) method of gathering information and feedback. Driven by our expert professional facilitation, the information and feedback we gather will create a strategy for the future of the organization. We always use a strategic framework and proven methodology that not just encourages but requires diversity, equity, and inclusivity to get the best result. Our **philosophy** is that “None of us is as smart as all of us” and that lens is applied to all facets of our approach.

We know how to ask the right questions, framed in the right way, with the right people in the room (the R3 principle). The SBrand team is a diverse group of professionals with expertise in a wide range of areas including government finance, economic development, community development, parks and recreation, public works, community safety, civic engagement, team assessments, board training, and much more. We limit our clients to provide the exceptional service that is our hallmark and can customize our results and interaction to meet each client’s specific needs.

Similar Projects and Work

We have attached the required references as well as a list of representative projects and wanted to create a short list of clients for your review. In the past three years, we have completed strategic plans and/or organizational assessments for:

- States, Cities and Counties across the United States
- Federal Government Agencies
- Non-profits (Community Foundations, Partnerships, Museums, Educational, Human Rights)
- Quasi-Governmental Organizations and Special Districts
- Public Works, Human Services, Housing and Human Resources Departments
- Economic Development Organizations and Main Streets



We adapt our approach to each client: we believe in meeting our clients where they are, offering advice and ideas, giving guidance and strong recommendations when needed, and ensuring ongoing sustainability through templates and support.

{Experience and Expertise}



Sheryl Trent

Sheryl will serve as the project manager and lead facilitator. Sheryl has served two major communities in Colorado, as well as cities and counties in Washington and California. She has administered CDBG programs, served as staff and Board member to/on various private and public nonprofit organizations, and consulted to various private and public partnerships in public service.

As well as 28 years of local government experience, she is one of fewer than 45 Certified Master Facilitators™ in the world and is a Certified Virtual Facilitator™. She also holds a certification from Cornell University in Diversity, Equity, and Inclusion. Her real-life experience includes managing strategic plans, comprehensive plans, multimillion-dollar capital projects, economic development agencies, and Urban Renewal Authorities; and in combination with her nonprofit board service her experience gives her a unique understanding of the needs of her clients.

She designed SBrand Solutions to “help fill in the blanks” for her clients: local governments, special districts, nonprofits, and other agencies. She and her team of experts travel across the country guiding a customized process grounded in proven methodologies to create strategic, sustainable success. Sheryl is also recognized by her work with elected Boards in the areas of team building, board development and board training. She is a preferred consultant in these areas for the State of Colorado and has worked with hundreds of clients in board retreats.

She serves on the board of the International Institute for Facilitation, the world’s leading institution for facilitation research and innovative learning. She is a member of the Association for Strategic Planning, the National Center for Deliberative Debate, the Colorado Municipal League, the Colorado City/County Manager’s Association, and a regular speaker and contributor to various platforms on facilitation and inclusion.

N. Zach Ratkai

Zach will serve as a second facilitator for the project and assist where needed. He is a government collaborator and champion of the public sector with over 16 years of experience working in and with municipalities throughout Colorado and Washington. He is





currently the Administrative and Community Services Director for the City of Pasco, Washington and Principal of Sageland Strategic, an independent consultant firm working with communities, businesses, and non-profits to create functional and collaborative cultures to serve their missions.

A graduate of the University of Colorado's School of Public Affairs, Zach holds a master's degree in Public Administration and a Certificate in Public Management. He also holds a bachelor's degree in Applied Geography from the University of Northern Colorado. Zach's local government work experience includes government administration, economic development, urban and regional planning, and disaster recovery management and resiliency building.

{Methodology and Process}

We believe there are three key inputs to our methodology: the people, the preparation, and the product.

People

Our preference is to incorporate as many people into the process as possible, through the approach of multiple facilitated meetings, personal interviews, and short surveys among other methods. The Common Council and key staff will be integral to the success of the project, but there may be others whose input would be helpful to include. We have recommended surveys and interviews as a part of the information phase that will help to bring those perspectives into the framework.

Preparation

Preparation for the conversations and the facilitated meetings is the second critical factor. (We often spend 5 hours researching, creating engaging exercises, and planning for every 1 hour in a meeting.) Using the feedback received during the kickoff meetings and conversations as well as the review and research of documentation, we will recommend questions to guide the personal interviews and surveys. This personalized approach results in specific questions tailored to you and your team and creates the foundation for the outcomes.

Facilitating meetings is both an art and science. As a Certified Master Facilitator™, Sheryl is a recognized expert in creating a facilitated meeting that accomplishes:

- ✓ **Full, comfortable, and enthusiastic input and engagement from all participants.**
- ✓ **Relationship building, clear communication, and shared understanding.**
- ✓ **Support for the ideas and buy in for the implementation of the Plan.**
- ✓ **The outcomes and products (relationships and deliverables) that your team wants and needs.**



Product

We understand that the final product is a five-year strategic plan supported by a clear and measurable implementation structure. You can view some examples of the plans we create on our website at www.sbrandsolutions.com. There you will see that they all reflect the unique culture of each client; are clear, understandable, and easy to read; and used as a communication tool, not just a detailed document. We also understand and have experienced firsthand that the engagement process can create many other “products”.

Our methodology is designed to produce outcomes that result in:

- ✓ Teamwork
- ✓ Trust and respect
- ✓ Understanding of the needs and long-term challenges
- ✓ Buy in and support of the Vision for the future
- ✓ Champions for the action moving forward

The people and the facilitation process build the foundation that will lead to the **successful outcome**: long-term sustainability for your organization. We know you are the experts for your organization, and that collective knowledge and expertise will allow us (as the experts in facilitation and strategic planning) to partner and create exactly what you need.

{Approach to Scope of Work}

Big Picture Overview



A strategic plan answers three foundational questions:

Where are we now?
Where are we going?
How will we get there?

And the often overlooked fourth question:
How will we know if we are successful?

About Virtual Meetings

We do prefer to meet with you in person, but absolutely understand health and budgetary concerns may require virtual facilitation. As professional facilitators, we know how to

create a great facilitated meeting, whether in person or virtual. Over the years, we have found that virtual meetings are as complex and complicated and take even more planning than in person meetings.



We staff ALL our virtual meetings with a minimum of two certified facilitators as a best practice. We offer the latest in collaborative online technology that offers participants engaging content that is active and participatory and not only substitutes for in person collaboration but matches it. We also mail a packet to all participants for a virtual meeting that is designed to be engaging, practical and fun.

Phase One: Project Kickoff, Research and Review

Kickoff Meetings and Calls

The kickoff meeting to cover logistics, and our weekly updates, phone calls, and emails will guide the overall project and show us where we need to make changes and adjustments in our planning. We will review and determine all the details about the schedule, process, and deliverables. We will discuss the specifics of interviews, workshops, document review, dates, and other logistics.

We recommend a weekly check-in video conference throughout the process and all phone calls and emails throughout the life of the project are included at no charge in our proposal. This allows us to update your team regularly and make any changes or course corrections immediately during the process. We have more formal email and Power Point updates that can be shared with other staff or even partners and the community if needed.

Throughout our project, our administrative staff will work with you on all the details to include scheduling in-person meetings, interviews, or updates; determining location and confirming time and date of meetings; sending reminder emails; and creating reports and documentation.

Phase Two: Research, Document Review, Needs Assessment, and Environmental Scan

This phase is also where we conduct all our document review and research and gain a deeper understanding of the culture and needs of the organization and community. This review and assessment incorporates at a minimum the senior levels of City staff and the Common Council through a series of emails. In our proposal we recommend some alternatives for engagement and gathering feedback:

Recommended: Survey Process

The survey process can be used across a variety of platforms. We engage with stakeholders, staff, tenants, partners, and the community using online survey tools such as Survey Monkey, social media such as Facebook surveys and posts as well as the website. We recommend using a link to the survey on your website, and we create specific marketing materials as needed to create interest in the process. We recommend that to reach out to groups and individuals who may not participate in an online survey through printed materials.



Recommended: Confidential Interviews

Confidential interviews – we have recommended twenty – are a significant part of the information and analysis process. The conversations can give insight and feedback that creates the foundation for important parts of the long-range plan and vision. In addition, it can help inform people and create support for the strategic plan.

The information gathered during this phase is incorporated into the design of the process in three ways:

- 1) The agenda, techniques, tools, and processes used during the strategic plan retreat meeting;
- 2) The content and structure of the strategic planning document; and
- 3) The final report and recommendations created at the end of the process.

Because we craft the questions for engagement very carefully, we can distill the responses into common themes, ideas, and concepts. We review those as a key part of the facilitated retreat to gain consensus on what is most important and where to focus the resources of the city in the future.

Phase Three: Facilitate Strategic Plan Framework and Implementation Roadmap

This is where our background shines! As Certified Master Facilitators® and Certified Virtual Facilitators™, we specialize in creating a meeting framework that is engaging, effective, and creates the specific desired outcomes. Our team handles it all: preparing meeting agendas, designing PowerPoints, creating meaningful group discussions, and drafting meeting minutes, reports, and recommendations.

Facilitated Meetings

Strategic Plan Retreat

The proposal outlines a one-day retreat to respect budget considerations – the full strategic plan framework as requested can be accomplished in one eight (8) hour meeting. However, we are recommending a two-day retreat as a best practice. Having two days will create more time to have robust and deliberative conversations, fully understand context, discuss unanticipated consequences, and have a better picture of how to achieve the Vision for the future. Additionally, a two-day meeting will allow teamwork and communication to increase. The retreat will be fun, engaging, and effective!

To create an agenda with unique engagement techniques the promote critical thinking, open and honest conversations, and creative solutions to opportunities and barriers, we start with the data, information, feedback, and the analysis from Phase 2. We craft the

We have included a real example of a two-day retreat agenda as well as the resulting strategic plan document for your review. As you can see from the spreadsheet details, we work from the big picture (Vision) to the specific tactics and operational details (metrics and action steps) to ensure nothing is missed.

In our work, the group that often is overlooked as a part of the strategic plan process are the key employees who implement the plan. We are recommending a half day meeting to operationalize the policies and strategies from the retreat into an Implementation Matrix.

The overall **Strategic Plan** is the guiding document created from all our work. This is your framework, your road map, your guide to the future of the organization, and the key to measuring your successes. Our plans are customized to our clients but there are components to any Strategic Plan that are critical to long term success. While the language is often slightly different for each plan, it is important to have a clearly outlined and understandable:

-
- What is a Strategic Plan?**
- A Strategic Plan is a Road Map that takes you from where you are today to where you want to be in the future.
- VISION**
Dream Destination
- Action Steps are everything that goes into the big road markers to take you to take with you, when you are going to leave, and have to find the way.
- Action Steps**
- Current Destination**
- Return on Investment**
Key Performance Indicators
- INTEGRATE THE PLAN**
Budget Plans
- COMMUNICATE YOUR PLAN**
Business Strategy Map
- GO STRONG**
Resources - Understand
Learned - Plan for the next 90 days
- RECALCULATE OPS. ANNUALLY**
Review All Plan, modify Mission and Vision
Create new GPS
- Objectives**
- Strategies**
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- Priorities**
- Goals**
- Mission**
- Current Location**
- Values**
- Strategic Planning**
A Strategic Plan is a Road Map that takes you from where you are today to where you want to be in the future.
- Values** are the compass by which you make decisions.
- Priorities** are your steering wheel - they will take you in the right direction every time.
- Goals** are major milestones along the way. Mile Markers along your Road on the way to your Dream Destination.
- Mission** is the purpose, the reason you exist. Since it doesn't change over time, think of your Mission as your steering wheel where you can always look for guidance.
- Current Location**

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)



spreadsheet, many of our clients have and use implementation software (as simple as Trello or Monday.com or strategic planning software such as Envisio). We can work with any platform to ensure the details are accurate and entered correctly. You can view several examples of the Strategic Plans that we create with our clients at www.sbrandsolutions.com.

Reports and Information

The reports, photos, and documents created during the process are an often-overlooked part of the transparency we use in creating your Plan. The reports – both written and video based – can be posted online, emailed, or given to the Council and staff for updates. Anyone who could not attend a meeting can stay up to date on the plan and the process.

Final Step: Executive Summary with Recommendations

We will also create an Executive Summary with recommendations and insights. The content will address:

- ✓ Best practices
- ✓ Roles and responsibilities
- ✓ Policy changes
- ✓ New programs
- ✓ Funding considerations
- ✓ Strategies for implementing the strategic plan

We have included an approach in our proposal that includes quarterly meetings to celebrate successes, talk about lessons learned, set Action Steps for the next quarter, and annually review the GPS. We will support you in that work with a series of templates, videos, workbooks, and tools that will create capacity within your internal team to continue to build on strategic success and have a sustainable approach to implementation.

Strategic Planning Process

Our unique process involves 5 steps customized to each client

1	Perspective and Trends We cover the history and background of economic development, including Mission, Vision, and Values. An in-depth discussion about turning point and agreement on definitions lays the foundation for forward momentum and success.
2	Brainstorming and Focus The 4 Critical Questions and 3 Vision Questions cover “Where are we now?” and “Where are we going?” so that the stakeholders can create a Long List of Opportunities and Challenges.
3	GPS (Goals, Projects and Strategies) This is the heart of the Plan. From the Long List we establish Core Priorities and our future direction. Goals: (The Why), Projects: (The What) and Strategies: (The How). SWOT and SMART are both applied during this step.
4	Measurable Actions No amount of planning is valuable without actions. We recommend 90 Day Actions that are led by goals, guided by strategy, and that accomplish projects. Focus and Accountability are driven by a Leader and Team for the action, a Completion Date, and a Measurement/Evaluation.
5	Celebrate, Evaluate and Report Finally, Celebrate Success! This step encourages a thoughtful and thorough review of the Action Plan every 90 days. The group reviews Lessons Learned, identifies Trends or New Issues, determines Next Steps, and Reports Out on accomplishments.



{Deliverables}

- ✓ Project Plan with Milestones
- ✓ Baseline Report (Current Status) with environmental scan
 - Includes analysis of all documents
 - Includes best practices and peer review
- ✓ Comprehensive Five-Year Strategic Plan
- ✓ An Implementation Matrix (or the Operational Roadmap for the organization to create their own Implementation Matrix)
 - Specific Action Steps
 - Metrics and Measurements
 - Time Frames
 - Resources Needed
- ✓ Executive Report Recommendations for measures to administer the plan including a process for engagement and communication
 - Template for reporting progress and success
 - Template for updating the plan
 - Template for creating specific work plans
- ✓ Reports and documentation from all facilitated meetings, surveys, and assessments
- ✓ All raw data
- ✓ All PowerPoint presentations and photos from meetings
- ✓ Original graphic files for all work

{Summary}

Thank you for your consideration of our services! We appreciate the time it takes to have a process to select the right consultant as your partner, and we are happy to provide any information or resources that might be helpful to you. With our real-life experience working for (as employees and consultants) and with (as advisors, consultants, and partners) to local government organizations, we are confident that we can partner with you to create a process that engages your unique community and creates the comprehensive approach needed for your Strategic Plan.



{References}

Gayle Langley, Main Street Coordinator
 Colorado Department of Local Affairs
 1313 Sherman Street, Room 521
 Denver, Colorado 80203
 303-864-7728

Gayle.langley@state.co.us

Project: Facilitation, strategic planning, and community engagement across the state of Colorado for the Main Street Colorado program.

Josh Rydell, City Commissioner
 City of Coconut Creek
 Coconut Creek, Florida
jrydell@coconutcreek.net
 (954) 973-6760

Project: Updating Vision 2020 to Vision 2030

Process: Significant and extensive community engagement process utilizing surveys, interviews, social media, website creation, white boards, sticky notes, Advisory Group meetings, community meetings, Department Head meetings, graphic recorder, presentation to community stakeholders, event attendance and public meetings.

Brandy Reitter, Town Manager
 Town of Eagle
 200 Broadway, PO Box 609
 Eagle, Colorado 81631
 970-328-9628

Brandy.reitter@townofeagle.org

Project: Update of strategic plan

Process: Two-day retreat with Town Board and leadership team to revision Vision and Mission, create new Areas of Focus and Strategic Goals, and discuss alignment with the Comprehensive Plan and other documents.

Shane Hale, Town Manager
 Town of Windsor
 301 Walnut Street
 Windsor, Colorado 80550
 970-674-2400

shale@windsorgov.com

Project: Since 2016, SBrand has consulted with the Town of Windsor on an update of their strategic plan and implementation matrix.

Process: In 2020 we facilitated a two-day retreat with Town Board and staff to continue the process with a conversation about the most important topics facing the future of Windsor including specific details on the future population, development, and



infrastructure. The Town Board held a separate facilitated meeting as part of this process to discuss governance and teamwork.

Bryan Ostler, Town Manager

Town of Frederick

401 Locust Street

PO Box 435

Frederick, Colorado 80520

BOstler@frederickco.gov

(720) 382-5511

Project: Creation of the first ever Town of Frederick Strategic Plan and Implementation Matrix.

Process: Two-day retreat with Town Board and key staff to create a graphic Vision, Mission, Core Values, Priorities, Strategic Goals, SMART Objectives, and Projects to fulfill the Vision. The Town Board held a separate facilitated meeting as part of this process to discuss governance and teamwork.

{Phases, Tasks, Timing and Pricing}

City of Mequon

Comprehensive Strategic Plan

Timelines, Phases and Pricing Proposal

Includes all physical materials and virtual software platforms.



Phases and Tasks	Deliverable	Proposed Dates	Proposed Cost	Anticipated Hours
<i>Includes weekly video/phone conference call and all meeting materials.</i>		<i>To be determined by Client</i>		
Phase 1: Project Launch, Customize Process and Project Plan		July or August		
Kickoff and Logistics Meeting (virtual) - 2 hour meeting	Logistics meeting to review framework, process, milestones and deliverables	Week of July 19th	\$ 500.00	5.00
Weekly planning meetings (Zoom) and emails throughout the project	For updates, feedback, course correction		Included	40.00
Regular email and Power Point updates	Includes video/Power Point updates to share	Throughout project	Included	24.00
Project Plan	Timeline, milestones		Included	12.00
Phase 1 Deliverable Approved Project Plan with timeline and milestones			\$ 500.00	81.00
Phase 2: Research and Review, Environmental Scan, Optional Interviews and Surveys		August and September		
Review and research all documents and information	Review current and past plans, department level strategic and capital programs, work plan, budget, master plans, and other documents	August	Included	40.00
Environmental Scan and Report	Report that outlines strategic challenges and advantages with recommendations, will be incorporated into the strategic plan	August	\$ 500.00	24.00
Recommended Alternative: Draft and final survey questions designed and approved	Survey questions for full staff	By August 2, 2021	\$ 500.00	
Recommended Alternative: Online survey tool designed released and monitored	Customized questions to engage staff	August 9 - 27	\$ 500.00	
Recommended Alternative: Draft and final interview questions designed and approved	Confidential interview questions for Common Council and key staff	By August 2, 2021	\$ 500.00	
Recommended Alternative: Confidential personal interviews (on site or by phone/Zoom)	All Common Council and key staff (up to 20)	August 9 - 27	\$ 4,000.00	
Phase 2 Deliverable Environment Scan Report, research and review			\$ 500.00	64.00
Phase 3: Facilitate Strategic Plan and Implementation Plan		September		
<i>Includes agendas, minutes, notes, photos, documents and reports.</i>				
FACILITATED MEETINGS				
One Day Retreat with Council and staff to complete all the details of the Strategic Plan Framework (in person, on site)	Full Day	September 10, 17, 24	\$ 7,500.00	42.00
Recommended Alternative: Two Day Retreat with Council and staff to complete all the details of the Strategic Plan Framework (in person, on site)	Full Day Friday and Saturday (can be other dates as needed) As this is the inaugural plan, time for robust conversations and deliberative thoughtful engagement is important	September 10/11, September 17/18, September 24/25	\$ 12,500.00	
Recommended Alternative: Implementation and Communication - 4 hours (in person, on site)	Create the Implementation Plan Framework (detailed Road Map) and reporting process	Week after retreat meeting	\$ 2,500.00	
Facilitated topics for strategic planning				

The Foundation	Create Vision, Mission, develop Guiding Principles or Core Values				
Key Areas of Focus and Outcomes	Determine Priorities and Long Term Outcomes, Challenges, Advantages and Opportunities				
Goals and SMART Objectives	Design Strategic Goals and SMART Objectives				
Adaptive Strategies and Metrics	Discuss Critical Success Factors, Adaptive Strategies and Performance Metrics				
Alignment and Integration	Align strategic framework with existing plans and documents (or identify revisions of existing document as needed), create structure for service level setting				
Implementation Structure	Implementation Roadmap with Milestones, Measures and Progress Report Structure				
Phase 3 Deliverable		Facilitated Strategic Plan Framework and Implementation Structure		\$ 7,500.00	42.00
Phase 4 : Create Draft and Final Documents		Includes a draft and 2 revisions to all documents and all original graphic files	October and November		
Strategic Plan (Framework) DRAFT	The graphic strategic plan	By October 18		\$ 1,250.00	36.00
Review of the Draft Document - 2 hours	Virtual Meeting, for comment and correction	Week of October 25		\$ 250.00	10.00
Executive Report with Recommendations	Includes recommendations for any policy changes, new programs, KPI recommendations for consideration, and the road map for operationalizing the plan into achievable work plans (including templates and recommendations).	By November 1		Included	12.00
Strategic Plan Revisions	Two full revisions as needed	Week of November 1		Included	14.00
Strategic Plan Final		By November 15, 2021		Included	6.00
Recommended Alternative: Operational/Implementation Plan		Implementation Matrix with specific Action Steps, Responsibilities, Roles, Resources, Timelines and Details			\$ 1,250.00
Consideration of Final Plan - 1 hour	In person presentation of the plan for final approval	November, 2021		\$ 150.00	3.00
Phase 4 Deliverable		Draft and Final Strategic Plan with Implementation Matrix		\$ 1,650.00	81.00
Total Not to Exceed Cost				\$ 10,150.00	268.00
Travel Costs for onsite meetings		Includes all travel costs (hotel, meals, mileage, and travel time)	Note: will be billed at cost	\$ 1,500.00	
Recommended: Additional Employee and Community Engagement Ideas					
Employee Small Group Meeting - 2 hours	Update and engage with staff members not involved in the Core Group	Same week as Implementation Matrix meeting		\$ 1,500.00	
Community Meeting (Virtual or In Person) - 1 hour	Presentation to Community	Tuesday, August 10, 2021		\$ 750.00	
Recommended: Communication and Transparency					
Forward Facing Dashboard for Website	Xcel spreadsheet and graphic icons, webpage design			\$ 2,250.00	
Recommended: Ongoing Support and Implementation			December 2021 - July, 2022		
Monthly conference calls, customized templates	Monthly video conference, written templates, responses to emails and phone calls			Included	
Quarterly Review and Update Meeting - includes overhead	On site			\$ 3,500.00	

Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Updates to Strategic Plan as needed	In a meeting for consideration		\$	750.00	
Deliverable	Full Year of Ongoing Support and Implementation Meetings		\$	14,750.00	



{Appendices}

Sheryl Trent Biography
Sheryl Trent Resume
N. Zach Ratkai Resume
Representative Projects
Two Day Retreat Agenda
Strategic Plan Example
Implementation Plan Example

Education

- BA Political Science, University of Washington
- MPA Public Administration, University of Washington
- Rocky Mountain Leadership Program
- Certified Master Facilitator (tenured)
- Certified Virtual Facilitator
- Certified Life Coach
- Certified by Cornell University in DEI

Professional Affiliations

PAST AND PRESENT

- ICMA Member, Credentialed Manager
- CCCMA Member, Conference Planning
- ICSC Member, Government Relations
- IEDCC Member
- INIFAC Board Member
- Chamber of Commerce Board Member
- Small Business Development Center Board Member
- Leadership Councils
- Rotary President
- Adjunct Faculty, Front Range Community College

Clients

- State Agencies
- Cities and Towns
- Counties
- Special Districts
- Nonprofit Organizations
- Chambers of Commerce
- Economic Development Organizations
- Private Corporations
- Partnership/Membership Organizaitons
- Foundations



Sheryl Trent

With over 30 years of local government and nonprofit experience Sheryl Trent is one of fewer than 45 Certified Master Facilitators in the world, is a Certified Virtual Facilitator, and holds a certification from Cornell University in Diversity, Equity and Inclusion. She brings real world experience to her work including managing strategic plans, comprehensive plans, massive capital projects, and economic development agencies. She has served on foundation boards, non profit boards and community service boards, and that combined experience gives her a unique understanding of the needs of her clients. SBrand Solutions was formed to "help fill in the blanks" for local governments, special districts, nonprofits, foundations and other agencies. She and her team of experts travel across the country designing a customized process grounded in proven methodologies to create strategic, sustainable success.

Client Results

- **Consensus Driven Facilitation**
- **Results Based Strategic Planning**
- **Systematic Organizational Assessments**
- **Board and Team Development**
- **Community/Stakeholder Engagement**

Each of our clients is unique and we customize facilitated process based on confidential conversations, surveys, outreach, research, and best practices. Whether in person or virtual, all of our meetings are engaging, effective and efficient with results that include stronger relationships, better communication, deeper understanding of the issues, strong support for the decisions, and a clear path to success.

{SBrand}

HELPING YOU FILL IN THE BLANKS

Strategic. Sustainable. Success.

summary of qualifications

- 25+ years of experience in public and non profit sector leadership and management
- A Certified Master Facilitator®, one of fewer than 40 in the world
- Expert at facilitating complex and confrontational topics in a manner that makes them easy to understand and allows consensus to be built
- Customized process and product for each client that builds capacity and enhances shared values
- Proven success and long term results in facilitating strategic planning & team building for clients
- Unique community engagement design and tools
- Experienced virtual facilitator for large and small meetings

professional management and leadership experience

current

OWNER, SBrand Solutions, LLC



prior

**COMMUNITY AND ECONOMIC
DEVELOPMENT DIRECTOR**
City of Evans, Colorado

EXECUTIVE DIRECTOR
Evans Redevelopment Agency

TOWN ADMINISTRATOR
Town of Milliken, Colorado

**COMMUNITY DEVELOPMENT DIRECTOR
(ACTING)/ ECONOMIC DEVELOPMENT
MANAGER**
City of Grand Junction, Colorado

INVESTMENT REPRESENTATIVE
Edward Jones Investments, Yreka, California

**COUNTY ADMINISTRATOR
(ACTING)/ASSISTANT COUNTY ADMINISTRATOR**
County of Siskiyou, Yreka, California

ASSISTANT TO THE CITY ADMINISTRATOR
City of Santa Paula, Santa Paula, California

ASSISTANT TO THE CITY MANAGER/INTERN
City of Federal Way, Federal Way, Washington

past and present

education

- BA Political Science, University of Washington
- MPA Public Administration, University of Washington
- Certified Master Facilitator®
- Certified Virtual Facilitator™
- Rocky Mountain Leadership Program
- Grand Junction Area Chamber of Commerce Leadership Program
- Credentialed Manager with ICMA
- Certified Life Coach
- Consistent ongoing training and coursework

professional affiliations

- ICMA Member, Credentialed Manager
- CCCMA Member
- INIFAC Board Member
- ICSC Member, Government Relations
- IEDCC Member
- Downtown Colorado Member
- Strategic Planning Member Association
- Small Business Development Center Board Member
- Leadership Council, Upstate Colorado
- Adjunct Faculty, Front Range Community College
- Strategic Planning Member Association and
National Coalition for Dialogue and

highlights

- Facilitates the creation of customized strategic plans for public and non profit clients that build capacity, inspire action, ensure accountability, and focus on results.
- Creates fun and engaging team building retreats that increase communication and results in forward momentum and alignment.
- Cultivates curiosity that drives learning and listening through shared values.
- Designs specialized training (in person, manuals and videos) for facilitation skills, strategic planning, Board development and team building.
- Negotiates and administers contracts and agreements with public and private partners that have resulted in multi million dollar capital projects, grants for both capital and planning projects, and agreements for development and sharing of new revenue.
- Leads multi-functional teams to develop new strategies, adopt controversial plans with support and consensus, create new investments and capital projects, and involve a wide range of affected parties.
- Establishes working groups of stakeholders that successfully collaborate to drive implementation, forward momentum and accountability.
- Speaks at keynote engagements on how to effectively facilitate meetings and implement strategic plans.
- Offers sought after on line training for strategic planning and board development at www.sbrand.teachable.com.



Learn more at www.sbrandsolutions.com

Strategic. Sustainable. Success.



N. ZACH RATKAI



5.b.a

1876 Nova Lane Richland, WA | 303.594.9569 | Zach@zachratkai.com

Leadership | Innovation | Authenticity | Accountability

CORE COMPETENCIES & AREAS OF EXPERTISE

Economic Development
Land Use Management
Policy Development & Implementation
Budget Management
Capital Facilities Planning

Strategic Planning
Process Improvements
Public Communication
Community Engagement

Leadership & Team Building
Disaster Response & Recovery
Political Lobbying
Business Development

PROFESSIONAL EXPERIENCE

SAGELAND STRATEGIC LLC

December 2019 to Current | Principal

Consultant helping local government, non-profits, and businesses strategically plan for success. Professional career coaching for local government professionals. Facilitation of meetings, decision making, retreats, and community interaction. Focused goal of enabling people to succeed in their missions for the world.

CITY OF PASCO, WASHINGTON

September 2018 to Current | Administrative and Community Services Director

Directs the activities of the Administrative and Community Services Department. Responsible for the development, recommendation, and implementation of policies, programs, and procedures that accomplish the goals and objectives of the department which includes the following divisions: Information Technology, Facilities, Recreation, Municipal Court (Indigent defense), and the City Clerk in addition to assigned special projects consisting of real estate asset sales and purchasing, facilitation of future bond initiative election for the development of a regional aquatic center, as well as the re-development of the region-wide animal shelter. Responsible for an \$8.4 million general fund budget, a capital improvement budget totalling \$17.6 million for 2020.

CITY OF RICHLAND, WASHINGTON

February 2016 to September 2018

Economic Development Manager (June 2016 to Present) | Redevelopment Project Manager (February 2016 to June 2016)

Managed key economic development projects and programs in concert with City Council's strategic plan and policies. Including local business outreach and national business recruitment. Managed marketing, recruitment, sales, and development of over 2,100 acres industrial/commercial land owned by the City of Richland, WA. Created and facilitated plans and strategies for business retention and attraction with a key focus on primary-sector job creation, retail growth, small business, and start up programs. Responsible for Richland's Industrial Development Fund (\$12,900,000 budget). Managed staff of two (2) personnel, integrating economic development priorities with development review, public works, and administrative staff in Richland to ensure mutual community benefit. Media liaison for city projects and programs to forward promotion of business and economic growth. Responsible for identifying, developing, implementing, managing and completing projects to redevelop and revitalize Downtown Richland and the Richland waterfront. Liaison to the Uptown and Parkway Business Improvement Districts, assisting with their needs from the City and providing a voice on their behalf. Project management including acquisition/disposal, planning, design, construction, and budget for development activities in Downtown Richland.

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)

CITY OF EVANS, COLORADO

January 2012 – February 2016

Flood Recovery Manager – Appointed (March 2015 to February 2016) | **Community Development Manager** (Jan 2013 to February 2016) | **Building and Neighborhood Services Manager** (Jan 2012 to Jan 2013)

Responsible for the administration and management of all divisional related to the creation and implementation of the City's comprehensive plan, current planning, zoning administration, growth management, building code administration, general nuisance and zoning code administration and enforcement. Staff supervision (5 employees), oversight of consulting services, contract administration and budget administration. Oversaw update to 2012 building codes, modernization of zoning code, updates to general penalty code in conformance with Colorado state statute. Field work including, site and building inspection, meeting with contractors and consultants, fire and damage assessment. Regional liaison for various Federal, State and local agencies for the City. Responsible for supervising recovery operations from September 2013 floods, acquisition of reimbursements, acquisition of grants, reconstruction of Riverside Park (totaling nearly \$20 million), supervision of four grant funded recovery staff members. Oversaw the award of \$5 million in Federal grant money for Riverside Park reconstruction to the City. Served in regional inter-governmental outreach, assistance with the Governor's Disaster Resiliency Panel, legislative monitoring and public outreach. Built relationships with the Governor's office, state elected delegation, and Colorado federal delegation to forward both general legislative and flood recovery efforts.

TOWN OF SEVERANCE, COLORADO

January 2008 – December 2011 | Town Planner

Management of town historical development information and GIS data. Initiated state-required comprehensive Plan update including a complete overhaul of town land use codes to a form based development regulation document. Assist Town Manager with parks irrigation, personnel matters and finance. Public Information Officer, in charge of emergency notification and community involvement. Town representative for the North Front Range MPO and Upstate Colorado Economic Development.

CITY OF LOVELAND, COLORADO

May 2004 – December 2007 | City Planner I

Project management for current planning review. Coordination of development review team for subdivision review, residential PUD, special use review, annexation, rezoning, architectural/landscape review and field inspection. Project manager for development review software implementation (2007)

EDUCATION

Master of Arts in Public Administration (2014)
Graduate Certificate in Public Management (2012)
Bachelor of Arts in Applied Geography (2004)

University of Colorado
University of Colorado
University of Northern Colorado

AWARDS & RECOGNITION

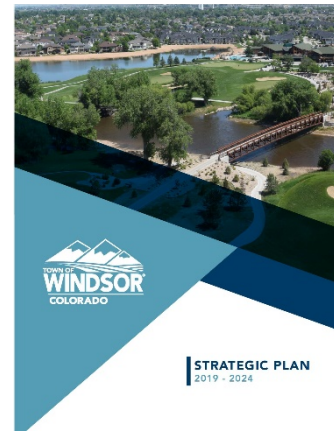
- ELGL "Chris Traeger List of Top 100 Local Government Influencers!", 2017 and 2018
- Washington Economic Development Association – Emerging Professional Award (Nominee/Finalist) 2017



SBrand Solutions Representative Strategic Plan Projects

Town of Windsor Strategic Plan (2018 – Present)

The Town of Windsor asked SBrand Consulting to hold a series of Board and staff retreats to build teamwork and communication and drive a new strategic plan for the future Windsor. With a new Board and a new Manager, Sheryl conducted leadership and organizational assessments to build the base of the plan, which was then submitted for public comment. The plan was then expanded into several departments and dash boarded for a fully integrated implementation tool.



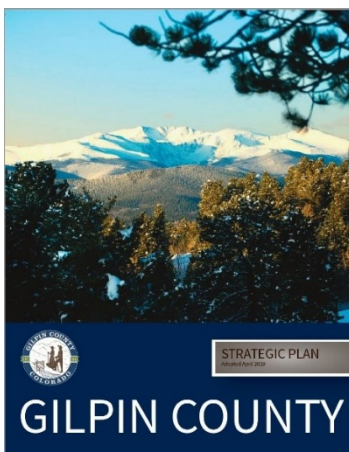
of

City of Coconut Creek, 2019 - Present



The City of Coconut Creek, Florida hired SBrand Solutions to update their Vision2030 Strategic Plan with community visioning sessions, personal interviews, surveys, event engagement, Advisory Group meetings, and significant staff involvement.

Gilpin County Strategic Plan (2019 - present)



The County Board and Manager requested that Sheryl **facilitate a series of teambuilding meetings** (based on Strengthsfinder) **and strategic planning retreats** with stakeholders, partners, staff and elected officials of the County to set a new Vision and Goals for the future of Gilpin County. During the two day retreat a commitment to the Vision and Mission reenergized the team, and Goals, Priorities and Strategies (GPS) were set, with specific Action Steps that created accountability and focus moving forward. Partners and stakeholders came to the table to collaboratively create solutions to long term issues faced by the County.



State of Colorado, Department of Local Affairs, Main Street Program (2015 – present)

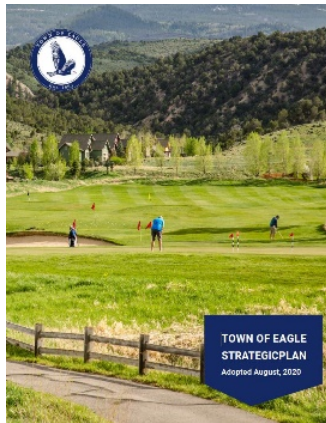
The State of Colorado has selected SBrand Consulting as one of the preferred contractors to design and conduct facilitated



COLORADO
Department of Local Affairs

Strategic Plans across the state for Main Street Communities. All Main Street organizations are slightly different: some are nonprofit boards, some are combined with a Chamber, some are part of the Downtown Development Authority and some are committees appointed by the Towns. In that capacity, we have facilitated the creation of over 30 strategic plans.

Town of Eagle Retreat and Strategic Plan (2020)

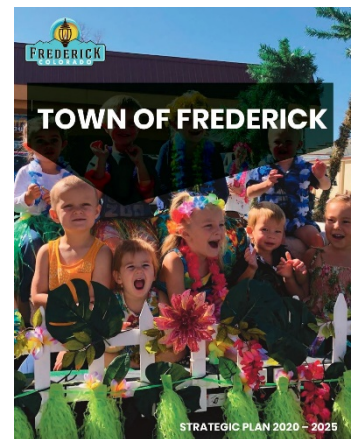


The Mayor and City Council requested that Sheryl **facilitate a Council and staff retreat** to update the Town of Eagle Strategic Business Plan. With newly elected Board members and a new organizational structure, the retreat focused on understanding the framework of the existing strategic plan then updating and refreshing the outcomes, goals, objectives and measurables. The resulting Strategic Plan with Goals, Objectives and Action steps tells the story of the future of Eagle.

Town of Frederick Board and Staff Retreat and Strategic Plan (2020)

The Town of Frederick brought Sheryl in to facilitate a two-day Board and staff retreat followed by a one-day staff only retreat to focus on teambuilding, Board specific agreements, and a strategic plan for the future of Frederick. A full written report and documents were creating summarizing the agreements, next steps, and components of the plan, and the Strategic Plan and Implementation plan were drafted and are in progress.

More examples of our Strategic Plans and complete copies of these examples can be found on the website at www.sbrandsolutions.com.





Strategic Plan Retreat Agenda

Friday, October 23, 2020 3:45 pm – 7:00 pm
 Saturday, October 24, 2020 8:00 am – 6:00 pm
 Sunday, October 25, 2020 8:00 am – 11:00 am

Double Tree by Hilton
 919 7th Street
 Greeley, Colorado 80631

Dress for outdoor Colorado weather!

Please bring your mask and any sanitizer that you prefer.

Purpose of the Retreat: Craft a long-term sustainable vision and strategic plan for the future of the Town of Frederick while building relationships and understanding

**Day One: Friday, October 23, 2020
 4:00 – 8:00**

Attendees: Town Board, Town Manager and Town Clerk

Theme: Connection and Vision

3:45 **Arrival and Snacks**
 4:00 Welcome and Purpose of the Retreat
 4:45 Guiding Principles of the Board
 5:15 **Break**
 5:30 Mission of the Board
 6:00 Town Board Outcomes and Goals
 7:00 **Dinner** at the Chophouse (9804 8th Street, Greeley)

Day Two: Saturday, October 24, 2020
8:30 – 5:00

Attendees: Town Board, Town Manager, Leadership Team

Theme for the Day: Vision, Outcomes

Note: Karina Branson from Conversketch will be with us today to do some graphic recording and facilitation work!

- 8:00 Light Breakfast will be available
- 9:15 Definitions: The Strategic Road Map
- 9:25 Review of Friday Night from the Board
- 9:45 Break
- 10:00 Who is Fred? (Vision for the future of Frederick)
- 12:00 Lunch Break (Walking Tour and Picnic in the Park)
- 2:00 Big Picture Conversation 1: Growth and Development
- 2:45 Break
- 3:00 Big Picture Conversation 2: Town Facilities and Property
- 3:45 Break
- 4:00 Big Picture Conversation 3: Infrastructure
- 4:45 Break
- 5:00 Big Picture Conversation 4: Community Engagement
- 6:00 Team Dinner at Santeranos (1229 10th Avenue in Greeley)

Day Three: Sunday, October 25, 2020
8:00 – Lunch

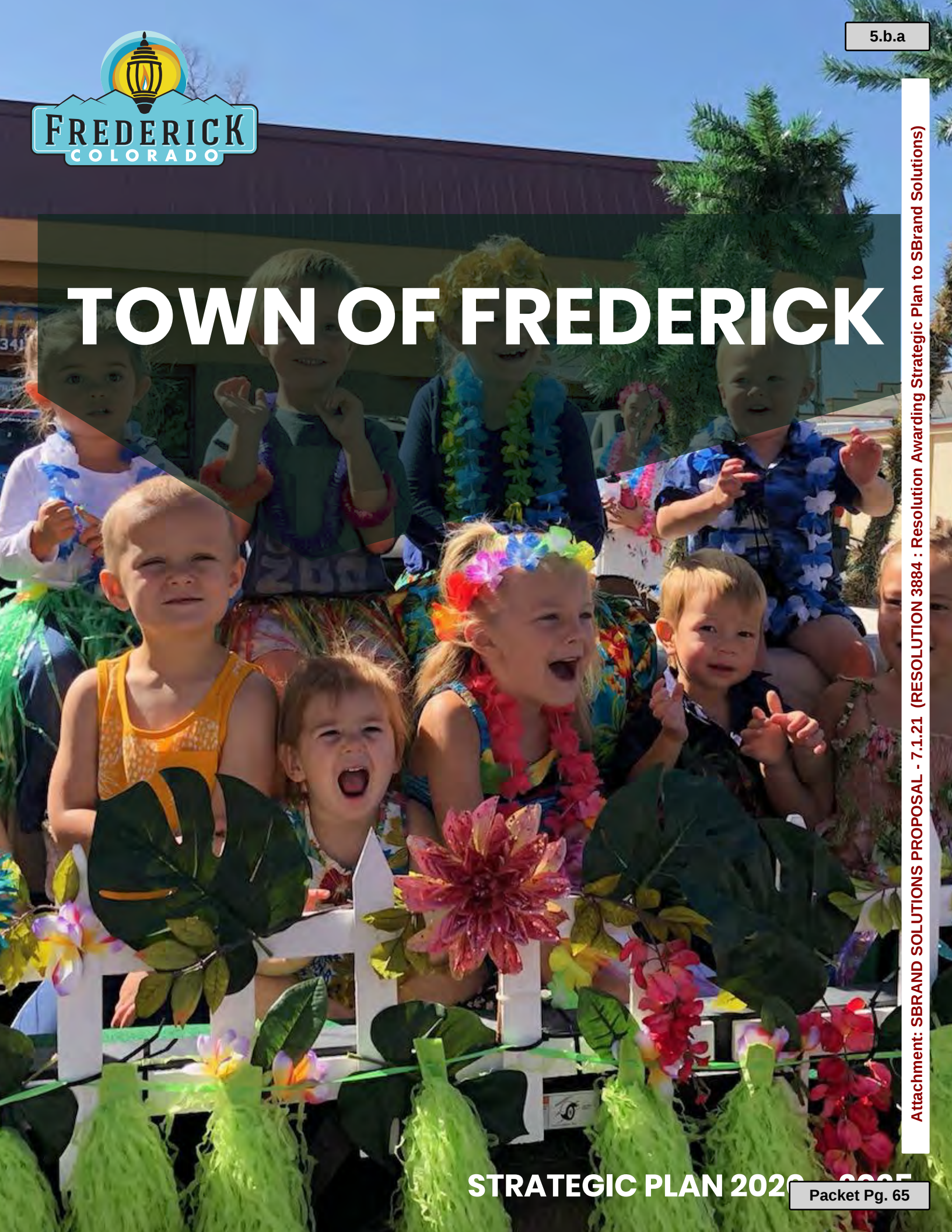
Attendees: Town Board, Town Manager, Leadership Team

Theme: What Happens Next

- 7:45 Breakfast
- 8:00 Quick Review of Work Done
- 8:15 Success Measurements
- 9:30 Break
- 9:45 Roles, Expectations and Support Moving Forward
- 10:15 Next Steps
- 11:00 Lunch



TOWN OF FREDERICK



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OUR MISSION

We are a community, rich in tradition and opportunities.

OUR VISION

Building a safe, inviting, and culturally vibrant community which fosters economic growth and opportunity, while preserving our heritage

OUR CORE VALUES

People

Trust, Communication, Respect, Recognition

Service

Quality, Efficient, Friendly, Timely

Integrity

Truthfulness, Character, Fairness, Openness

Commitment

Initiative, Dedication, Involvement, Perseverance

Excellence

Competence, Desire, Innovation, Progressive

Performance

Planning, Decisions, Follow-Through, Professionalism, Results Oriented

We are FRED! About the Town of Frederick

Community Facts

- Elevation: 4972 feet
- 300 Plus "Sunny days" per year / Annual snow fall 37" / Annual Precipitation 13"
- Neighborhoods - 29
- Golf Courses - 1
- Museum - 1
- Lakes and Ponds - 2
- Community Parks - 22
- Community Parks - 3
- Greenway/Open Space (Educational) - 1
- Recreation Center - 1
- 25 Ski Areas (within driving distance)

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)



About the Town of Frederick

We are a vibrant and growing community along the Front Range of the Colorado Rocky Mountains that strives to preserve our small-town feel and community togetherness as we grow. We are happy to have you as a part of our community if you call Frederick home. If you are new to our community, we encourage your interest and invite you to learn more about us through this website.



BEST SMALL TOWN

In 2019, USA Today named the Town of Frederick as one of the top 50 places to live in the United States and Colorado's number one town. Twenty miles north of the Mile High City lies one of the best small towns near Denver, the Town of Frederick, CO. This family-friendly small Town near Denver has a rich history of being built on what matters.

The Town of Frederick is located on Colorado's beautiful Front Range of the Rocky Mountains. The Town comprises 14 square miles of area, east and west of Interstate 25, south of State Highway 119 and along State Highway 52. Its current population of over 14,000 residents enjoy the Town's central location, allowing easy access to the Denver and northern metropolitan areas. The transportation network opens up a wide variety of major attractions less than 30 minutes away. At the center of the Carbon Valley area, including Firestone, Dacono, Mead and Erie, Frederick stands out as a community hub for a larger population of 46,000. Community members enjoy unparalleled views of the Rocky Mountains and recreational opportunities abound throughout the community's trails, parks and open space. Educational amenities and community involvement opportunities allow Frederick's residents to take an active role in shaping the place they are proud to call home. As one of the fastest-growing communities in Colorado, Frederick is working hard to ensure that growth results in a cohesive community that preserves the small-town feel and rich heritage its residents have come to enjoy.

FAMILY FRIENDLY

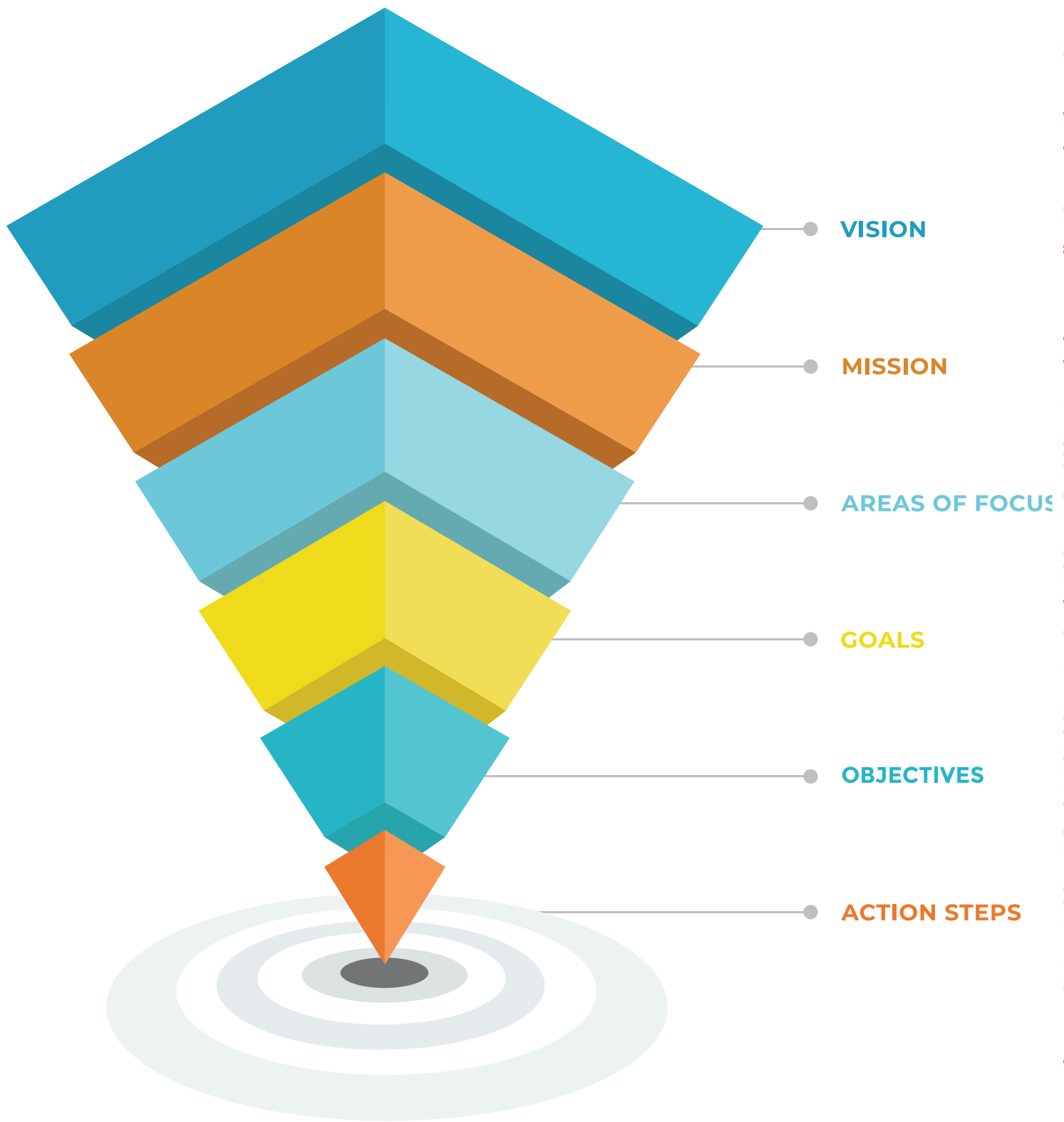
Frederick's median age of 33.3 says more about the kind of people attracted to this small town near Denver's family-friendly environment than anything else we could say: young families are choosing to call Frederick home. Top-notch public safety, a vast array of community amenities and a stellar school system all make Frederick the perfect place for a growing family.

Frederick has an active Neighborhood Watch program that the Frederick Police Department works hard to support to foster two-way communication with each neighborhood. Frederick is also served by the Frederick-Firestone Fire Protection District, which recently received a Class 2 rating from the Insurance Service Office (ISO), putting them in the top 1.5% of fire department ISO ratings in Colorado and the United States.

Frederick currently has 26 acres of park land per 1,000 people, which is significantly higher than most communities in the Front Range and 85% of all residents have a pocket park or neighborhood park within walking distance. Frederick is also home to the Carbon Valley Recreation Center, Gymnastics Center and Senior Center as well as the Bulrush Wetland Park and Frederick Recreation Area.

Frederick is part of the St. Vrain Valley School District, the 8th largest in the state. Superintendent Don Haddad was named the 2013 National Superintendent of the Year and the district is regularly honored with statewide awards for excellence. The St. Vrain Valley School District works tirelessly to provide students with an education full of diverse opportunities while staying on the cutting edge of technology and educational trends. There are twelve schools in the Carbon Valley area, of which six are in Frederick, including Frederick High School.

The Town of Frederick has invested in the future of the community through strategic planning. Based on many hours of thoughtful debate and discussion, the Frederick team reaffirmed the community's core values and created a path to the future. The strategic plan process is summarized in the pyramid below, where the vision informs every step of the plan through implementation.



Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)



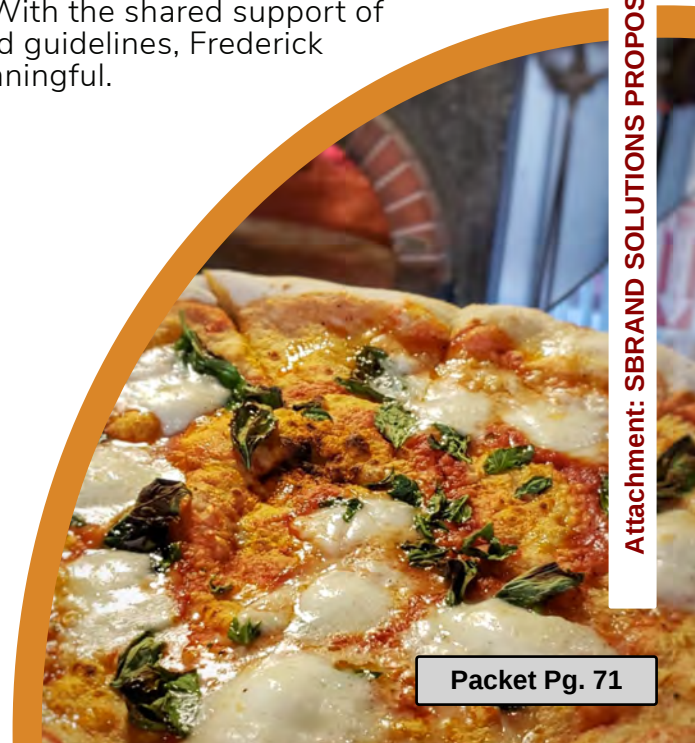
Thoughtful Growth and Development



This area of focus includes economic development, affordable housing, diversified business opportunities, regulations and policies, open space and parks, job development, revenue and staffing levels to support that growth and development. The Town of Frederick is working towards a balance of residential and commercial development that will support the right kind of thoughtful population and business growth and will be poised to take advantage of opportunities that fit into Frederick as a sustainable part of the future. With the shared support of partners in the community and a robust set of policies and guidelines, Frederick can preserve what is important and enhance what is meaningful.

Goals

- Ensure that the land use code and other related policies and plans reflect FRED, which is how we refer to our values and culture in the community.
- Explore opportunities for economic development for short, medium and long term investments.
- Identify sustainable funding sources and options to support economic development.
- Support the growth, expansion, retention and attraction of diverse and unique businesses.
- Retain appropriate staffing levels and structure for existing and future growth.





Sustainable Infrastructure Investments



This area of focus includes roads, water and wastewater, transportation, capital assets, stormwater drainage, land, trails, parks, open space, technology and the ongoing funding for maintenance of those investments. The Town of Frederick will ensure that infrastructure can support the community's current and future needs through financial sustainability, leveraging technology and strengthening partnerships.



Goals

- Evaluate current infrastructure assets and identify the current state.
- Review master plans to ensure the financial sustainability component is included in all recommendations.
- Leverage technology to improve community services.
- Assess future transportation trends.
- Support water committee process.
- Develop a long term financial plan for capital investment needs and current revenue sources.
- Ensure that the land use code and other related policies and plans reflect FRED, which is how we refer to our values and culture in the community.



Meaningful Community Engagement

This area of focus includes all forms of community engagement: social media, outreach to the community, public and community meetings, feedback and survey processes, election turnout and involvement from the Frederick community. The Town of Frederick is focused on expanding outreach to and feedback from the community as a whole, helping Frederick understand why and how decisions are made, explaining the impacts of those decisions, and implementing engagement feedback results.



Goals

- Complete feedback loop for addressing community concerns.
- Identify community needs by conducting a community survey.
- Research community channels to meet needs of all residents.
- Create FRED Ambassadors in neighborhoods.
- Determine hurdles to community participation and remove those obstacles.





Community Based Facilities and Services



This area of focus includes town facilities such as parks, open space, town hall, community buildings, trails and more. The Town will base investments into facilities and services that reflect the community needs and desired service levels.

Goals

- Update and adopt master plans for the long-term future of Town facilities.
- Adopt budgets that reflect ongoing operations and maintenance as well as capital costs.
- Identify resources and complete construction of a new public safety building.
- Conduct a community wide assessment of facilities for alignment with FRED.
- Identify property needs using the facilities needs assessment.





The Path Ahead: Strategic Plan Implementation

This Strategic Plan is a living document for the organization. The Town of Frederick Board of Trustees, leadership and staff will remain focused on the measurable objectives and strategies that drive each strategic goal. Those measures will be tracked and reported for any resident, visitor or employee to see through a public-facing dashboard. Additionally, there is an operational plan for the Town that will link to the Strategic Plan. Each budget year, the Strategic Plan will be reviewed and initiatives will be identified to impact targeted strategies. By tracking performance metrics, studying those measures to improve service delivery and annually revisiting the Strategic Plan, the Town will remain focused on sustainable improvement, with the end goal of providing the highest possible value to the community.



CONNECT WITH US

Website: FrederickCO.gov



401 Locust Street
Frederick, Colorado 80530
(720) 382-5500
Communications@FrederickCO.gov

In Frederick...

***We believe in rolling up our sleeves
Not just for ourselves, but for each other.
We believe in playing outside until the stars flicker on
and protecting the hallowed ground of childhood.
We believe in a lifelong commitment to actions as good as our intentions.***

***We believe in the power of our voices and the obligation
of our hearts to form a strong foundation.
We believe we're onto something that's worth all we can give it.
Here the life we dream of is ours to create.***



Town of Windsor Strategic Plan

Focus: Roads and Traffic

											Projects	
											Pending	
											In Progress	
											Completed	
Priority	Goal	Action Steps								Project Due Date		
		Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline		Status	Leader/ Team
	Reroute SH 257 (CDOT Study)	TB met with CDOT in workshop and expressed need	2018	CDOT Network Feasibility Study Open House	3/28/2019	Present to NFRMPO	April	Complete Study & Recommendations	July/August	August 2019		Scott Ballstadt/ Dennis Wagner
	Reroute SH 392 (CDOT Study)	Talk to CDOT regarding CO-392 and CO-258	2018	CDOT Network Feasibility Study Open House	3/28/2019	Present to NFRMPO	April	Complete Study & Recommendations	July/August	August 2019		Scott Ballstadt
	Implement the top 3 – 4 priorities in the Road Improvement plan. Use staff/contract staff resources needed. Hold a Board conversation	Harmony/WCR13 Traffic signal		Town of Timnath is constructing the traffic signal						5/1/2019		
		7th Street turn lanes @ Main Street		Town Board to discuss options	4/15/2019							Dennis Wagner
		New Liberty roundabouts		Design	4/15/2019	Construction				9/2/2019		Dennis Wagner
		SH 392 widening @ LCR 5		Traffic study		Design		Construction Phase				Dennis Wagner
	Complete preliminary design of Crossroads extension	Status update given to TB as a part of the SH392 reroute discussion.		Deadline extended due to flood plain issues	November 2019							Dennis/ Engineering Dept.
	Complete list in the Roadway Improvement Plan/ Prioritized project recommendations	Transportation Master Plan consultant Fehr & Peers to review existing plans & conduct community outreach	Q2/Q3 2019	TMP consultant Fehr & Peers to provide prelim info to inform CIP budget discussions & prioritization recommendations	August 2019					August 2019		Scott Ballstadt
	Multi Modal Transportation Plan (part of the Trails and Open Space Plan but linked to this Area of Focus - Strategic Plan for PRC will include open space)	Transmaster plan. Does not include open space. Open space element is included in PRC Department strategic plan which is under way.	2019									Eric Lucas/ Scott Ballstadt
	Multi-Modal Transportation Master Plan	Consultant Fehr & Peers under contract & Town Board kick-off meeting scheduled	5/6/2019	Community outreach	Q2/Q3 2019	TMP preliminary info for CIP budget discussions & priority recommendations	August 2019	Final TMP adoption	Q1/ 2020	Q1/ 2020		Scott Ballstadt
	WCR 74 widened and improved east to US85	Developer to widen Harmony between WCR 13 & WCR 15	2019							2035		Scott Ballstadt
	SH 392 is 4 lanes											

Town of Windsor Strategic Plan

Focus: Water

												Projects	
												Pending	
												In Progress	
												Completed	
Priority	Goal	Action Steps									Project Due Date	Status	Leader/ Team
		Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications			
	Update codes for water conservation	Find out status									3/1/2019		
	Revise Fee Structure - ongoing	Need a communication strategy/ study	1/7/2019	Update for 2020	9/1/2009								Shane, John, Dean, Jessica
	Discussion about future of water; revisit the water strategy	Work Session	11/19/2018	2nd discussion this summer	6/3/2019								Shane, Dennis, John T.
	Build water treatment plant (NISP will have to be in place)	Identify possible alternatives to constructing a treatment plant		Meet with neighboring jurisdictions to discuss plant capacity, governance, and partnerships							2030		
		Acquire property for multi-jurisdictional treatment plant											Ian
	Update Water Plan	Find out status											Shane, John T.
		Acquire water rights for 60,000 – based on updated Water Plan		Ongoing									
✓	Research Reverse Osmosis Plant before proposal	Board ID key questions; tours of other RO plants	7/16/2018	Broe's Presentation to Town Board	4/1/2019	Decision not to Proceed	4/1/2019					Completed	Shane, John, Dean, Jessica
✓	Hire Water Resource Manager		12/31/2018								12/31/2018	Completed	Shane

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding

Town of Windsor Strategic Plan

Focus: Trails and Open Space

												Projects	
													Pending
													In Progress
													Completed
Priority	Goal	Action Steps									Project Due Date	Status	Leader/ Team
Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications					
	Develop a detailed trails and open space plan with strategies and needs assessment	Staff in process of developing overall strategy	June to TB in Work Session										Eric
	Acquire and build ditch easements: #2 ditch	\$75K in 2019 Budget- 15th to Poudre Bluffs OS (Easements only)		Staff working on aquisition through eminent domain	fall 2019								P R & C
	Review code development requiring trails, conservation, water, xeriscaping et al.	Staff is reaching out to planning		Staff to work with Tree and Water Boards on citizen education	summer 2019								P R & C
	Acquire open space, based on the new Strategic Plan	Staff working to identify areas internally and within dept. strategic plan	9/1/2019										P R & C
	Construct Trails -	Kyger to River Bluffs construction in fall	fall 2019	#2 Ditch 17th st to River bluffs	2020								
		Top of hill to 7th		Staff compiling strategies	summer 2019								Shane, Eric, & Wade
		Connect Larimer side to downtown		Staff compiling strategies	summer 2019								
		Crossroads to the Brands		Staff compiling strategies	summer 2019								
		Harmony Ridge to Timnath		Staff compiling strategies	summer 2019								
	Identify funding mechanism to acquire trails, easements and open space. Make sure the funding includes ongoing operations and maintenance	Public Input	May/ June 2019	Transportation master plan & Department Strategic Plan	9/1/2019						1/1/2020		
	Permanent easement acquisition for Poudre Trail Parcels within Windsor service area	Ongoing discussion with staff									2030		
	IGA's with surrounding agencies, focus on open space by 2025	Wade to approach local governments		Shane met with Roy Otto and discussed	Ongoing						2021		Shane, Eric, & Wade
	Bridge across the Poudre at CR13	Pedestrian crossing		Once we have the FSW under our preview, we will begin working with underlying land owner to re-engage bridge discussion							2025		
	Take over Frank State Wildlife Area; Dependent upon mining operations	Waiting on paperwork from State	Fall 2019	Formally accept dedication	Fall 2019						Late 2019		

Town of Windsor Strategic Plan

Focus: Trails and Open Space

												Projects	
													Pending
													In Progress
													Completed
Priority	Goal	Action Steps									Project Due Date	Status	Leader/ Team
Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications					
	More trail connectivity per the department strategic plan & TMP	Part of department strategic plan. Will include identification of connectivity needs and public feedback. Staff is working on overall plan of action on key areas such as connectivity to downtown from Larimer county side of Windsor. Utilizing a multi-prong approach (perferred route identification, plan of action that includes milestones and costs. Will include a multiyear plan.	Underway, to complete Sept 2019	Implementation of results of plan		Begin implementation on 2020 budget							Eric
	Open Space Improvements -	Kyger Reservoir		Build trail/ parking lot	2020	Master plan for future use	2020						Eric
		Kodak Watchable Wildlife Property		Kodak Property: expand parking at trailhead, add picnic shelter and river access.	2020	Master plan south side of river. Waiting for the mining to be completed before any improvements are made	2027						
		Broe											
		Frank State Wildlife Area											

Town of Windsor Strategic Plan

Focus: Downtown

												Projects	
												Pending	
												In Progress	
												Completed	
Action Steps												Project Due Date	Status
Priority	Goal	Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications			Leader/ Team
	Expanding downtown: wider and deeper, maybe onto Walnut, north of the tracks on 6th; Community outreach and involvement	Possibly going north due to DDA/ Brinkman proposal	Summer 2019										
	Parking structure										2024		DDA
	Restaurants	Strategic Plan: Anthony's Pizza Fuzzy's Tacos Burger King The Colorado Cherry		Advocating through Brinkman plan									
	Cultural Center	More discussion needed regarding definition of Cultural Center (per Eric: Culture is not a building, rather it's the entire downtown; culture is a vibe)									2025		
	Walkability*	In budget- \$100K pedestrian crossing treatments: Main St. sidewalk of Chimney Park		Pedestrian crossing @ 15th & Grand Avenue	June 2019	*Per Eric: Note on Walkability.....we should include extended sidewalk to the Mill, and sidewalk north side of Hwy 392 west from hwy 25 exit		Library sidewalk					
	Research what businesses might be in the town at target population of 60,000	Future work session agenda	July 2019										Stacy/ Dean

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Town of Windsor Strategic Plan

Focus: Facilities

												Projects	
													Pending
													In Progress
													Completed
Action Steps												Project Due	
Priority	Goal	Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications	Date	Status	Leader/ Team
	Facilities Master Plan	Budget in 2020									2023		Terry
	Museum Collection Facility	Budgeted for 2019		Design is complete, plans submitted for review to planning department		Groundbreaking	5/24/2019	Construction / move in	2/1/2020		2/15/2020		Eric
	Parks and Recreation Maintenance Facility	Budgeted for 2019		Design is complete, plans submitted for review to planning department		Groundbreaking	5/24/2019	Construction	Spring 2020		Spring 2020		Eric
	Staffing and Organizational Structure (Workforce Planning)	Organization restructure	September 2018	Implemented	2019	Hiring department needs per restructure	July 2019						Shane, HR
	Security of Town Hall	Security Assessment	2019	Interview contractors									Terry
	Police Substation	Facilities Master Plan budgeted for 2020		Had conversations with other agencies re: a joint-use facility; discussing internal modifications to accommodate need - remodel, addition									Rick
	New Police Station	FMP budgeted for 2020	2020								2030		Rick
	New Town Hall	FMP budgeted for 2020	2020								2025		Shane



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

www.ci.mequon.wi.us

Office of City Attorney

TO: Finance-Personnel Committee
FROM: Brian Sajdak, City Attorney
DATE: October 5, 2021
SUBJECT: RESOLUTION 3885 A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynerson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

Background

Following communications related to signs in connection with the ongoing Mequon-Thiensville School Board recall process, the Common Council committed to reviewing and revising, as necessary, the City's Sign Code to address recent court rulings. To that end, the City Attorney and staff identified consulting firms and attorneys that would be appropriate to assist with the process. After identifying potential candidates, their work was reviewed. On the basis of that review, the recommendation is to engage William S. Cole from the Axley Brynerson law firm in Madison, Wisconsin.

Analysis

Attorney Cole has extensive municipal law experience. Currently, he represents over 30 municipal entities; serving as Corporation Counsel for Iowa County; City Attorney for the Cities of Monona, Platteville and Waterloo; Village Attorney for the Villages of Windsor, Black Earth, Maple Bluff, Mazomanie, Prairie du Sac, and Warrens; and Legal Counsel to numerous towns, fire districts, sewerage districts and redevelopment entities. Additionally, as the Monona City Attorney, he worked with one of the state's foremost planning consulting firms on an update to Monona's sign code. Accordingly, Attorney Cole possesses the requisite experience that is required to address similar issues that the City faces as it seeks to update Mequon's Sign Code.

Fiscal Impact

As an hourly engagement, the total cost will be variable depending on the level of work required. It is anticipated that the potential cost will be in the \$5,000 to \$10,000 range.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on October 12, 2021.

Attachments:

Axley Engagement Agreement - City of Mequon (10-05-2021) (04048896x9D882) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3885

A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynelson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

RECITALS

A. The Common Council desires to review and update its Sign Code to address deficiencies that may exist following the Supreme Court decision in *Reed v. Town of Gilbert*.

B. The City Attorney and City staff identified various planning consultants and attorneys that could assist the City in completing this review.

C. After reviewing the work product of the identified individuals and/or firms, it is recommended that the City engage attorney William Cole of Axley Brynelson, LLP, Madison, Wisconsin, to assist in the process.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the City Administrator be authorized to execute the enclosed engagement letter with Axley Brynelson, LLP to engage Attorney William S. Cole to assist the City in the review and update of its Sign Code.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



WILLIAM S. COLE
(608) 283-6766
wcole@axley.com

October 5, 2021

Via Email – brian@wrslegal.net

City of Mequon
c/o Mr. Brian Sajdak, City Attorney
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church St.
Franklin, WI 53132

RE: Engagement Agreement for Legal Services

Dear Mr. Sajdak:

We are pleased the City of Mequon has selected Axley Brynelson, LLP (“us” or “Axley”) to represent it in the matter discussed below. We are providing you this engagement agreement (“Agreement”) to set forth the scope of our representation, to explain our fee and billing arrangements, and to explain the legal status of Axley as a limited liability partnership.

Please review this Agreement carefully and if you have any questions, please do not hesitate to contact me.

IDENTIFICATION OF CLIENT

As attorneys, we owe certain professional obligations to our clients. Because of our professional responsibilities to a particular client, it is important to clearly identify our client in this Matter. With respect to the Matter described in this letter, our client is the City of Mequon (“you”).

SCOPE OF ENGAGEMENT

Based upon our discussions, the scope of our services will include the review and revision of the City’s sign code (the “Matter”). From time to time, you may ask us to perform additional work related to this Matter or on unrelated matters. Such work will be subject to the terms of this Agreement unless otherwise agreed in writing.

NO GUARANTEE OF RESULT

You understand and acknowledge that we cannot and have not made any representations or guarantees as to the result that can or will be obtained regarding the Matter described above.

WHAT WE WILL CHARGE FOR OUR SERVICES

Our fee will be based on the amount of time we spend on your Matter. The rate for work done on this Matter will be \$320 per hour. Other professionals such as paralegals may be assigned to work on your Matter as well. Their hourly rate is \$200 per hour. You can expect that all of these hourly rates will be adjusted on January 1 of each year with the new rates reflected on the invoice you receive for services rendered in January.

THE RETAINER: A DEPOSIT TO ENSURE PAYMENT

Although we generally require a retainer before taking any action on a matter, we are not requiring a retainer at this time. A retainer is a deposit with us which we can use at any time to pay our fees and the “Costs” (defined below) which you owe us. If we later determine that a retainer is appropriate, we will notify you.

YOU WILL ALSO HAVE TO PAY ALL COSTS AND EXPENSES

In the course of representing you in the Matter described above, you are responsible for certain costs and expenses that will arise. Costs and expenses (“Costs”) include, for example: filing fees; courier delivery services; photocopying; computer-aided research; extraordinary support staff charges; transportation/travel costs; and fees for investigation; medical information or records; and experts; as well as other out-of-pocket costs we incur with regard to the Matter. If we pay any of those Costs, you agree to repay us for our advances.

BILLING AND PAYMENT

Our standard procedure will be to bill you each month for our fees for the previous month and for any advances we have made to pay Costs. We reserve the right to bill less frequently if, in our opinion, the Matter so warrants. However, if we have a large amount of unbilled time on this Matter or we make large advances of Costs, we may bill you more often than once a month. You may also request more frequent billing. You promise to pay all of those bills in full within thirty (30) days after we send them. We reserve the right to charge interest at the rate of 12% per annum on any fees or Costs not paid within thirty (30) days of the invoice date. If our invoices are unpaid for two consecutive months, we reserve the right to stop work on your Matter until our invoices are paid to date.

APPROVAL OF SETTLEMENT TERMS

We will not make any settlement of the Matter that is the subject of this Agreement without your prior approval. We will agree to provide you with a description of any proposed settlement terms to assist you in deciding whether to agree to a settlement.

NON-WAIVER

If you or we fail to exercise any right under this Agreement, such failure will not be deemed to constitute a waiver of any other rights or the ability to exercise that right in the future.

PRIOR AGREEMENT SUPERSEDED

This Agreement constitutes the only agreement between Axley and you regarding the Matter described above. It specifically supersedes any prior understandings, including written or oral agreements, in connection with the Matter described above.

ADDITIONAL REPRESENTATION TERMS

You will at all times have the right to terminate our services upon prior written notice. We too will at all times have the right to terminate our professional relationship with you within the bounds of our ethical obligations as attorneys. Generally, we do not terminate client relationships except for cause, such as actual or philosophical conflicts of interest, failure on a client's part to be truthful, circumstances that make our continued effective representation untenable, or non-payment of our invoices.

It is our practice to send you copies of all material correspondence we send or receive regarding your Matter as it proceeds. Those copies will help you understand what is happening in your Matter. At the conclusion of the Matter, or when we no longer represent you, it is our normal policy to maintain a digital copy of your file, a copy of which we will provide to you upon request at no additional charge. If you provide to Axley any physical documents or items that you would like returned to you or that you would like Axley to maintain in safekeeping after the conclusion of your Matter, you must communicate your desire to Axley at the time Axley takes possession. It is Axley's policy to destroy most files, including digital copies, seven (7) years after services were last billed on the file; accordingly, you should not assume that you will have access to your file materials after that seven (7) year period has elapsed, and you should request copies of any documents you may want or need prior to the destruction date.

If during a meeting or phone conference we gave you an estimate of the legal fees or expenses that may be incurred with respect to our representation of you regarding the Matter described above, you should not rely upon that estimate as a guaranty or assurance that, in fact, the total will not exceed that estimate. Any estimate given by us should not be construed as a "cap" or "guaranteed maximum amount."

AXLEY'S LLP STATUS

Axley is a Wisconsin limited liability partnership ("LLP"). Under this structure, the individual partners do not have unlimited personal liability arising from the malpractice of the other attorneys on matters in which they had no involvement or supervisory role. The LLP structure will not, however, protect Axley or those partners whose own negligence, wrongful acts, or misconduct (or that of any person working under their direct supervision and control) is the basis for the malpractice claim at issue. Furthermore, by Wisconsin Supreme Court Rule 20:5.7(bm), a firm of our size is required to carry professional liability insurance providing for at least \$10.0 million in combined indemnity and defense cost coverage per claim with at least \$10.0 million aggregate combined indemnity and defense cost coverage amount per policy period; Axley's current insurance provides for \$15.0 million for each of these coverages.

Again, we appreciate the opportunity to be of service to you and look forward to a long and mutually rewarding relationship. Please acknowledge your agreement to these terms and your consent to our representation of you as described above by signing below and returning the signed copy to me at your earliest convenience.

Very truly yours,

AXLEY BRYNELSON, LLP



William S. Cole
WSC:emp

October 5, 2021

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ACKNOWLEDGED, AGREED AND CONSENTED:

I hereby understand and agree that any retainer or replenished retainer paid by credit card will be subject to a non-refundable credit card surcharge fee of 2% on the transaction amount, which is not greater than our cost of acceptance. I further understand and agree that any unused retainer that is paid by credit card will be refunded as a credit to the same credit card account used to pay the retainer.

Client: City of Mequon

Signed: _____

Date: _____



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: October 7, 2021
SUBJECT: Finance & Personnel Work Plan

Attachments:

Oct 2021 F&P Work Plan (PDF)

2021 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
October	- Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director - Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado - Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynerson, LLP for the Purpose of Reviewing and revising the City of Mequon Sign Code

Future Agenda Topics

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

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