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
Wednesday, November 9, 2022
6:45 PM
North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

   Action requested: review and approve

   a. October 11, 2022 Finance-Personnel Meeting Minutes

3) License Applications

   Action requested: review and approve

   a. November Licenses

4) Vouchers Paid

   a. October 2022 Vouchers Paid List

5) Presentation

   a. 2022 YTD Investment Report as of 9/30/2022

6) Ordinances

   Action requested: review and recommend approval

   a. **ORDINANCE 2022-1634** An Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022

7) Resolutions

   Action requested: review and recommend approval

   a. **RESOLUTION 3993** A Resolution Designating the Allocation of $2,550,000 in Proceeds Received by the City of Mequon from the American Rescue Plan Act
   b. **RESOLUTION 3994** A Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees
   c. **RESOLUTION 3995** A Resolution Approving an Engagement Letter for the Provision of Labor & Employment Legal Services with von Briesen & Roper, s.c., Madison, Wisconsin, During the Period January 1, 2023 - December 31, 2024
   d. **RESOLUTION 3996** A Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

e. **RESOLUTION 3997** A Resolution Approving an Agreement for Municipal Prosecution Services with Houseman & Feind LLP, Grafton, Wisconsin, for the Period December 1, 2022 - December 31, 2024

8) Information Items
   a. Credit Card Processing Discussion
   b. Finance & Personnel Work Plan

9) Adjourn

Dated: November 9, 2022 *[/s/ Andrew Nerbun, Chair]*

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

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

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

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, October 11, 2022
6:15 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:
Mayor Andrew Nerbun
Alderman Brian Parrish
Alderman Robert Strzelczyk
Alderman Glenn Bushee **-- Absent**

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

2) Approve Meeting Minutes
a. September 13, 2022 Finance-Personnel Meeting Minutes

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

3) License Applications
a. October, 2022 licenses

RESULT:	**Approved as Amended [Unanimous]**
MOVED BY:	Alderman Parrish
SECONDED BY:	Alderman Strzelczyk
AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

4) Vouchers Paid
   a. September 2022 Vouchers Paid List

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

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

5) Ordinances
   a. **ORDINANCE 2022-1630** An Ordinance Amending Section 2-216(10) of the Mequon Municipal Code, Increasing the Annual Carry-Over Limit for Paid-Time-Off Amongst Non-Represented Employees from 40 Hours to 80 Hours

Assistant Administrator Schoenemann stated this is simply a policy change and would not affect the City financially.

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

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

6) Resolutions
   a. **RESOLUTION 3984** A Resolution Approving a Town Center Business Loan in the Amount of $25,000 Between Bank Five Nine and Mammoth Fitness, for a Fitness Center Located at 6400 West Mequon Road

Community Development Director Tollefson stated this program has been used one other time in the past with Ruby Tap and the expansion of their outdoor dining area. Mammoth Fitness is using the loan for building improvements and equipment purchase. This is different than any Revolving Loan Fund of TIF incentive. This is a program that other communities use in conjunction with Bank Five Nine. The bank works with municipalities on specific objectives the City would like to accomplish and they develop a loan program geared towards meeting those objectives. This is a conventional, private loan between the bank and business entity. The City is not loaning any of its money for this program. The City is acknowledging that the use of this loan does meet the City objectives. The Economic Development Board did approve this on September 20.

Alderman Parrish voiced his concerns on the longevity of a gym of this nature as well as the noise it would generate. Director Tollefson stated the building where this business is located does not have any residential component to it.

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

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

b. **RESOLUTION 3985** A Resolution Disallowing the Claim of Kay-Xiong Yang Dated September 16, 2022

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

AYES:	Parrish, Strzelczyk
ABSENT:	Bushee

7) Information Items

a. Finance & Personnel Work Plan

Alderman Parrish asked if reviewing the library's budget and internal workings would come to this Committee. Mayor Nerbun suggested it can start at Finance - Personnel.

Administrator Jones told the Committee that Dana Investment Advisors would be at the next meeting to give an update on the City's investment portfolio and to plan on a longer meeting time.

8) Adjourn

A motion to adjourn was made at 6:29 PM by Alderman Strzelczyk, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director

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

www.ci.mequon.wi.us **Office of City Clerk**

TO: **Finance-Personnel Committee**
FROM: **Caroline Fochs, City Clerk**
DATE: **November 3, 2022**
SUBJECT: **November Licences**

Following are recommended approvals:

CLASS C WINE LIQUOR LICENSE - NEW - For Winter Wonderland on 12/11/22 only.

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

3-MONTH RENEWAL PEDDLER'S, CANVASSER'S, SOLICITOR'S OR TRANSIENT MERCHANT'S LICENSES

Richmond Investment Services, LLC
7702 W. Mequon Rd.
Mequon, WI 53097
Request door-to-door soliciting of financial services.
Period November 13, 2022 – February 13, 2023

Applicant Names- Richmond Investment Services LLC
Marcus John Mrugala

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 (0110)	317,133.82
SPECIAL REVENUE FUND (0210)	2,993.88
PARKS & OPEN SPACE (0220)	0.00
REVOLVING LOAN FUND (0230)	0.00
SPECIAL FEDERAL GRANT FUND (0250)	0.00
DEBT SERVICE FUND (0310)	0.00
DEBT SERVICE TIF 2 FUND (0320)	0.00
DEBT SERVICE TIF 3 FUND (0330)	0.00
CAPITAL PROJECT FUND (0410)	88,353.32
SEWER UT FUND (0610)	630,336.14
WATER UT FUND (0620)	169,997.93
TAX FIDUCIARY FUND (0810)	0.00
TOTAL	1,208,815.09

IN THE AMOUNT OF $ 1,208,815.09 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN. 11/1/2022

WILLIAM JONES
CITY ADMINISTRATOR

Attachment: Voucher List (7870 : October 2022 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
			Grand Total	$1,208,815.09
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - SAFETY BLD	2,891.00
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL	2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC	1,764.00
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - DPW	1,250.00
Building Maintenance	12573	SANDALSTONE VENTURES INC	CLEANING SERVICES - CITY HALL	800.00
Building Maintenance	13011	TK ELEVATOR CORPORATION	ELEVATOR CONTRACT	573.14
Building Maintenance	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	510.00
Building Maintenance	10115	BELL TAPE INC	CLEANING WORK SUPPLIES	328.23
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	261.84
Building Maintenance	10446	GRAINGER	PANIC ROOM LIGHT SWITCH	256.42
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	REPAIRS	232.50
Building Maintenance	10115	BELL TAPE INC	CLEANING WORK SUPPLIES	212.07
Building Maintenance	10428	GILLITZER ELEC CO LTD, FRANK	REPAIRS	181.52
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES-CITY HALL	176.30
Building Maintenance	10045	AMERICAN INDUSTRIAL ALSCO	MOP CONTRACT	150.24
Building Maintenance	12124	PACKERLAND RENT-A-MAT, INC.	MAT CONTRACT	127.11
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT	115.00
Building Maintenance	10886	PEST ARREST EXTERMINATING	2 NESTS AT ROTARY PARK	115.00
Building Maintenance	10691	MENARDS	SUPPLIES	72.88
Building Maintenance	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	55.37
Building Maintenance	12883	PB HAHN & CO INC	SUPPLIES	26.98
Building Maintenance Total				**12,734.60**
City Administrator	13059	FOXTOWN BREWING	ROOM RENTAL 2022 HOLIDAY PARTY 12/9/2022	1,800.00
City Administrator	90007	MISC REFUNDS	ACCT MJ0451178 SERVICE 10/1/22-10/31/23	309.99
City Administrator	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	34.55
City Administrator Total				**2,144.54**
City Clerk	10898	PITNEY BOWES	POSTAGE ACCT 17061995	4,000.00
City Clerk	12532	GRANICUS, LLC	OCT MONTHLY SUBS	1,228.50
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	PUBLICATION 08/28/22-10/1/22	464.26
City Clerk Total				**5,692.76**
Common Council	10709	MEQUON THIENSVILLE CHAMBER OF COMMERCE	2022 CELEBRATE OUR COMMUNITY AWARDS DINNER SPONSOR	750.00
Common Council Total				**750.00**
Communications	12938	COMPLEX SECURITY SOLUTIONS INC	CAMERA SYSTEMS	929.99
Communications	12558	HALO BRANDED SOLUTIONS, INC.	DISPATCH UNIFORMS	85.90
Communications	13026	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	64.96
Communications Total				**1,080.85**
Community Development	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER	1,512.00
Community Development	11012	SCG & ASSOCIATES, LLC	LANDSCAPE CONSULTANT	625.00
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES	110.20
Community Development	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	50.94
Community Development	90001	TEMP STAFF REIMB	EDB BREAKFAST REIMBURSEMENT FOR SUPPLIES	29.20
Community Development Total				**2,327.34**
Elections	10639	SCHOESSOW, CARY A.	11 A FRAME ELECTION SIGNS	2,090.00
Elections Total				**2,090.00**
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	1,806.00
Engineering	12322	BAXTER & WOODMAN, INC.	BUDNIK SWMP REVIEW	1,726.25
Engineering	12658	SYMBIONT SCIENCE, ENGINEERING AND CONSTRUCTION INC	GIS SUPPORT & SERVICES	1,302.00
Engineering	12322	BAXTER & WOODMAN, INC.	SWMP REVIEW ENCLAVE VI	429.18
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER	295.78
Engineering	12082	CHEMETRICS INC.	STORM WATER SAMPLE KIT	185.15
Engineering	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	153.02
Engineering	11163	CLIFFORD J DETEMPLE	LATH	64.14
Engineering	11163	CLIFFORD J DETEMPLE	STAKING EQUIPMENT	14.78
Engineering	12651	AMAZON CAPITAL SERVICES, INC	FOLDERS-RETURN SHIPPING FEE (INV #1961-XLCF-3QP6)	7.99
Engineering Total				**5,984.29**
Fire / EMS	10968	RELIANT FIRE APPARATUS INC	TRUCK PARTS	4,674.63
Fire / EMS	11930	AURORA MEDICAL CENTER GRAFTON LLC	MEDICATIONS	833.33
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	794.96
Fire / EMS	10204	CINTAS	ADDITIONAL EXT MAINT	782.03
Fire / EMS	10968	RELIANT FIRE APPARATUS INC	TRUCK PARTS	760.18
Fire / EMS	10683	MATC	TRAINING	700.00
Fire / EMS	10968	RELIANT FIRE APPARATUS INC	TRUCK PARTS	677.44
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	583.09
Fire / EMS	12694	AT&T MOBILITY LLC	CELL SERVICE	512.51
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	454.36
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	364.98
Fire / EMS	10702	MEQUON FIRE & EMS ASSOCIATION	REIMBURSEMENT FOR ST1 & ST2 DEPT SUPPLIES	329.63
Fire / EMS	10968	RELIANT FIRE APPARATUS INC	TRUCK PARTS	323.64
Fire / EMS	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	FF1 TEST X4	320.00
Fire / EMS	10691	MENARDS	WORK SUPPLIES	292.18
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	200.30
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	170.47
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	163.90
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	163.90
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	145.09
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	128.74
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	128.69
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00
Fire / EMS	12628	WILLIAM R EMERY	RECRUITMENT SERVICE	99.00
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	89.65
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	69.65
Fire / EMS	90001	TEMP STAFF REIMB	FUEL REIMBURSEMENT TRAINING IN INDIANA-GRISSOM AFB	60.00
Fire / EMS	12405	TELECOM ONE, INC	PHONE BILL 10/1-10/31/2022 ACCT 10000501831	59.27
Fire / EMS	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	58.85
Fire / EMS	10683	MATC	TRAINING	46.50
Fire / EMS	12768	BONUS INC	SUPPLIES	29.80
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	20.50
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	8.80
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	8.54
Fire / EMS Total				**14,153.61**
Fleet Services	11280	GOODYEAR COMMERICAL TIRE	TIRES	616.64
Fleet Services	12651	AMAZON CAPITAL SERVICES, INC	TIRES AND BLADES FOR TORO	401.49
Fleet Services	10650	LOCHEN CO INC, JOHN P	BEFCO MOWER PARTS	392.27
Fleet Services	10621	LAKESIDE INTERNATIONAL TRUCKS, LLC	INTERNATIONAL TRUCK PARTS	317.60
Fleet Services	10732	MILLER BRADFORD & RISBERG, INC	SKID STEER PARTS	300.58

Fleet Services	10965	REINDERS INC	WORK SUPPLIES	284.62
Fleet Services	10732	MILLER BRADFORD & RISBERG, INC	SKID STEER PARTS	266.80
Fleet Services	12349	MACQUEEN EQUIPMENT INC	SWITCH FOR 321	261.01
Fleet Services	10803	NEWMAN CHEVROLET INC	TRUCK PARTS	258.65
Fleet Services	10639	SCHOESSOW, CARY A.	LETTERS & SIGNS	242.00
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYC	237.00
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	PARTS & SUPPLIES	217.26
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	179.15
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	PARTS & SUPPLIES	166.60
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	PARTS & SUPPLIES	166.60
Fleet Services	10968	RELIANT FIRE APPARATUS INC	FIRE TRUCK PARTS	151.27
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	146.84
Fleet Services	10402	BSOCH AUTOMOTIVE SERVICE SOLUTIONS INC	WORK SUPPLIES-EQUIPMENT	144.40
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	137.26
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	130.99
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	127.28
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	110.24
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	107.19
Fleet Services	10582	KAESTNER AUTO ELECTRIC CO	AUTOMOTIVE ELECTRICAL	103.40
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	101.38
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	97.85
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	84.48
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS	84.25
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS	66.98
Fleet Services	11497	LF GEORGE INC	CHIPPER PARTS	66.45
Fleet Services	10364	FALLS AUTO PARTS AND SUPPLIES INC	AUTO/TRUCK PARTS	66.18
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	WORK SUPPLIES/PARTS	60.60
Fleet Services	12390	ADVANCE AUTO PARTS	AUTO AND TRUCK PARTS	53.45
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK GAS	52.08
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK GAS	52.08
Fleet Services	12624	MATHESON TRI-GAS INC	TORCH TANK GAS	50.40
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	45.20
Fleet Services	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	38.50
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LT TRUCK PARTS	34.91
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	34.29
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	34.29
Fleet Services	10321	EGELHOFF LAWN MOWER SERVICE INC	SMALL ENGINE MOWER	28.60
Fleet Services	10418	GENERAL FIRE EQUIPMENT CO	RADIO PARTS	23.74
Fleet Services	10834	OFFICE DEPOT *	OFFICE SUPPLIES-FLEET	17.21
Fleet Services	10137	BOEHLKE BOTTLED GAS CORP	HARDWARE	8.59
Fleet Services	10732	MILLER BRADFORD & RISBERG, INC	SKID STEER PARTS	6.35
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	BATTERY CORES	-210.00
Fleet Services Total				**6,365.00**
Forestry	12505	ENER-CON INC	BRUSH GRINDING	9,875.00
Forestry	11973	DIAMOND MOWERS, INC.	BLADES FOR BRUSH CUTTER	417.67
Forestry	10909	PORT-A-JOHN, INC.	BRUSH SITE RESTROOM	91.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	70.98
Forestry	11245	WAYSIDE NURSERIES INC	NURSERY SUPPLIES	25.50
Forestry Total				**10,480.15**
General Fund - General Activites	90007	MISC REFUNDS	LIFESTORAGE ESCROW DEPOSIT REFUND	15,740.00
General Fund - General Activites	90007	MISC REFUNDS	ESCROW RELEASE DRAINAGE FINANCIAL GUARANTEE	11,067.50
General Fund - General Activites	90007	MISC REFUNDS	ROAD BOND DEPOSIT REFUND FOR FILL PERMIT	5,000.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	3,497.87
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 10/14/2022	2,220.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/14/22	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/28/22	1,240.09
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 10/14/2022	816.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 10/28/2022	816.00
General Fund - General Activites	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 10/14/2022	720.00
General Fund - General Activites	90002	PARK REFUNDS	SEC DEPOSIT REFUND N REUTER PAVILION 9/30-10/3/22	600.00
General Fund - General Activites	90002	PARK REFUNDS	SEC DEPOSIT REFUND RIVER BARN PAVILION 10/1/22	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND SEC DEPOSIT RIVER BARN PARK 10/8/22	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT N REUTER PAVILION 10/14-10/15/22	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT RIVER BARN SOMMER PAVILION 10/15/22	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT RIVER BARN SOMMER PAVILION 10/22/22	200.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT RIVER BARN SOMMER PAVILION 10/20/22	200.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 6183 & 6193 W FOXTOWN DR	192.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11090 N WESTON DR #200	155.00
General Fund - General Activites	10850	OZAUKEE COUNTY CLERK OF CIRCUIT COURT	BOND	150.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10545 N CONEFLOWER DR	138.00
General Fund - General Activites	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 10/14/2022	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11266 N LAKEVIEW/1419 WESTPORT	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10324 SAVANNAH/10705 N MAGNOLIA	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8320 FREISTADT/10448 PORT WASH	120.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	119.20
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT NOVEMBER	112.68
General Fund - General Activites	90002	PARK REFUNDS	REFUND SEC DEPOSIT ROTARY PARK 10/4/22	100.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND DUPLICATE HVAC PERMIT H18345	91.24
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8414 W HILLVIEW DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11344 N LAKE SHORE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1629 W RIVER OAKS LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2050 W RAEL DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 13111 N PORT WASHINGTON RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3917 W HAVEN AVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11266 N LAKEVIEW PLACE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11217 N SHORECLIFF LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1425 W BEL MAR DRIVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 5630 W BONNIWELL RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3955 W MEQUON RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 13837 N LAKE SHORE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3148 W RANCH RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 13837 N LAKE SHORE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 4110 W FREISTADT RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11358 N GLENWOOD DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12340 N GRANVILLE RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3955 W MEQUON RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11411 N PARKVIEW DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 706 W RUSSETT LANE	60.00

General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8400 W FREISTADT RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12743 N YVONNE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3405 W GRACE AVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 4720 W KATHLEEN LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12116 W DONGES BAY RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11066 N SUTTON RIDGE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 13839 N LAKE SHORE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10482 N HIDDEN CREEK CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10640 N IVY CT #12	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 737 W GLEN OAKS LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10771 N WHITETAIL CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11435 N COUNTRY VIEW DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3041 W RENEE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11611 N EUGENE AVE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11450 N RIVERLAND RD	60.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND PARK RENTAL FOR RENNICKE BALL FIELD 9/17/22	50.00
General Fund - General Activites	10610	L A W HEALTH BENEFIT TRUST	MEQUON PAYROLL 2222C 10/28/2022 GRAYCAREK	10.00
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT N REUTER PAVILION 10/14-10/15/22	-5.50
General Fund - General Activites	90002	PARK REFUNDS	REFUND DEPOSIT N REUTER PAVILION 10/14-10/15/22	-100.00
General Fund - General Activites Total				**47,750.17**
General Government Other	12938	COMPLEX SECURITY SOLUTIONS INC	CITY HALL DOOR PROJECT PER RES	10,038.53
General Government Other	12127	DOOR MASTER GARAGE DOOR CO, LLC.	STATION 1 DOOR REPAIR	6,934.00
General Government Other Total				**16,972.53**
Highway	12230	COMPASS MINERALS AMERICA INC.	GUARRANTEED EARLY FILL ROAD SA	44,151.09
Highway	13025	BAUMHARDT SAND & GRAVEL INC	CURB ABD GUTTER INLET REPAIRS	16,900.00
Highway	13025	BAUMHARDT SAND & GRAVEL INC	CURB ABD GUTTER INLET REPAIRS	7,385.00
Highway	12997	MUNSON INC	ASPHALT PATCHING	6,043.00
Highway	12753	DTN LLC	TELVENT WEATHER SERVICE SUBSCR	2,445.12
Highway	10051	AMERICAN SIGNAL CORPORATION	SIREN MAINTENANCE	2,100.00
Highway	10129	BLIFFERT LUMBER & FUEL CO	WHITE CEDAR POSTS	1,861.80
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	1,360.17
Highway	10123	BIRCHWOOD SNOW & LANDSCAPE CONTRACTORS	GRASS CUTTING	920.00
Highway	11089	STARK PAVEMENT CORPORATION	ASPHALT	899.79
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	746.41
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	689.41
Highway	10878	PAYNE & DOLAN INC	ASPHALT	588.33
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	580.81
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	336.00
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPING SUPPLIES	328.77
Highway	11195	USIC LOCATING SERVICES INC	LOCATES	209.37
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	132.12
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	101.90
Highway	11500	JAMES HEIDEN	STRAW	100.00
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	80.00
Highway	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	79.72
Highway	10172	CARLIN SALES CORP	LANDSCAPING/TOOLS	79.10
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPING SUPPLIES	67.08
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	55.88
Highway	11006	SAFETYMART	SAFETY SUPPLIES	47.14
Highway	10172	CARLIN SALES CORP	LANDSCAPING/TOOLS	32.00
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS	27.96
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	21.56
Highway	10321	EGELHOFF LAWN MOWER SERVICE INC	PARTS AND SUPPLIES	16.90
Highway	10287	DIGGERS HOTLINE INC	LOCATING	12.18
Highway	10368	FASTENAL COMPANY	SUPPLIES-STREET MAINTENANCE	12.00
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS	9.94
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS	9.58
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS	7.99
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	5.39
Highway Total				**88,443.51**
Human Resources	11830	ORGANIZATION DEVELOPMENT CONSULTANTS INC	Pre-employ Psych Eval Inv #13472, #13506, & #13520	1,900.00
Human Resources	12882	AURORA MEDICAL GROUP INC	Pre-Employment Testing	421.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Servic	320.26
Human Resources	12651	AMAZON CAPITAL SERVICES, INC	HR Specific Supplies	35.99
Human Resources	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	26.39
Human Resources Total				**2,703.64**
Information Services	11701	TYLER TECHNOLOGIES INC	Munis Annual Licensing Contrac	44,094.45
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,	5,688.00
Information Services	13031	GLYKKA LLC	E-Signature Tool	3,960.00
Information Services	12448	THE OFFICE TECHNOLOGY GROUP	OTG - PC Softwares, Security,	1,910.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net	895.00
Information Services	12405	TELECOM ONE, INC	PHONE BILL 10/1-10/31/2022 ACCT 10000501831	296.37
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	ISCorp - Internet Service	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC	150.14
Information Services	12651	AMAZON CAPITAL SERVICES, INC	GROUND LOOP NOISE ISOLATOR FOR CAR AUDIO	25.47
Information Services	12651	AMAZON CAPITAL SERVICES, INC	UNI DIRECTIONAL DISPLAY PORT TO HDMI	14.38
Information Services	12651	AMAZON CAPITAL SERVICES, INC	HDMI TO DVI ADAPTER CABLE	11.98
Information Services Total				**57,245.79**
Inspections	12523	LAKE COUNTRY INSPECTIONS LLC	INSPECTIONS - BOB BLANKENHEIM	800.00
Inspections	11978	SCOTT J. PINZER	ENFORCEMENT OFFICER	488.00
Inspections	11288	WIS DEPT OF ADMINISTRATION	STATE SEALS - 10	335.41
Inspections	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	126.14
Inspections	10824	NORTHSTAR PRINTING & GRAPHICS	NORTHSTAR CARDS FOR GREG & CEN	73.70
Inspections Total				**1,823.25**
Legal Counsel	13055	CONCURRENCE ADR LLC	INDEPENDENT INVESTIGATION PD COMPLAINT	9,735.00
Legal Counsel Total				**9,735.00**
Parks	12895	STEVEN MARK BEHNKE	FIELD MAINTENANCE CONTRACT PER	31,750.00
Parks	10639	SCHOESSOW, CARY A.	SIGNS	2,993.00
Parks	10572	JOHNSON'S NURSERY INC	BOULEVARD PLANTINGS	1,321.75
Parks	10677	MARINE BIOCHEMISTS	ROTARY PERMITS & POND TREATMEN	1,049.00
Parks	10572	JOHNSON'S NURSERY INC	BOULEVARD PLANTINGS	930.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	220.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	220.00
Parks	10886	PEST ARREST EXTERMINATING	2 NESTS AT ROTARY PARK	130.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	110.00
Parks	10909	PORT-A-JOHN, INC.	PORTABLE TOILETS	110.00
Parks	10691	MENARDS	HARDWARE & SUPPLIES	108.52
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	65.12

Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	65.12
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	65.12
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	53.29
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	50.18
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	50.16
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	50.16
Parks	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	41.05
Parks	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	38.50
Parks	12651	AMAZON CAPITAL SERVICES, INC	PARKS SUPPLIES	26.35
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	20.66
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	4.00
Parks Total				**39,471.98**
Police	12228	GORDIE BOUCHER VILLAGE FORD	SQUAD MAINTENANCE	1,168.43
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ TIME SYSTEM ACCESS	677.25
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	604.34
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	475.56
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	392.87
Police	13056	COUNTY OF SHEBOYGAN	TRAINING	345.00
Police	12405	TELECOM ONE, INC	PHONE BILL 10/1-10/31/2022 ACCT 10000501831	237.09
Police	10708	MEQUON POLICE-PETTY CASH	PD PETTY CASH REIMBUSEMENT WORK SUPPLIES/TRAINING	200.91
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	195.00
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE	175.00
Police	11470	GATEWAY TECHNICAL COLLEGE	TRAINING	175.00
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	165.57
Police	10426	GIERACH'S SERVICE INC	TOWING SERVICE	165.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	105.00
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	90001	TEMP STAFF REIMB	GAS REIMBURSEMENT TRAINING 9/18-9/21-22	87.84
Police	10866	WISCONSIN HUMANE SOCIETY	STRAY ANIMAL SERVICES	85.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT WLECHA TRAINING 9/18-9/21/22	84.22
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT ALERRT TRAINING 9/19-9/23/22	74.51
Police	10909	PORT-A-JOHN, INC.	PORT A JOHN RENTAL	67.00
Police	90001	TEMP STAFF REIMB	REIMBUSEMENT ALERRT TRAINING 8/29-9/2/22	60.00
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	57.24
Police	12920	CHARTER COMMUNICATIONS HOLDINGS LLC	SEARCH WARRANT	50.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	43.74
Police	90001	TEMP STAFF REIMB	REIMBURSE ACTIVE SHOOTER TRAINING 10/17-10/19/22	41.91
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT ICS 300 TRAINING 10/4-10/6/22	39.12
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT NTOA TRAINING 9/27/2022	39.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	28.17
Police	11114	T MOBILE	PHONE RECORDS	25.00
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT PEER TRAINING 9/28-9/29/22	24.08
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT PEER TRAINING 9/28-9/29/22	22.43
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	20.36
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	20.36
Police	10708	MEQUON POLICE-PETTY CASH	PD PETTY CASH REIMBUSEMENT WORK SUPPLIES/TRAINING	13.97
Police	12768	BONUS INC	HOSPITALITY	13.46
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	12.99
Police Total				**6,157.34**
Public Safety Equipment	11094	LAWRENCE F FILO	K9 BOARDING / TRAINING	950.00
Public Safety Equipment	11101	STREICHER'S INC	UNIFORMS / POLICE EQUIPMENT	276.00
Public Safety Equipment Total				**1,226.00**
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	1,413.00
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	1,413.00
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	1,167.50
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	1,167.50
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	210.00
Public Works Other	11245	WAYSIDE NURSERIES INC	STREET TREE REPLACEMENT PROGRA	210.00
Public Works Other Total				**5,581.00**
Sewer General Activities	12901	ROBERT BAIRD and CO.	SEWER REFUND UB ACCOUNT 609300	3,723.59
Sewer General Activities	13053	VAYSFELD, SIMON	UB SANITARY SEWER RETURN ACCT 800045	1,367.98
Sewer General Activities	13058	ARING RAVINE, LLC	UB ACCOUNT 801268 REFUND	1,242.52
Sewer General Activities	13032	SHELTON, DENISE	UB ACCT 635300 REFUND	654.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	259.34
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/14/22	111.46
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/28/22	111.46
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 10/14/2022	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 10/28/2022	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT NOVEMBER	13.76
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	10.40
Sewer General Activities Total				**7,614.51**
Sewer UT Operations	10743	MILW METRO SEWERAGE DIST	QUARTERLY SANITARY UTILITY BILL (#3263)	374,811.27
Sewer UT Operations	11217	VISU-SEWER INC	SAN REHAB H&F(#2598)	120,114.04
Sewer UT Operations	12607	GREAT LAKES TV SEAL INC	CLEAN AND CCTV LATERALS - LAC DU COURS (#3442)	69,764.89
Sewer UT Operations	10154	BROWN & CALDWELL	SAN REHAB (#3744) PER RES 3911	17,675.50
Sewer UT Operations	11044	SHERWIN INDUSTRIES INC	MASTIC FOR WATER BOXES	5,703.75
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	LS O DESIGN (#3491)	5,619.84
Sewer UT Operations	10722	MID-AMERICAN RESEARCH CHEMICAL	WETWELL DEGREASERS	5,515.00
Sewer UT Operations	10585	KAPUR & ASSOCOCIATES INC	SMH INSPECTIONS (3501-22)	4,554.00
Sewer UT Operations	11062	RASMITH, INC	SEWER LATERAL CONTRACTS #3566	3,847.75
Sewer UT Operations	12690	APPLIED TECHNOLOGIES INC	LS E SITE SELECTION MEMO (#3616-E)	3,440.00
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	RANCH RD LS E BACK-UP PUMP SYS (#3616)	3,089.56
Sewer UT Operations	11044	SHERWIN INDUSTRIES INC	MANHOLE MASTIC MACHINE RENTAL	2,200.00
Sewer UT Operations	11062	RASMITH, INC	ON CALL INSPECTION - RES 3947	1,659.38
Sewer UT Operations	12225	PRIMADATA	Q3 SEWER FLAT UTILITY BILLS	1,093.55
Sewer UT Operations	11062	RASMITH, INC	ETS FLOW MONITORING (#3780)	644.50
Sewer UT Operations	11177	UNITED DISPOSAL SERVICES LLC	DUMPSTER FEES	510.00
Sewer UT Operations	12325	VERONA SAFETY SUPPLY, INC.	CALIBRATION GAS & SENSORS	439.24
Sewer UT Operations	12225	PRIMADATA	Q3 WATER & SEWER VOLUME BILLS	359.21
Sewer UT Operations	11062	RASMITH, INC	INSPECT #2598-CM PER RES 3906	354.38
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	WATER & SEWER Q3 BILLS VOLUMETRIC	238.68
Sewer UT Operations	12232	BAYSIDE PRINTING INC.	SEWER FLAT Q3 BILLS	234.86
Sewer UT Operations	10686	MCCONN INC	HANDWIPES, SANITARY GLOVES	192.00
Sewer UT Operations	10330	ELLSWORTH CO INC, JOHN M	JET FILL HOSE	177.00
Sewer UT Operations	10230	CONLEY PUBLISHING GROUP LTD	ADS FOR 2022 SANITARY WORK (#3616)	161.43
Sewer UT Operations	10172	CARLIN SALES CORP	LANDSCAPE SUPPLIES	134.45
Sewer UT Operations	12482	CITY OF MILWAUKEE-DPW	PER SEWER AGREEMENT 2531	74.00

Attachment: October 2022 AP Vendor Listing by Dept (7870 : October 2022 Vouchers Paid List)

Sewer UT Operations	11165	UNITED STATES CELLULAR CORPORATION	CELL PHONE MONTHLY BILLING	63.87
Sewer UT Operations	10137	BOEHLKE BOTTLED GAS CORP	MISC. SUPPLIES	27.91
Sewer UT Operations	12883	PB HAHN & CO INC	STATION SUPPLIES	21.57
Sewer UT Operations Total				**622,721.63**
Special Events	90007	MISC REFUNDS	REFUND OF SPONSORSHIP OVERPAYMENT	2,000.00
Special Events	13054	BEYOND THE DESIGN LLC	MEQUON WINTER WONDERLAND 2022	705.00
Special Events	90007	MISC REFUNDS	FACEBOOK ADS FOR TASTE OF MEQUON	176.37
Special Events	10230	CONLEY PUBLISHING GROUP LTD	ADVERTISEMENT IN THE PAPER	62.52
Special Events	90007	MISC REFUNDS	TASTE OF MEQUON FACEBOOK ADS	25.00
Special Events	12651	AMAZON CAPITAL SERVICES, INC	QUALITY PARK REDI SEAL CATALOG ENVELOPE	24.99
Special Events Total				**2,993.88**
TIF 3	12879	R.H. BATTERMAN & CO INC	MEQUON RD/OIT XING DESIGN (RES	52,362.50
TIF 3	12736	FOXTOWN CENTER LLC	REIMBURSEMENT OF 4% HOLDBACK RES #3765 09.08.2020	12,211.29
TIF 3 Total				**64,573.79**
Water general Activities	13050	SOBELMAN, DAVID	CREDIT FOR UTILITY ACCT 152001	4,038.52
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	1,200.00
Water general Activities	12734	UNITED SYSTEMS & SOFTWARE, INC.	OPENWAY RIVA PIT MODULE/PROGRA	226.80
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/14/22	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 10/28/22	111.46
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	25.91
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 11/1-11/30/22	1.60
Water general Activities Total				**5,715.75**
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	69,792.62
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	19,376.59
Water UT Operations	12878	GRUNAU COMPANY INC	VALVE INSTALL	13,408.91
Water UT Operations	12933	VEIT & COMPANY INC	WATERMAIN BREAK REPAIR	12,572.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	8,181.27
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	4,840.00
Water UT Operations	11195	USIC LOCATING SERVICES INC	LOCATING	4,689.34
Water UT Operations	10994	ROZGA PLUMBING & HEATING CORP	HYDRANT VALUE REPLACE	4,099.00
Water UT Operations	10938	PUBLIC SERVICE COMMISSION OF	ANNUAL FEE	3,510.08
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	2,835.35
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	2,397.16
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	2,371.38
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	2,200.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	2,000.00
Water UT Operations	11044	SHERWIN INDUSTRIES INC	MASTIC FOR WATER BOXES	1,901.25
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	1,804.31
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	1,035.00
Water UT Operations	12225	PRIMADATA	Q3 SEWER FLAT UTILITY BILLS	729.03
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING	673.38
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	612.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	600.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	515.52
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	463.97
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	400.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	360.86
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	277.90
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	257.76
Water UT Operations	12225	PRIMADATA	Q3 WATER & SEWER VOLUME BILLS	239.47
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	206.21
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	200.00
Water UT Operations	12232	BAYSIDE PRINTING INC.	WATER & SEWER Q3 BILLS VOLUMETRIC	159.12
Water UT Operations	12232	BAYSIDE PRINTING INC.	SEWER FLAT Q3 BILLS	156.58
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	154.66
Water UT Operations	12883	PB HAHN & CO INC	MAINS/HYDRANTS/SERVICES	65.10
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 9/2022	51.55
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	38.22
Water UT Operations	12883	PB HAHN & CO INC	MAINS/HYDRANTS/SERVICES	6.59
Water UT Operations Total				**164,282.18**

Attachment: October 2022 AP Vendor Listing by Dept (7870 : October 2022 Vouchers Paid List)

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:	**Marie Keyser, Assistant to the Finance Director**
DATE:	**November 9, 2022**
SUBJECT:	**2022 YTD Investment Report as of 9/30/2022**

Attachments:
Q3 2022 for Acella (PDF)
City of Mequon Financial Policy - Investment Policy (PDF)

11333 N. Cedarburg Rd 60W
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: Marie Keyser, Assistant to the Finance Director
DATE: November 9, 2022
SUBJECT: Quarterly Investment Report (July 1, 2022 – September 30, 2022)

Background

The City of Mequon Investment Policy requires that the Finance - Personnel Committee receive quarterly investment reports. The purpose of this report is to provide a means for committee members and staff to regularly review and monitor the City's investment position, and to demonstrate compliance with the City's Investment Policy.

The City is continuing to invest pursuant to the Investment Policy. The City's long-term funds are invested in a variety of instruments managed by Dana Investment Advisors. These investment instruments include US Agencies, corporate bonds, and mortgage-backed securities. The primary focus and order of priority is safety and preservation of principal, liquidity, and attaining a market rate of return. Starting in May 2022, the City invested the 2022A G.O. Note proceeds with Ehlers Public Finance Advisors as a way to compare the two investment advisors. The primary focus is the same as Dana Investment Advisors in terms of safety and preservation of principal and liquidity but with shorter maturities.

The investments controlled by Dana saw a quarterly end market value of $13,906,811. After three quarters, this is an increase of $4,704,588 from the 2021 year-end balance. The City transferred $5,000,000 to the investment account in Quarter 2, 2022, thus the market impact was a decrease of $72,155 for Quarter 3. The investments controlled by Ehlers saw a quarter-end market value of $7,824,413 of which $9,536,388 was initially invested in May 2022. $1,710,000 was liquidated from the portfolio in Quarter 3 to fund the Highland Road Interchange project.

The three-year treasury at the end of the second quarter was 4.25%. The quarter-end weighted averages for the City's Dana portfolio are:

	Qtr 4 2021	Qtr 1 2022	Qtr 2 2022	Qtr 3 2022
Average Yield to Maturity (%)	1.11	2.57	3.48	4.48
Average Maturity (Years)	3.54	3.62	3.19	2.09
Average Coupon (%)	1.63	1.65	2.00	2.34

The City recognized $29,637 of interest revenue in the three months ending September 30, 2022.

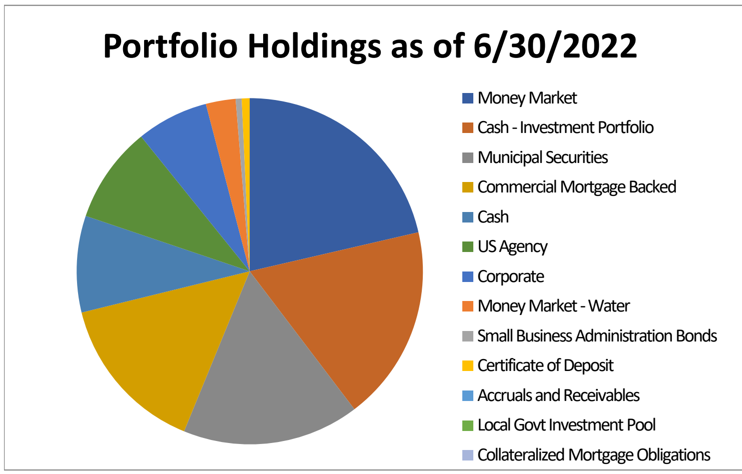
It is staff's determination that for the quarter ended September 30, 2022, the City's individual portfolios and the combined portfolio continue to comply with both the City's investment policy and Wisconsin State Statue 66.0603.

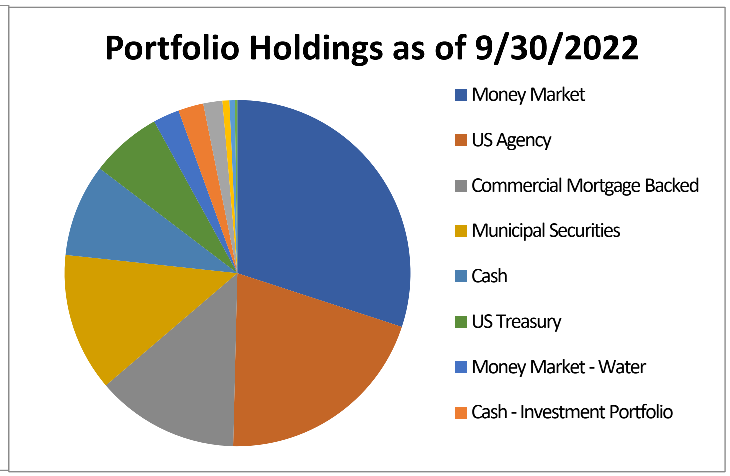
Recommendation

None

City of Mequon
Distribution by Security Sector - Market Value

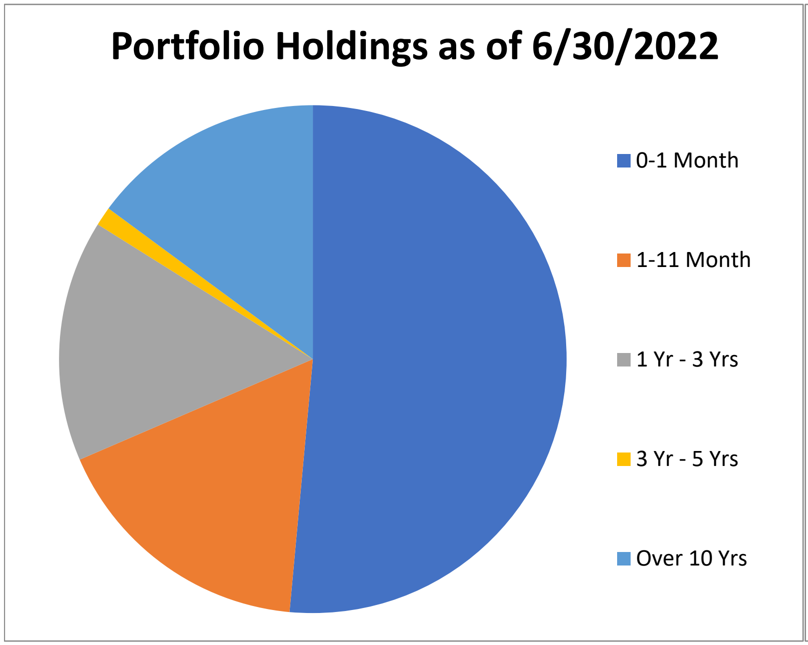
Security Sector	Market Value 6/30/2022	% of Portfolio 6/30/2022	Market Value 9/30/2022	% of Portfolio 9/30/2022
Cash - Investment Portfolio	6,039,507.22	17.52%	872,615.69	2.36%
Certificate of Deposit	249,194.03	0.72%	247,362.17	0.67%
Municipal Securities	5,457,039.79	15.83%	4,768,186.59	12.91%
US Agency	2,971,075.89	8.62%	7,517,910.68	20.35%
US Treasury	1,372,439.57	3.98%	2,454,375.70	6.64%
Corporate	2,224,320.10	6.45%	654,540.62	1.77%
Commercial Mortgage Backed	4,948,363.06	14.35%	4,942,065.02	13.38%
Small Business Administration Bonds	185,260.21	0.54%	181,036.90	0.49%
Accruals and Receivables	64,848.93	0.19%	93,130.64	0.25%
Cash	2,987,165.24	8.66%	3,199,412.89	8.66%
Money Market	7,066,758.92	20.50%	11,093,291.56	30.03%
Local Govt Investment Pool	1,393.86	0.00%	1,401.84	0.00%
Money Market - Water	912,576.92	2.65%	912,235.61	2.47%
Total	34,479,943.74	100.00%	36,937,565.91	100.00%

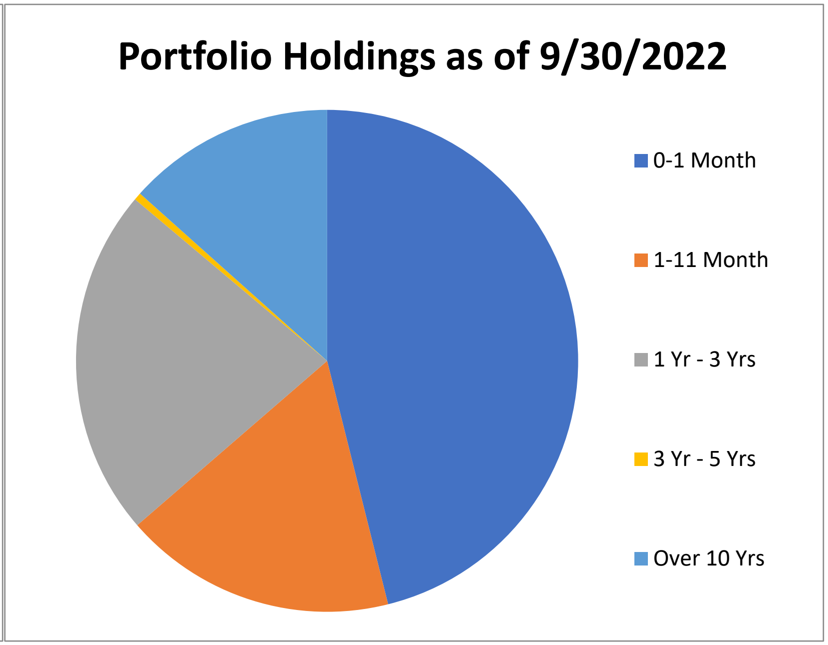




City of Mequon
Distribution by Maturity - Market Value

Security Sector	Market Value 6/30/2022	% of Portfolio 6/30/2022	Market Value 9/30/2022	% of Portfolio 9/30/2022
0-1 Month	17,743,626.09	51.46%	17,027,361.38	46.10%
1-11 Month	5,882,890.46	17.06%	6,479,703.66	17.54%
1 Yr - 3 Yrs	5,304,551.57	15.38%	8,307,398.95	22.49%
3 Yr - 5 Yrs	415,252.35	1.20%	181,036.90	0.49%
Over 10 Yrs	5,133,623.27	14.89%	4,942,065.02	13.38%
Total	34,479,943.74	100.00%	36,937,565.91	100.00%





Dana Investment Advisors, Inc.
PORTFOLIO SUMMARY

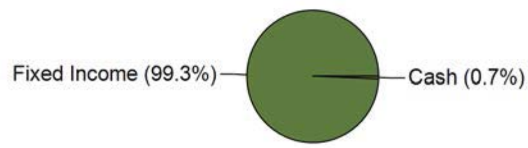
THE WISE CHOICE

From: June 30, 2022 to September 30, 2

Portfolio: 3876m - City of Mequon

Portfolio Allocation Summary

	Market 09/30/22	% of Assets	Estimated Income	Current Yield
Short Term Investments	90,943	.7	664	.73
Treasury Bonds	1,113,115	8.0	14,063	1.27
Agency Bonds	7,368,226	53.0	168,818	2.30
Small Business Administration Bonds	181,672	1.3	3,867	2.14
Mortgage Bonds	4,956,287	35.7	134,512	2.72
Corporate Bonds	196,796	1.4	6,600	3.37
Total Portfolio	13,907,040	100.0	328,523	2.37



Account Activity Summary

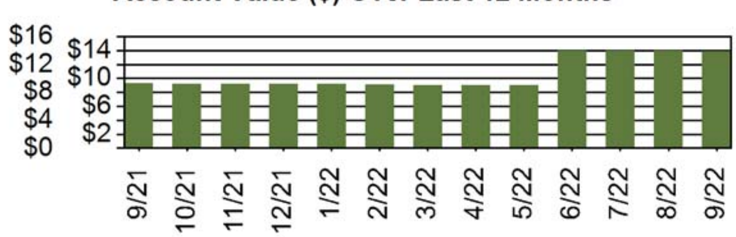
Portfolio Value on 06/30/2022		$13,979,070.24
Contributions/Withdrawals	($4,208.69)	
Investment Income	$37,724.66	
Unrealized Gain/Loss	($128,236.76)	
Realized Gain/Loss	($6,069.75)	
Change in Accrued Income	$28,760.17	
Portfolio Value on 09/30/2022		$13,907,039.87
Total Gain	($67,821.68)	
Annualized Cash Flow Yield	1.47 %	

Performance Summary-Time Weighted Returns

Portfolio Performance (%) Gross of Fees

	Quarter To Date
Total	-0.49

Account Value ($) Over Last 12 Months



After experiencing a mid-quarter rebound, the equity markets finished the third quarter of 2022 with relatively weak performance as investors continue to react to higher interest rates and the prospect of a weaker economy going forward. The Federal Reserve's tone and resolve to raise rates as asset prices have dropped caused investors to worry that the tightening cycle may go further than previously expected. The S&P 500 Index lost -4.88% during the quarter. Growth stocks outperformed value stocks during the period as the Russell 1000 Growth Index lost -3.60%, while the Russell 1000 Value Index dropped -5.62%. International stocks struggled more than domestic equities as the EAFE Index lost -9.29% for the quarter.

Fixed income markets also struggled during the third quarter on a total return basis with negative returns in most sectors as yields significantly increased during the period. The Aggregate Taxable and Municipal Bond Indexes lost -4.75% and -3.46% respectively for the quarter. While the markets had already reacted to significant increases in the Fed Funds rate by moving yields higher during the first half of the year, inflation has been slow to react to the tighter monetary conditions. This has caused market participants to revise their outlook to assume the FOMC will need to take the Fed Funds rate to over 4.00% before being able to pause their rate increases. It is important to recognize this rate reset is a long-term positive for fixed income investors as yields are higher now than they have been for the last 15 years. While rising rates have made for a challenging market environment year to date, we believe the markets have priced most of the tightening cycle into current valuations, and we're finding compelling yields and attractive income opportunities.

While the U.S. economy remains resilient, inflation remains elevated and growth appears to be slowing. In particular, the housing market has slowed as mortgage rates have increased to the highest level in 20 years. Consumers have been hit hard by inflation, and increasing credit card balances suggest that the higher cost of living is beginning to have a negative effect on discretionary spending. With the stock market experiencing increased volatility and the bond market facing a rising-rate environment, it is important to maintain a long-term perspective and focus on appropriate risk and return opportunities. Looking ahead, the markets are likely to remain volatile as companies report quarterly earnings and share their outlooks within an uncertain environment. While this can be stressful for investors, this may lead to more opportunities for active managers like Dana to buy great companies at better values.

Thank you for the confidence you have placed in Dana Investment Advisors, and please contact us with any questions or changes to your investment objectives.

Cash/Money Market Accounts for the Quarter Ending 9/30/22

	General Fund	Sewer Fund	Water Fund	Capital Project Fund	ARPA Fund	Revolving Loan Fund	Debt Srvc/Other Funds	Total
Beg Cash 7/01/22	**536,614**	**2,977,246**	**1,103,143**	**129,412**	**212,562**	**447,747**	**5,561,621**	**10,968,345**
								-
Receipts								
Property Tax	5,991,088	-	-	-	-	-	-	5,991,088
City Generated	1,012,346	1,003,399	2,360,501	1,180,507	-	16,363	101,465	5,674,581
State/Fed Funding	753,884	-	-	61,171	-	-	-	815,055
Investment	4,509	9,826	119	458	294	53	15,278	30,538
Total Receipts	7,761,828	1,013,224	2,360,621	1,242,136	294	16,416	116,743	12,511,262
Expenditures								
Payroll & Benefits	(3,404,122)	(178,255)	(21,308)	-	-	-	-	(3,603,684)
Accounts Payable	(1,069,065)	(1,057,225)	(586,574)	(1,044,040)	-	(1,600)	(39,226)	(3,797,730)
Other/Transfer	(0)	(1,468,325)	(0)	1,710,000	-	(98,200)	(1,015,326)	(871,851)
Total Expenditures	(4,473,187)	(2,703,805)	(607,882)	665,960	-	(99,800)	(1,054,552)	(8,273,265)
End Cash 9/30/22	**3,825,255**	**1,286,666**	**2,855,882**	**2,037,508**	**212,857**	**364,363**	**4,623,812**	**15,206,342**

Notes:

PROPERTY TAX: 2021 Property Tax $6M finalized in August with Ozaukee County.
SEWER: Issued $1.5M principal and interest payment on 2018 debt.
CAPITAL PROJECTS: $1.7M draw from Ehlers (debt proceeds) to pay for the Highland Road Interchange.
REVOLVING LOAN: Issued $100k loan to Mind+Neurology.
DEBT SVC/OTHER: $1M of principal and interest payments on various debt issued.

DANA Investment Advisors

PORTFOLIO AND ECONOMIC UPDATE

City of
MEQUON
WISCONSIN
Mek-wahn

AS OF SEPTEMBER 30, 2022

CITY OF
MEQUON

DANA Investment Advisors

Contact

Ellen Roberts
Senior Vice President
(262) 780-6094
Ellen@DanaInvestment.com

Matthew Slowinski, CFA
Senior Vice President – Portfolio Manager
(262) 782-6091
Matt@DanaInvestment.com

DANA INVESTMENT ADVISORS

Dana Investment Advisors was built on the belief that adhering to a defined investment process allows our professionals to focus on the fundamentals of consistent outperformance through security selection.

Pensions&Investments 2021 BEST PLACES TO WORK IN MONEY MANAGEMENT

- Founded in 1980
- Employee-owned
- Equity, taxable and tax-exempt fixed income, and ESG asset manager
- $6.5 billion of assets under advisement as of September 30, 2022
- Headquartered in Brookfield, Wisconsin

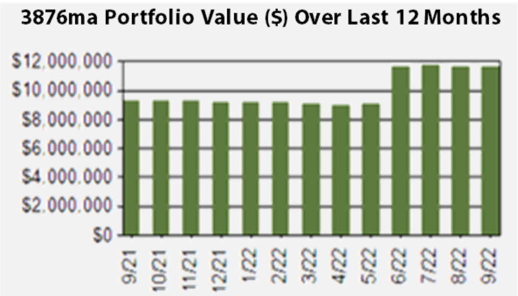
We've never wavered from our goal of providing above-market returns while reducing volatility for our clients.

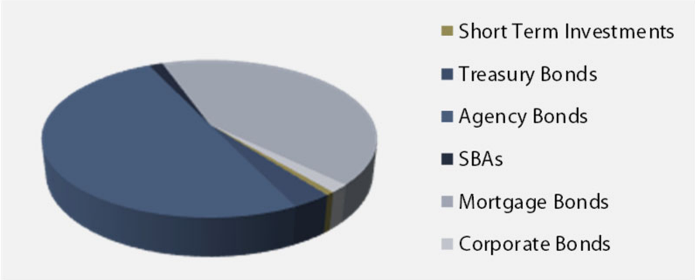
CITY OF MEQUON

PORTFOLIO SUMMARY

3876ma - City of Mequon Limited Volatility Activity 04/10/2019 to 09/30/2022	@ Maket	@ Cost
Portfolio Value on 04/10/2019	**$ 8,820,754**	**$ 8,745,188**
Contributions/Withdrawals	2,670,063	2,670,063
Investment Income	662,725	662,725
Unrealized Gain/Loss	(460,794)	0
Realized Gain/Loss	(80,727)	(114,600)
Change in Accrued Income	2,361	2,361
Portfolio Value on 09/30/2022	**$ 11,614,382**	**$ 11,965,738**
Total Gain	84,698	511,619

Portfolio Allocation (@ market) Data as of 09/30/2022	3876ma - City of Mequon Limited Volatility Market Value	% Assets	Income
Short Term Investments	79,768	0.7	593
Treasury Bonds	376,686	3.2	7,500
Agency Bonds	5,823,172	50.1	117,618
Small Business Administration Bonds	181,672	1.6	3,867
Mortgage Bonds	4,956,287	42.7	134,512
Corporate Bonds	196,796	1.7	6,600
Total Portfolio	**$11,614,382**	**100.0**	**$270,689**



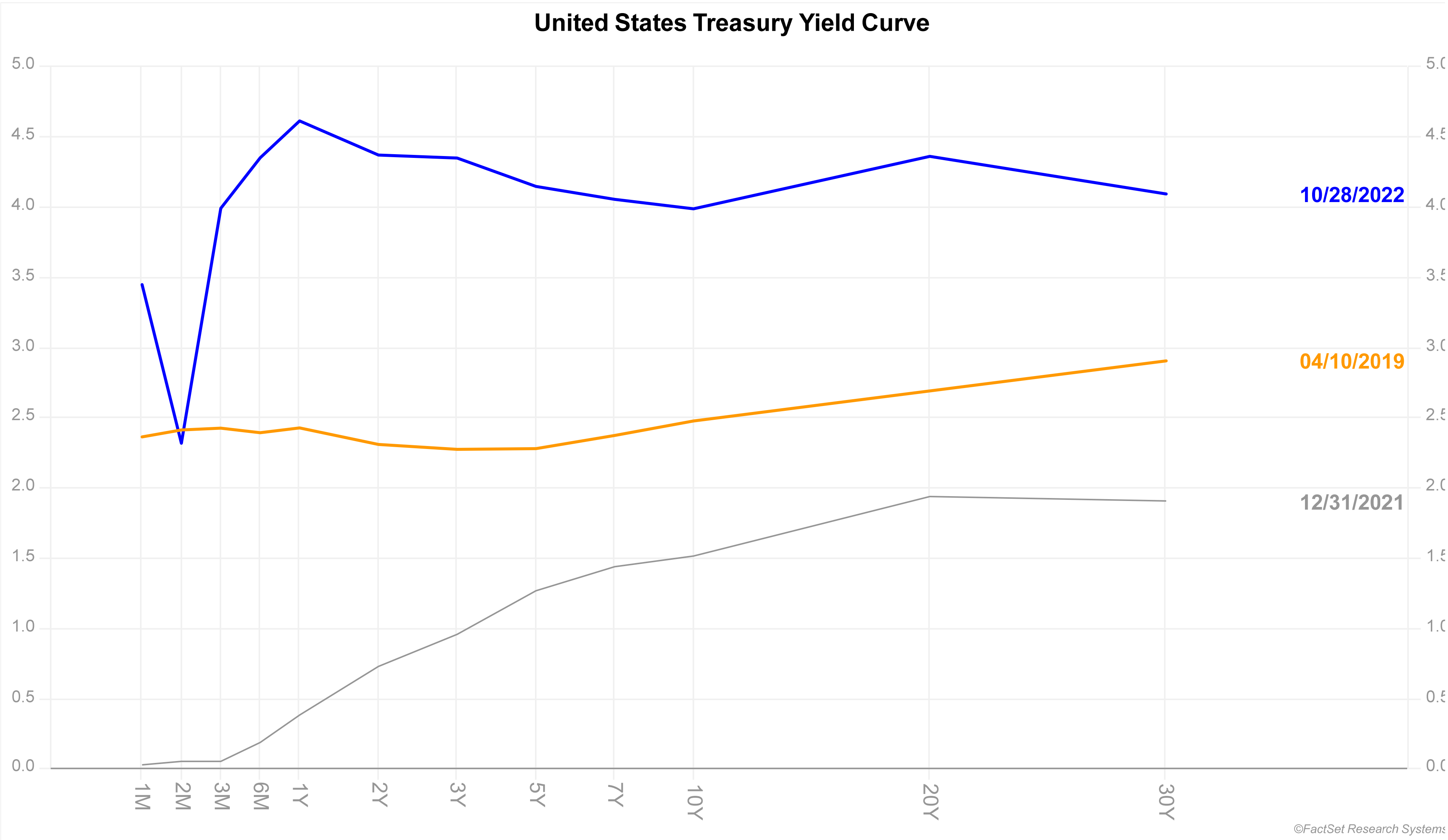


Data as of September 30, 2022 (net of fees)	Unannualized Total Return Q3 2022	Year-to-Date	Calendar 2021	3 Year	Since Inception	Bond Characteristics (gross of fees) Credit Quality	Yield to Worst	Average Coupon	Effective Duration	Book Yield
3876ma - City of Mequon Limited Volatility	-0.553	-2.902	-0.198	-0.262	0.339	Aaa	4.557	2.301	1.698	3.132
3876mb - City of Mequon ARF	-	-	-	-	-	Aaa	4.108	2.514	0.853	3.248
ICE BofAML 1-3 Year Treasury Index	-1.561	-4.352	-0.555	-0.479	0.162	Aaa	4.282	1.649	1.830	-
ICE BofAML 1 Year Treasury Index	-0.498	-1.766	-0.074	0.179	0.575	Aaa	4.282	0.250	0.978	-

† portfolio total return is shown net of fees. Inception is 04/10/2019.
See Important Disclosure Information.

CITY OF MEQUON

TREASURY YIELD CURVE



Mequon Limited Volatility Portfolio (3875ma)Inception is 04/10/2019.

Source: Dana Investment Advisors and FactSet Research Systems. FactSet graph updated 10/27/2022.

GDP Growth Decelerates:

- U.S. GDP growth forecast for Q3 moved lower from earlier in the year to 1.5% from Q2 forecast of 2.2%.
- Full Year 2022 GDP projected to grow 1.7% which is below trend, 2023 also expected to below trend.

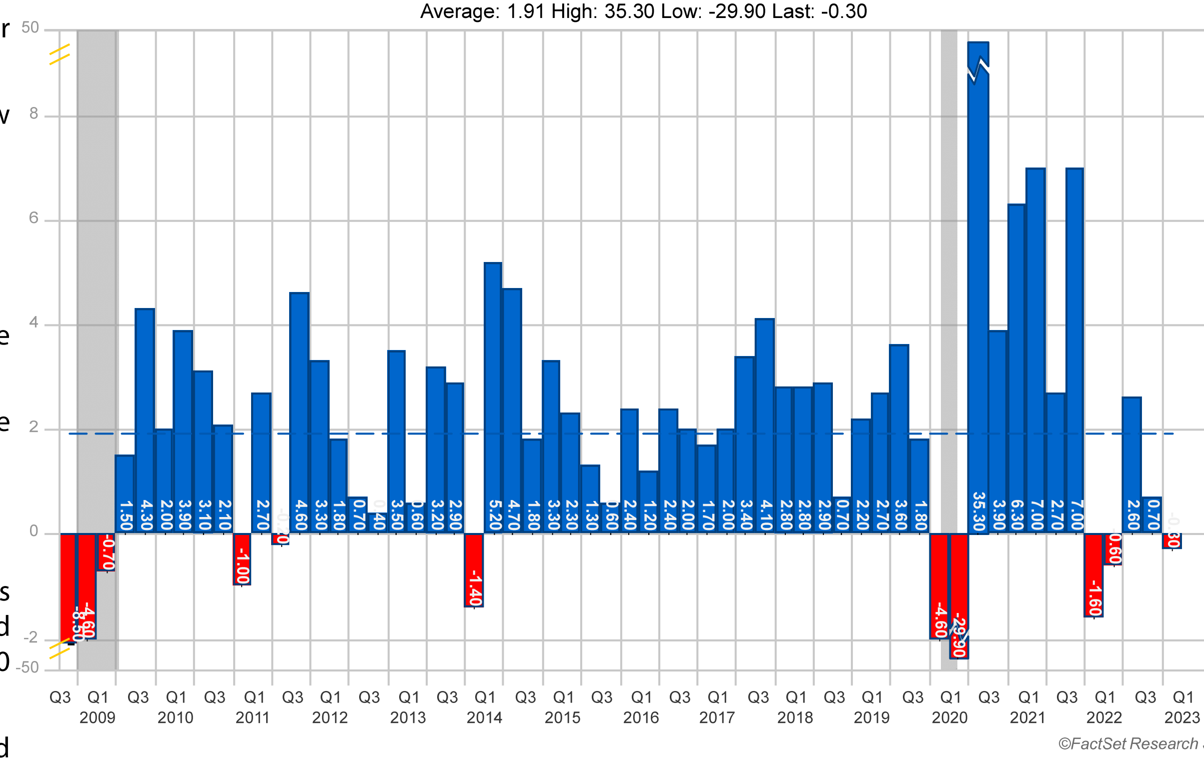
Discussions In The Market:

- Will we see a hard or soft landing for the U.S. economy?
- And what does that mean for earnings? Will earnings be the next issue the market faces?
- Investor's focus has once again turned to when, not if, the Fed pivots.

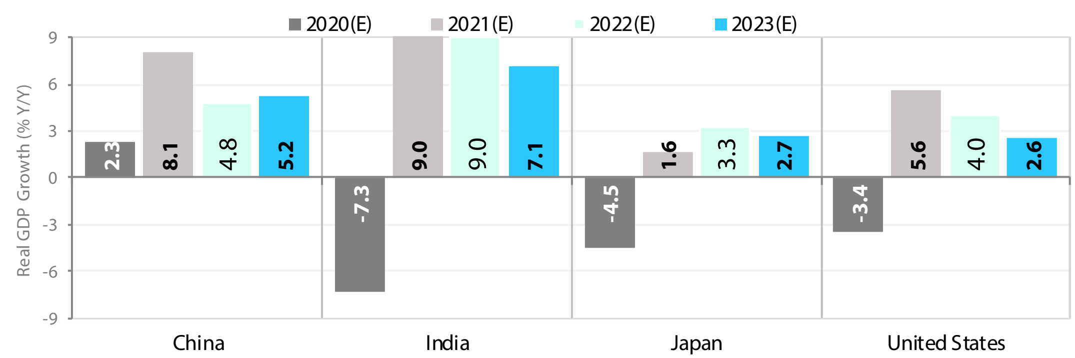
3rd Quarter 2022 Summary

- U.S. markets continued to be volatile as the markets rebounded from the June low but ultimately finished lower for its third consecutive quarterly loss. The S&P 500 Index was down 4.88%.
- Global financial tightening cycle steps up aggressively led by the U.S. Federal Reserve, further stress could lead to some unforeseen problems lurking in the shadows.
- Interest rates continued the march higher during the quarter as the 2-Year US Treasury yield increased ~130 bps to 4.20% and the 10-Year US Treasury increased ~85 bps to 3.80%. The US dollar also strengthened by over 7%.
- Worldwide inflation, geopolitics and increasing worries about a global recession all weighed on the markets towards the end of the quarter.
- Growth stocks held up better than value stocks during the quarter on the strength of relative performance early in quarter during the market bounce.

US Real GDP (q/q) Actual and Estimates
12/31/2008 through 3/31/2023
Average: 1.91 High: 35.30 Low: -29.90 Last: -0.30



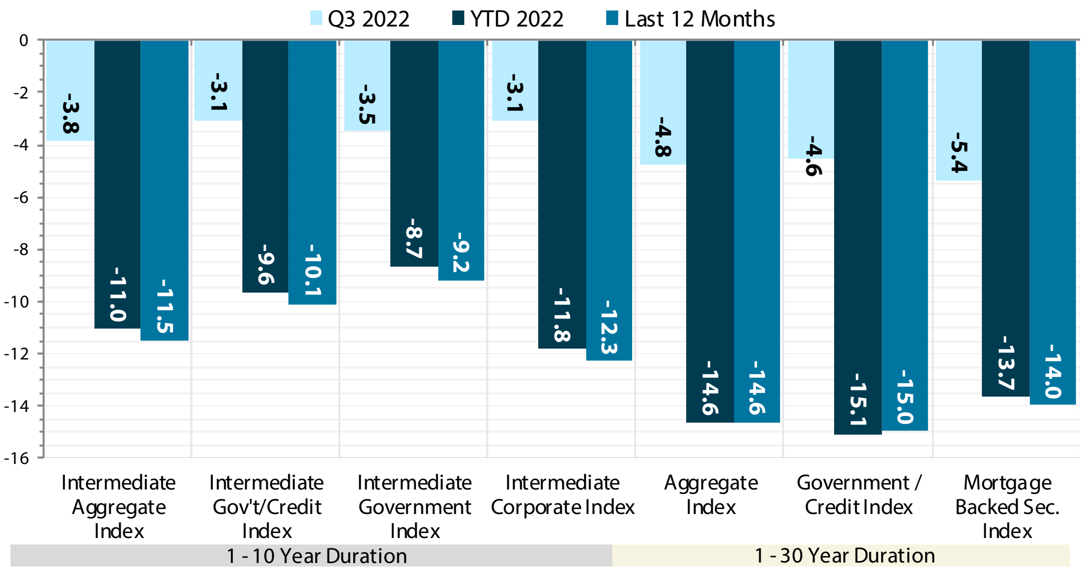
Real GDP Forecast, Total, Annual Growth Rate (%), 2018 – 2022 (E)

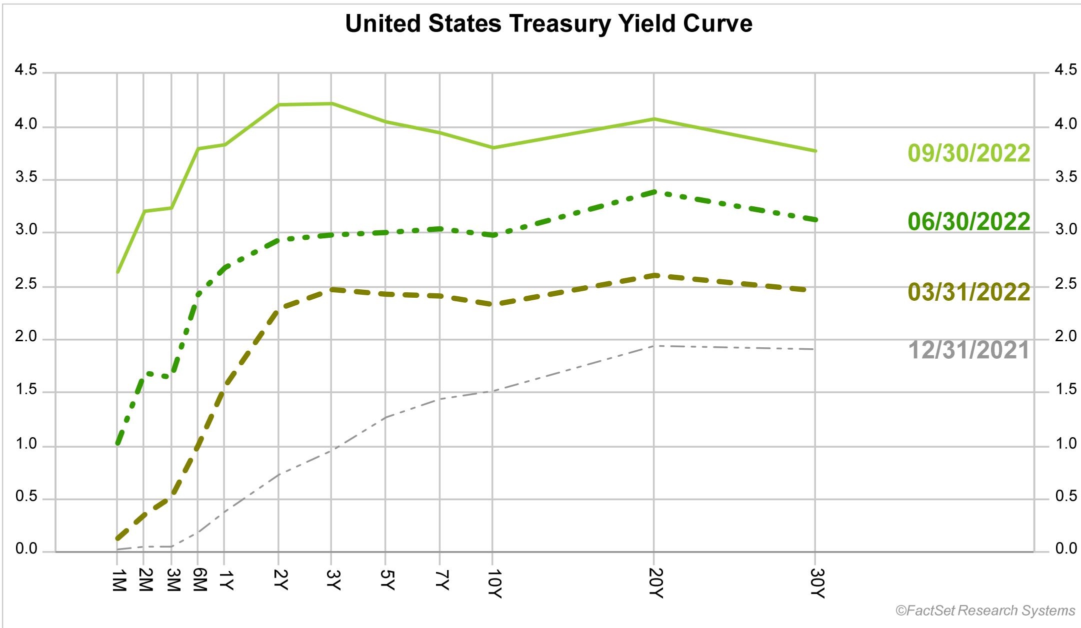


Source: 2019 data: OECD (2021), Nominal GDP forecast (indicator). doi: 10.1787/dad11be4-en (Accessed on 12 October 2021); 2020 forward: International Monetay Fund, World Economic Outlook, (01/2022 update) accessed 04/01/2022.

Source: Dana Investment Advisors, OECD, FactSet Research Systems. Real gross domestic product (GDP) is GDP given in constant prices and refers to the volume level of GDP. Constant price estimates of GDP are obtained by expressing ... services produced in a given year, expressed in terms of a base period. Forecast is based on an assessment of the economic climate in individual countries and the world economy, using a combination of model-based analyses and expert judgement. This indicator is measured in growth rates compared to previous year (OECD). FactSet graph refreshed with most recent data on 10/28/2022. Grey areas indicate recession periods.

Bloomberg U.S. Bond Indices
Returns (%) Through September 30, 2022

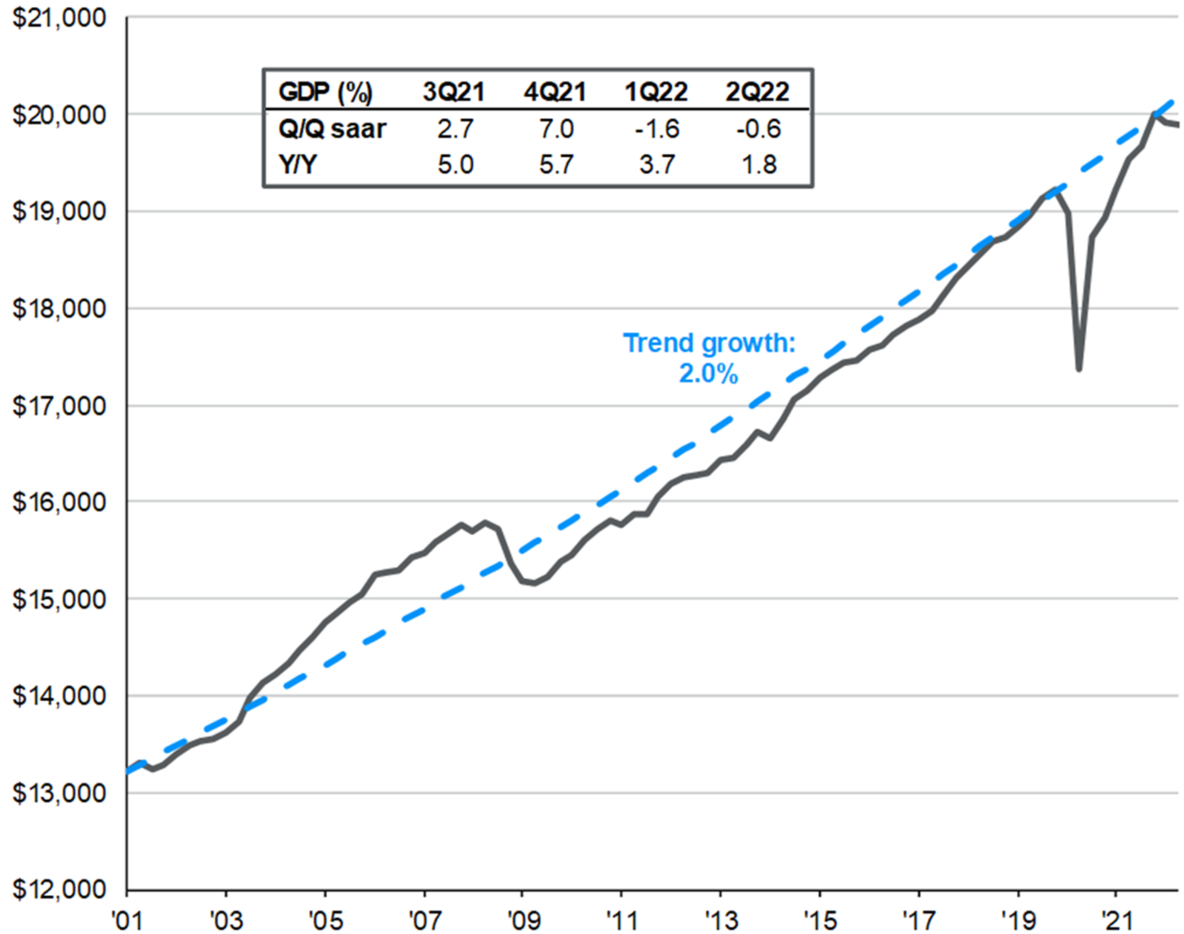




Source: Dana Investment Advisors, Bloomberg Finance L.P., FactSet Research Systems. † gross of fees. FactSet Data updated 10/07/2022.

Real GDP

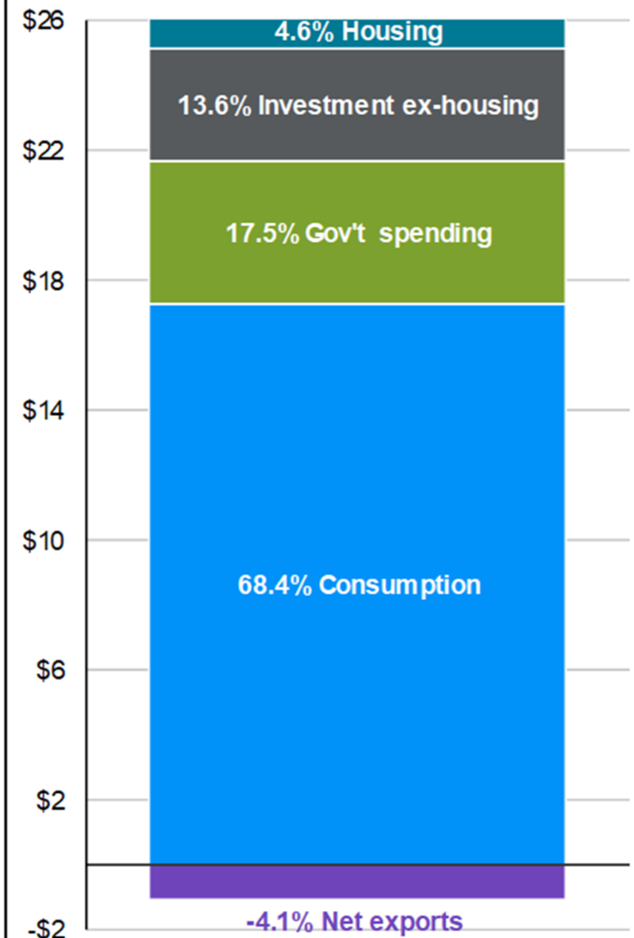
Billions of chained (2012) dollars, seasonally adjusted at annual rates



GDP (%)	3Q21	4Q21	1Q22	2Q22
Q/Q saar	2.7	7.0	-1.6	-0.6
Y/Y	5.0	5.7	3.7	1.8

Components of GDP

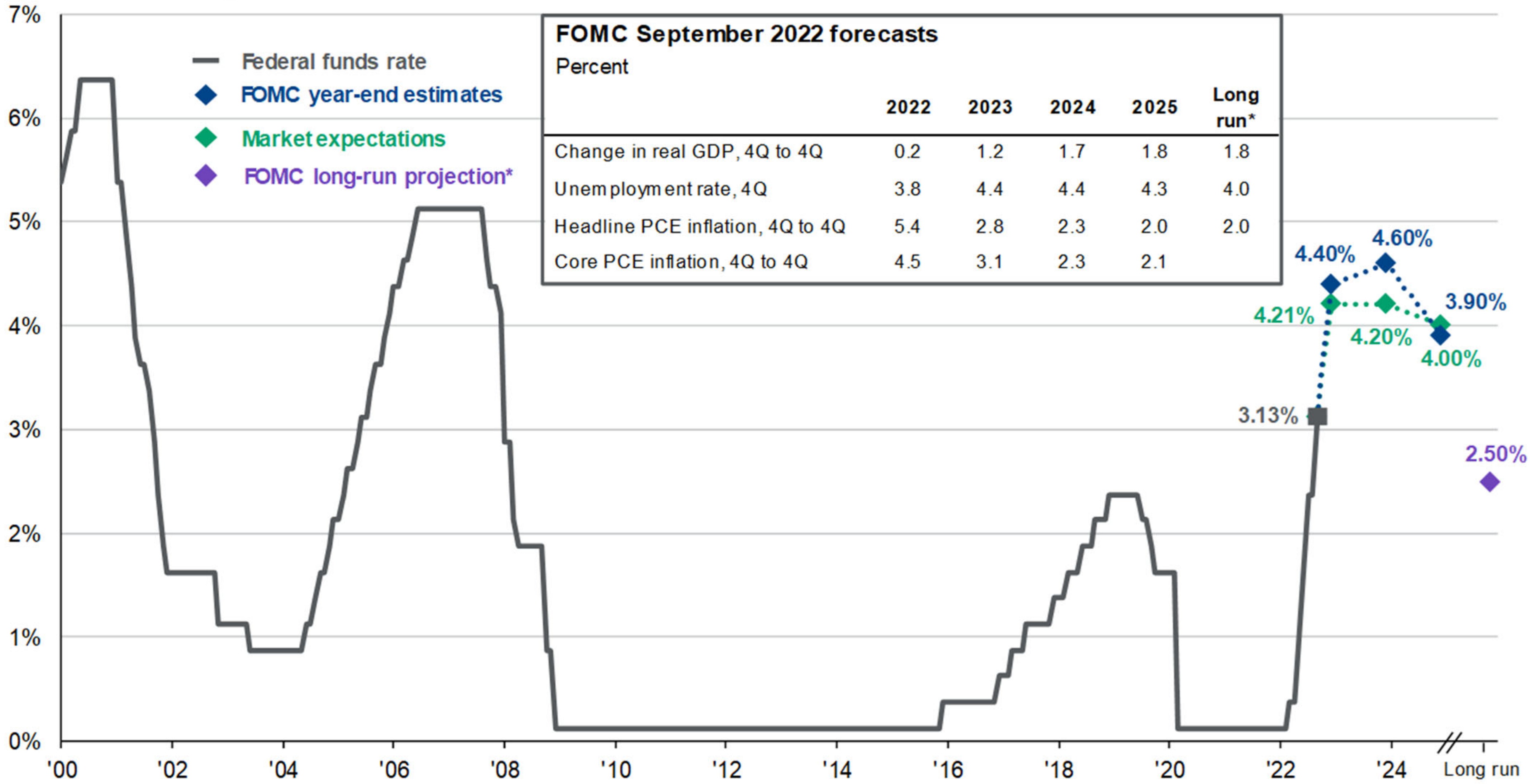
2Q22 nominal GDP, USD trillions



Source: BEA, FactSet, J.P. Morgan Asset Management. Values may not sum to 100% due to rounding. Trend growth is measured as the average annual growth rate from business cycle peak 1Q01 to business cycl
Source: J.P. Morgan Asset Management Guide to the Markets – U.S. Data are as of September 30, 2022 (p. 19).

Federal funds rate expectations

FOMC and market expectations for the federal funds rate



FOMC September 2022 forecasts

Percent

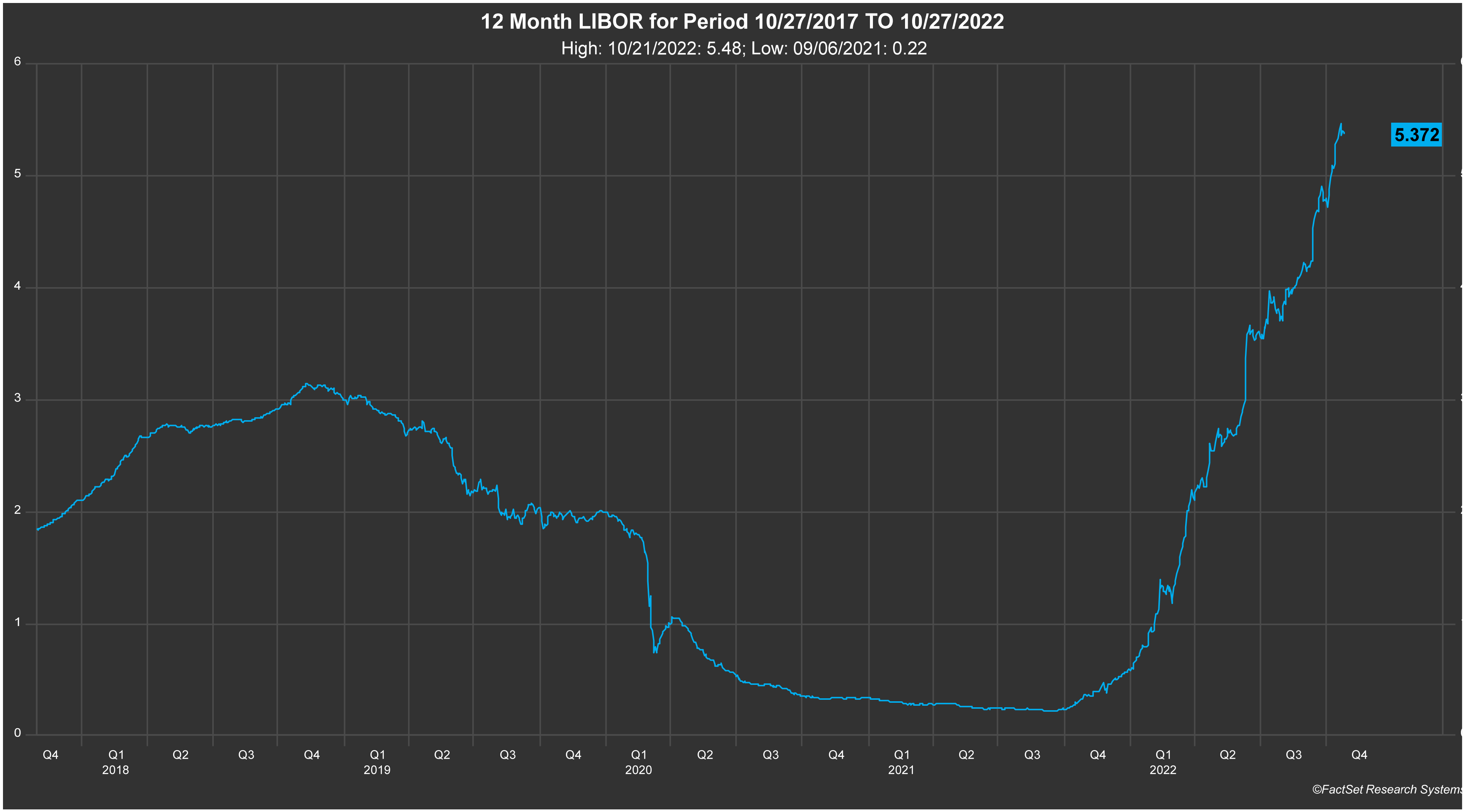
	2022	2023	2024	2025	Long run*
Change in real GDP, 4Q to 4Q	0.2	1.2	1.7	1.8	1.8
Unemployment rate, 4Q	3.8	4.4	4.4	4.3	4.0
Headline PCE inflation, 4Q to 4Q	5.4	2.8	2.3	2.0	2.0
Core PCE inflation, 4Q to 4Q	4.5	3.1	2.3	2.1	

Source: Bloomberg, FactSet, Federal Reserve, J.P. Morgan Asset Management. Market expectations are based off of the respective Federal Funds Futures contracts for December expiry. *Long-run projections are the rates of growth, unemployment and inflation to which a policymaker expects the economy to converge over the next five to six years in absence of further shocks and under appropriate monetary policy. Forecasts are not a reliable indicator of future performance. Forecasts, projections and other forward-looking statements are based upon current beliefs and expectations. They are for illustrative purposes only and serve as an indication of what may occur. Given the inherent uncertainties and risks associated with forecasts, projections or other forward-looking statements, actual events, results or performance may differ materially from those reflected or contemplated..

Source: J.P. Morgan Asset Management Guide to the Markets – U.S. Data are as of September 30, 2022 (p. 34).

ECONOMIC & MARKET
UPDATE

[redacted]

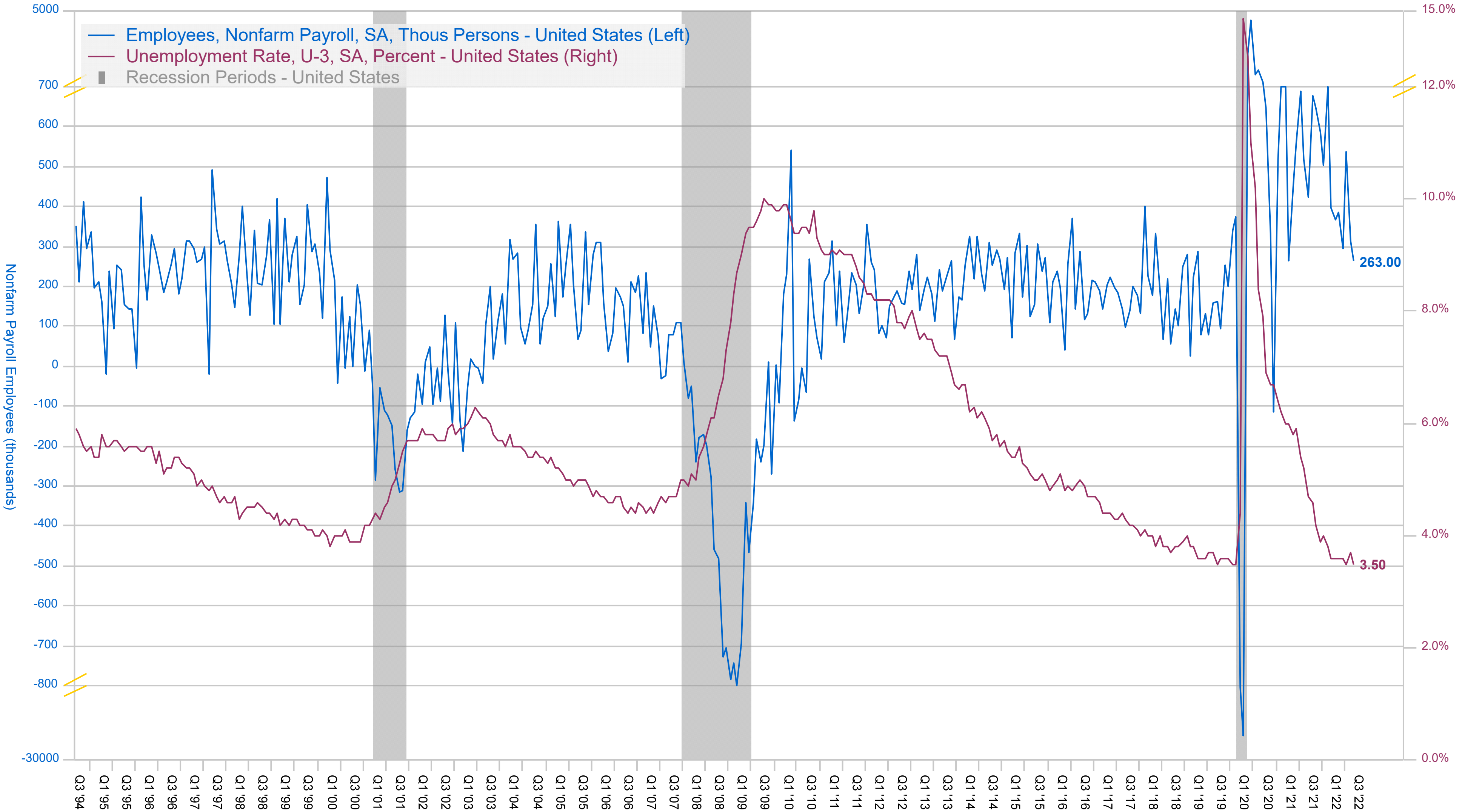


Source: Dana Investment Advisors and FactSet Research Systems. FactSet graph updated 10/27/2022.

ECONOMIC & MARKET
UPDATE

NET NEW JOB FORMATION AND THE UNEMPLOYMENT RATE

U.S. Change in Nonfarm Employment (thous) and Unemployment Rate (%): 9/30/1994 through 9/30/2022



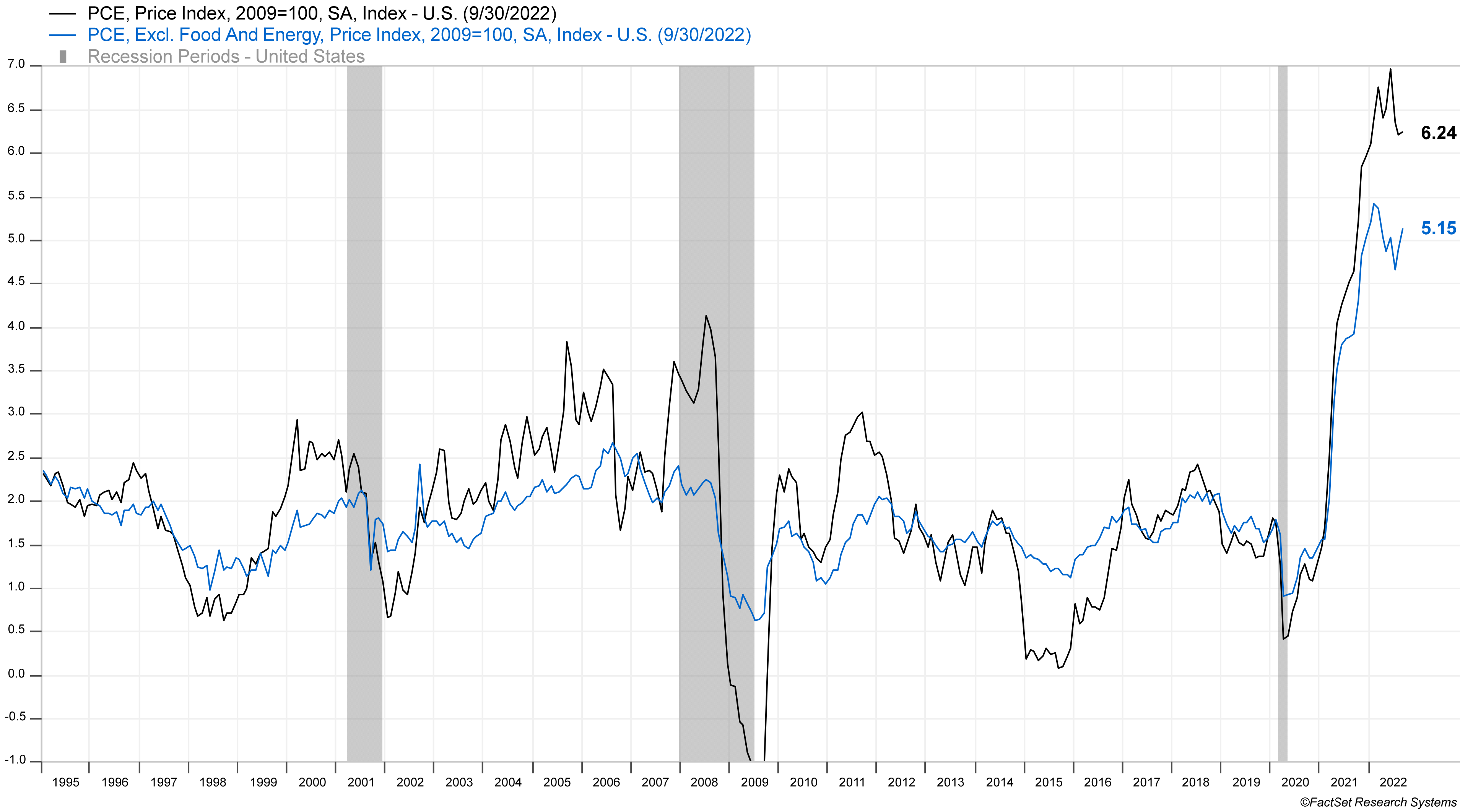
https://www.bls.gov/schedule/news_release/empsit.htm next data release 11/04/2022.
Source: FactSet Research Systems. Graph refreshed with most recent data on 10/07/2022.

ECONOMIC & MARKET
UPDATE

PCE – HEADLINE AND CORE

Inflation: Personal Consumption Expenditure (PCE) Index

1/31/1995 Through 9/30/2022



Personal Consumption Expenditures (PCE), or the PCE price index, is a statistic compiled and released quarterly by the U.S. Bureau of Economic Analysis (BEA)|http://bea.gov/ that synthesizes a host of data, chief among them the U.S. Producer and Consumer Price indices. The PCE price index measures the price fluctuations and related consumer behavior for all domestic consumption of durable and non-durable goods and services targeted toward individuals and households. The PCE "core index" however, excludes the more volatile components of food and energy. Personal consumption is divided into two key categories: goods and services. The category of "goods" is further broken down into "durable" goods, which are big-ticket items (refrigerators, television sets, cars, mobile phones, etc.) that will last more than three years, and "non-durable" goods that are more transitory (e.g., cosmetics, fuel, clothing, etc.).

PCE not only measures underlying inflationary pressures, it also reflects whether the consumer is doing his or her part to propel economic growth. Because three-fourths of Gross Domestic Product (GDP) is consumer spending, the PCE report is a useful tool for investors to analyze the overall state and direction of the economy. Definition Source: https://www.merriam-webster.com/dictionary/pce .

Update Schedule: https://www.bea.gov/data/personal-consumption-expenditures-price-index.

Next Release ~11/25/2022. FactSet graph refreshed with most recent data on 10/28/2022.

Dana Investment Advisors, Inc.
PORTFOLIO HOLDINGS

DANA THE WISE CHOICE

Report as of: 09/30/2022

Portfolio: 3876ma - City of Mequon - Lim Vol

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Cash									
Short Term Investments									
	000009	Cash - Money Fund		11,763.21		11,763.21	.10	.00	.25
23,021.02	SNVXX	Schwab Govt Money Fund	1.00	23,021.02	1.00	23,021.02	.20	.00	2.57
		Total Short Term Investments		**34,784.23**		**34,784.23**	**.30**	**.00**	**1.79**
		Total Cash		**34,784.23**		**34,784.23**	**.30**	**.00**	**1.79**
Bonds									
Agency Bonds									
450,000	3133ENEY2	FEDERAL FARM CREDIT BANK 0.45% Due 07/24/2023	99.37	447,175.50	97.10	436,927.95	3.77	371.25	.46
500,000	3130ASP52	FEDERAL HOME LOAN BANK 3.15% Due 07/27/2023	100.00	500,015.00	99.19	495,949.00	4.28	2,756.25	3.18
500,000	3130ASPS2	FEDERAL HOME LOAN BANK 3.5% Due 10/27/2023	100.00	500,015.00	99.19	495,946.50	4.28	3,062.50	3.53
500,000	3130ASP94	FEDERAL HOME LOAN BANK 3.25% Due 11/27/2023	100.00	500,015.00	98.96	494,796.50	4.27	2,753.47	3.28
400,000	3135GA6D8	FANNIE MAE 0.32% Due 12/15/2023	100.00	400,015.00	95.46	381,838.80	3.30	373.33	.34
600,000	3130AT3H8	FEDERAL HOME LOAN BANKS 3.375% Due 03/08/2024	98.43	590,589.00	98.64	591,820.80	5.11	2,025.00	3.42
500,000	3130ASNT2	FEDERAL HOME LOAN BANK 3.625% Due 07/25/2024	100.00	500,015.00	98.45	492,244.00	4.25	3,272.57	3.68
500,000	3130ASN47	FEDERAL HOME LOAN BANK 3.32% Due 07/26/2024	100.00	500,015.00	98.01	490,069.50	4.23	2,951.11	3.39
450,000	3130ANTP5	FEDERAL HOME LOAN BANK 0.5% Due 09/16/2024	100.00	450,000.00	92.82	417,670.65	3.61	87.50	.54
400,000	3130ALVJ0	FEDERAL HOME LOAN BANK 0.625% Due 10/15/2024	100.00	400,000.00	92.84	371,358.80	3.21	1,145.83	.54
400,000	3130ANGN4	FEDERAL HOME LOAN BANK 0.35% Due 02/18/2025	100.00	400,000.00	91.60	366,387.20	3.17	163.33	.38
400,000	3130AMQU9	FEDERAL HOME LOAN BANK 0.625% Due 06/16/2025	100.00	400,000.00	91.06	364,233.20	3.15	722.22	.69
450,000	3130AKV78	FEDERAL HOME LOAN BANK 0.375% Due 08/12/2025	100.00	450,000.00	89.78	404,019.90	3.49	225.00	.42
		Total Agency Bonds		**6,037,854.50**		**5,803,262.80**	**50.13**	**19,909.36**	**2.03**
Corporate Bonds									
200,000	06367WHH9	BANK OF MONTREAL 3.3% Due 02/05/2024	99.55	199,106.00	97.89	195,788.00	1.69	1,008.33	3.37
		Total Corporate Bonds		**199,106.00**		**195,788.00**	**1.69**	**1,008.33**	**3.37**
Mortgage Bonds									
77,282.95	31300L7C3	FH 848991 2.402% Due 12/01/2042	101.20	78,212.76	103.20	79,757.94	.69	310.58	2.33
56,871.92	31300MJE4	FH 849261 1.972% Due 02/01/2043	101.13	57,511.73	99.47	56,568.39	.49	184.23	1.98
80,803.01	3140JAPE2	FN BM5820 2.735% Due 03/01/2043	103.19	83,378.61	101.03	81,637.87	.71	178.02	2.71
132,507.58	3140JAW61	FN BM6068 2.372% Due 03/01/2044	102.66	136,027.32	101.34	134,282.92	1.16	253.19	2.34
121,185.28	31288QEZ9	FH 841052 3.691% Due 07/01/2044	103.00	124,820.83	101.19	122,630.18	1.06	725.94	3.65
179,099.02	3140JBCJ3	FN BM6372 2.654% Due 10/01/2044	103.83	185,955.07	102.77	184,062.57	1.59	382.90	2.58
79,536.00	31288QCL2	FH 840975 3.524% Due 11/01/2044	101.25	80,530.20	100.55	79,970.75	.69	444.43	3.50
67,951.24	31300M4X8	FH 849838 3.392% Due 10/01/2045	101.33	68,853.71	100.66	68,401.07	.59	337.13	3.37
90,818.14	31347A7L2	FH 840899 2.811% Due 11/01/2045	102.06	92,691.26	101.77	92,424.98	.80	421.72	2.76
110,580.82	3140JAWW4	FN BM6060 1.925% Due 01/01/2046	100.97	111,652.09	100.08	110,674.38	.96	171.48	1.92
113,546.78	3140J9TD3	FN BM5047 2.505% Due 03/01/2046	103.94	118,017.69	101.94	115,749.36	1.00	229.13	2.46
255,794.49	3140JBQN9	FN BM6760 2.694% Due 08/01/2046	104.22	266,585.83	101.42	259,434.96	2.24	555.12	2.66
129,915.51	31347APT5	FH 840434 2.409% Due 10/01/2046	103.75	134,787.34	99.07	128,701.19	1.11	513.78	2.43
62,756.65	31288QBZ2	FH 840956 3.259% Due 11/01/2046	101.91	63,952.95	100.91	63,325.04	.55	335.52	3.23
83,116.55	3140JAW53	FN BM6067 3.007% Due 11/01/2046	101.25	84,155.50	102.34	85,058.90	.73	201.33	2.94
199,036.82	31288QGA2	FH 841093 2.462% Due 01/01/2047	104.13	207,247.09	102.24	203,488.48	1.76	748.25	2.41
87,554.79	3140JAV62	FN BM6036 2.688% Due 04/01/2047	101.03	88,457.69	101.07	88,489.26	.76	189.59	2.66
225,685.86	31288QFZ8	FH 841084 2.529% Due 08/01/2047	104.55	235,947.52	99.91	225,491.77	1.95	948.97	2.53
109,963.26	31288QET3	FH 841046 2.348% Due 10/01/2047	102.31	112,506.16	100.25	110,242.57	.95	422.64	2.34
105,955.01	31288QGX2	FH 841114 2.766% Due 11/01/2047	104.27	110,474.66	97.84	103,663.84	.90	486.97	2.83

Attachment: Q3 2022 for Acella (7884 : 2022 YTD Investment Report as of 9/30/2022)

Dana Investment Advisors, Inc.
PORTFOLIO HOLDINGS

DANA THE WISE CHOICE

Report as of: 09/30/2022

Portfolio: 3876ma - City of Mequon - Lim Vol

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
185,797.01	31288QJV3	FH 841176 2.796% Due 11/01/2047	104.80	194,715.26	101.10	187,843.56	1.62	857.04	2.77
240,543.03	3140JBGL4	FN BM6502 2.713% Due 09/01/2048	104.50	251,367.46	101.04	243,044.68	2.10	525.70	2.69
347,907.37	3140JBWW2	FN BM6960 2.527% Due 09/01/2048	102.22	355,626.56	101.57	353,370.56	3.05	708.21	2.49
144,505.10	3140JBD60	FN BM6424 3.027% Due 10/01/2048	104.63	151,188.46	99.89	144,340.50	1.25	352.36	3.03
180,993.53	3140JBHC3	FN BM6526 2.973% Due 10/01/2048	104.36	188,883.70	98.52	178,318.27	1.54	433.46	3.02
48,515.52	3622AAGQ1	G2 784807 2.572% Due 08/20/2049	101.13	49,061.33	98.82	47,943.96	.41	100.52	2.60
296,508.80	3140JBN36	FN BM6709 2.871% Due 11/01/2049	104.69	310,407.64	99.06	293,720.43	2.54	685.75	2.90
274,458.32	3140JBSR8	FN BM6827 2.842% Due 02/01/2050	103.91	285,179.35	102.76	282,030.90	2.44	628.34	2.77
374,648.08	3140JBUQ7	FN BM6890 2.947% Due 03/01/2050	101.72	381,087.35	98.88	370,449.02	3.20	889.40	2.98
446,010.99	3140JBWU6	FN BM6958 2.783% Due 10/01/2050	102.19	455,767.47	100.21	446,946.72	3.86	999.89	2.78
		Total Mortgage Bonds		**5,065,050.59**		**4,942,065.02**	**42.69**	**14,221.59**	**2.72**
Small Business Administration Bonds									
179,850.97	83164MER6	SBA 510044 2.15% Due 08/25/2039	101.00	181,649.47	100.66	181,036.90	1.56	635.05	2.14
		Total Small Business Administration Bonds		**181,649.47**		**181,036.90**	**1.56**	**635.05**	**2.14**
Treasury Bonds									
375,000	912828M80	US TREASURY N/B 2% Due 11/30/2022	96.98	363,676.76	99.78	374,179.69	3.23	2,506.79	2.00
		Total Treasury Bonds		**363,676.76**		**374,179.69**	**3.23**	**2,506.79**	**2.00**
		Total Bonds		**11,847,337.32**		**11,496,332.41**	**99.31**	**38,281.12**	**2.35**

	Current Cost	Market Value
Total Portfolio	**11,882,121.55**	**11,531,116.64**
Paydown Receivable	**44,984.00**	**44,984.00**
Interest Accrued	**38,281.12**	**38,281.12**
Dividends Accrued	**0.00**	**0.00**
Total Portfolio with Accruals & Receivables	**11,965,386.67**	**11,614,381.76**

Attachment: Q3 2022 for Acella (7884 : 2022 YTD Investment Report as of 9/30/2022)

Dana Investment Advisors, Inc.
PORTFOLIO HOLDINGS

DANA THE WISE CHOICE

Report as of: 09/30/2022

Portfolio: 3876mb - City of Mequon - American Rescue Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Cash									
Short Term Investments									
	000009	Cash - Money Fund		11,175.22		11,175.22	.49	.00	.25
		Total Short Term Investments		**11,175.22**		**11,175.22**	**.49**	**.00**	**.25**
Bonds									
Agency Bonds									
250,000	3130ASP52	FEDERAL HOME LOAN BANK 3.15% Due 07/27/2023	100.01	250,015.00	99.19	247,974.50	10.86	1,378.13	3.18
150,000	3130AST25	FEDERAL HOME LOAN BANK 3.15% Due 07/28/2023	100.01	150,015.00	99.19	148,779.00	6.52	800.63	3.18
250,000	3130ASRL5	FEDERAL HOME LOAN BANK 3.25% Due 08/15/2023	100.01	250,015.00	99.24	248,106.75	10.87	1,015.63	3.27
250,000	3130ASNW5	FEDERAL HOME LOAN BANK 3.4% Due 10/27/2023	100.01	250,015.00	99.09	247,730.00	10.85	1,487.50	3.43
250,000	3130ASPS2	FEDERAL HOME LOAN BANK 3.5% Due 10/27/2023	100.01	250,015.00	99.19	247,973.25	10.86	1,531.25	3.53
150,000	3130ASS83	FEDERAL HOME LOAN BANK 3.4% Due 10/27/2023	100.01	150,015.00	99.09	148,638.30	6.51	864.17	3.43
250,000	3130ASP94	FEDERAL HOME LOAN BANK 3.25% Due 11/27/2023	100.01	250,015.00	98.96	247,398.25	10.84	1,376.74	3.28
		Total Agency Bonds		**1,550,105.00**		**1,536,600.05**	**67.32**	**8,454.05**	**3.33**
Treasury Bonds									
250,000	912796T33	US TREASURY BILL 0% Due 02/23/2023	98.44	246,103.56	98.59	246,464.72	10.80	.00	.00
250,000	912796X53	TREASURY BILL 0% Due 06/15/2023	97.49	243,732.46	97.41	243,518.75	10.67	.00	.00
250,000	9128285U0	US TREASURY N/B 2.625% Due 12/31/2023	99.59	248,979.85	97.92	244,804.69	10.72	1,640.63	2.68
		Total Treasury Bonds		**738,815.87**		**734,788.16**	**32.19**	**1,640.63**	**.89**
		Total Bonds		**2,288,920.87**		**2,271,388.21**	**99.51**	**10,094.68**	**2.54**

	Current Cost	Market Value
Total Portfolio	**2,300,096.09**	**2,282,563.43**
Paydown Receivable	**0.00**	**0.00**
Interest Accrued	**10,094.68**	**10,094.68**
Dividends Accrued	**0.00**	**0.00**
Total Portfolio with Accruals & Receivables	**2,310,190.77**	**2,292,658.11**

J. JOSEPH VERANTH, CFA

Chief Investment Officer and Portfolio Manager

Joe joined Dana Investment Advisors in December 1994. He graduated from Northwestern University with a BA in Humanities in 1984. Joe earned an MBA in Finance and International Business from the Stern School of Business at New York University in 1991. He is a CFA® charterholder and a member of the CFA Institute and the CFA Society of Milwaukee.

BRIAN V. LEHKY

Senior Vice President, Portfolio Manager

Brian joined Dana Investment Advisors in June 2008. He graduated from Marquette University with a BS in Finance in 1999. Brian has been in the investment industry since 2006, with credit analysis experience with a focus on municipal credits. Prior to joining Dana, he worked for Stifel, Nicolaus & Company as a Vice President in their Fixed Income Group.

MATTHEW R. SLOWINSKI, CFA

Senior Vice President, Portfolio Manager

Matt joined Dana Investment Advisors in March 2008. He graduated from the University of Wisconsin-Milwaukee with a BBA in Finance in 2003 and earned an MBA from The Pennsylvania State University in 2009. Matt has been in the investment industry since 2003. Prior to joining Dana, he worked for Wells Fargo Funds Management Group and Wells Capital Management. He is a CFA® charterholder and a member of the CFA Institute and the CFA Society of Milwaukee.

ROBERT LEUTY, CFA

Director of Fixed Income and Portfolio Manager

Rob joined Dana Investment Advisors in Octobe 2002. He graduated from the University c Wisconsin-Madison with a BBA in Accounting i 1988. Rob earned an MBA in Finance from th University of St. Thomas in 1994. He is a CFA charterholder and a member of the CFA Institute and the CFA Society of Milwauke

NOAMAN SHARIEF

Senior Vice President, Portfolio Manager

Noaman joined Dana Investment Advisors in Jun 2008. He graduated from the University of Illinoi at Urbana-Champaign with a BS and earned a MBA in Finance from the University of Wisconsin Milwaukee (UWM). Noaman has been in the in vestment industry since 2002. He currently teaches a graduate level courses as a adjunct lecturer at UWM, as well as serves as a board member on their Investmen Management Certificate Program. He also serves as a member of the board of di rectors of Waukesha County Crimestoppers and is a member of the Board of Direc tors of the Elmbrook Rotary Club.

DANA INVESTMENT
ADVISORS

DISCLOSURE

Dana Investment Advisors, Inc. is an independent federally registered investment adviser providing equity and fixed income investment management service to a broad range of clients. All data is presented in U.S. Dollars. Portfolio Characteristics, Performance Report, Portfolio Holdings, and Sector Distributions reflec applicable investment holdings as of market close on the date indicated. Returns presented are exclusive of investment management and custodial fees, and ne of transaction costs. Investment management fees would reduce the returns presented, for example: on a one-million dollar portfolio with an advisory fee o 0.75% earning a 10% return, the total compounded advisory fee over a five year period would be $50,368. The resulting average annual return for the perioc would therefore be 9.17%. All returns were calculated on a time weighted total return basis. Performance does include the accrual of income and the reinvestment of dividends and interest received. ***Each account is unique and the signed contract should be reviewed to find the account's specifi management fee rate charged for each account.***

During various market cycles, the strategies discussed herein have demonstrated portfolio characteristics and returns that have been both more and less volatile than that of the comparable index. Indices shown were selected because they demonstrated a broad range of characteristics, some of these characteristics being deemed useful for limited comparison purposes only. Historical performance results for investment indices and/or categories have been provided for genera comparison purposes only, and generally do not reflect the deduction of transaction and/or custodial charges, the deduction of an investment management fee nor the impact of taxes, the incurrence of which would have the effect of decreasing historical performance results. It should not be assumed that your accoun holdings do or will correspond directly to any comparative indices.

While data contained herein was gathered from sources deemed reliable, the accuracy of the data presented cannot be guaranteed. Please remember that pas performance may not be indicative of future results. Different types of investments involve varying degrees of risk, and there can be no assurance that the future performance of any specific investment or investment strategy made reference to directly or indirectly in this report, will be profitable, equal any correspondinc indicated historical performance level(s), or will continue to be suitable for your portfolio. Due to various factors, including changing market conditions, the content of this report may no longer be reflective of current opinions, positions, investments or account allocations. Moreover, you should not assume that any discussion or information contained in this report serves as the receipt of, or as a substitute for, personalized investment advice from Dana Investment Advisors Inc.

Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investmen Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s). The market prices shown on these page represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds anc some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds solc on an odd lot basis (less than $1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors, Inc. While the prices are obtained from sources we consider reliable, we cannot guarantee them.

Please remember to contact Dana Investment Advisors, Inc. at (800) 765-0157, or P.O. Box 1067 Brookfield, WI 53008 with any questions or if there are any changes in your personal financial situation or investment objectives for the purpose of reviewing, evaluating, and revising any previous recommendations o investment services. Please also advise Dana if you would like to impose, add, or modify any reasonable restrictions to your account. A copy of Dana's curren Form ADV Brochure detailing a complete list of Dana's advisory services and fees continues to remain available for your review upon request.

Current List of Holdings: The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purpose only and may not represent actual market values. Bonds sold on an odd lot basis (less than $1 million) may have a dollar price lower than the round lot quote Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained fron sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from thei custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).

DANA Investment Advisors

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POLICY STATEMENT 5
CASH MANAGEMENT / INVESTMENTS

General: The purpose of this investment policy is to formalize the framework for the City's daily investment activities to include scope, objectives, authority, standards of prudence, authorized institutions, investment type, collateralization and diversification. The policy is intended to be broad enough to allow the investment officer to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment of assets.

Scope: This investment policy applies to all financial assets of the City of Mequon. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

A. General Fund
B. Special Revenue Funds
C. Capital Project Funds
D. Enterprise Funds
E. Trust and Agency Funds
F. Debt Service Funds
G. Internal Service Funds

This policy is limited in its application to funds that are not immediately needed and are available for investment. Unless prohibited by law or contract, the City may pool cash from several different funds for investment purposes should it meet the objectives of the investment program. Other funds, the investment of which is subject to special federal and/or state laws and regulations, may be invested in accordance with such laws and regulations.

Objectives: The primary objectives, in order of priority, of all investment activities involving the financial assets of the City of Mequon shall be the following:

A. Safety

Safety and preservation of principal in the overall portfolio is the foremost investment objective. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

C. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

Authority: Authority to manage the City's investment program is derived from State of Wisconsin Statutes and City ordinances. The Director of Finance/Treasurer or his/her designee is the investment officer and is responsible for investment decisions and activities. The Director of Finance/Treasurer shall be responsible for all transactions undertaken, and shall establish investment procedures consistent with this policy, and a system of controls to regulate the activities of subordinate officials and employees. The Director of Finance/Treasurer shall submit a report of all the City's investment activities to the Finance & Personnel Committee on a quarterly basis.

Prudence: The standard of prudence to be used by City investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Institutions: The Director of Finance/Treasurer shall select and maintain a list of financial institutions authorized to be public depositories and/or provide investment services. In addition, a list of approved security broker/dealers will be maintained. The Director of Finance/Treasurer shall qualify institutions by applying generally accepted industry standards (i.e. capital requirements, asset quality, earnings, liquidity, management, and local community development) using available public agency and private rating services as appropriate.

Safekeeping & Custody: Trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by an independent third-party custodian selected by the City as evidenced by safekeeping receipts in the City's name. The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Investment Types: The investment of City funds shall be in accordance with Wisconsin Statutes Section 66.0603 (see excerpt attached as Exhibit A), further limited as follows:

A. Government Bonds & Securities

City funds may be invested in United States Government Bonds or Securities with maturities less than ten years from the date of investment. Such investments may also include securities of open-end management investment companies (as further defined in Wisconsin Statutes), without limitation to maturity of the underlying investments in the investment portfolio.

B. Repurchase Agreements

City funds may be invested in repurchase agreements with financial institutions approved as public depositories, provided that the underlying collateral consist of obligations of the United States Government, its agencies and instrumentalities, and the City of Mequon takes delivery of the collateral either directly or through an authorized custodian. The City shall be informed of the specific collateral and investments in repurchase agreements shall be collateralized at 102% of the value of the City's investment.

C. Prohibited Investments

In addition to the limitations on investment types according to Wisconsin Statutes, City funds will not be invested in derivative type investments such as collateralized mortgage obligations, strips, floaters, etc. Certain types of such investments may qualify under State Statute but are not deemed appropriate for use by the City of Mequon.

D. Competitive Bids

The City shall obtain competitive bids from at least two brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

Collateralization & Insurance:

The Federal Deposit Insurance Corporation (FDIC) protects deposits up to \$250,000. In addition, public deposits are protected against losses by Wisconsin general-purpose revenues under Statutes 20.144 (1) (a) and 34.08 (2) up to \$400,000 for any one public depositor in any individual public depository. The City will seek to collateralize certificates of deposit or any other time deposit in an amount equal to 100% of the investment less the amount (\$650,000) insured by the State of Wisconsin and the FDIC with appropriate collateral instruments and at levels per recommended practices of the Government Finance Officers Association. Where practicable, collateral shall be held by the City or an independent third-party custodian with whom the City has a current custodial agreement. Where this is not practicable, verifiable evidence of specific pledged securities must be supplied to the City.

Diversification:

It is the policy of the City of Mequon to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss and balance the effect of interest rate changes affecting different types of securities. Investments will be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector;
- Limiting investments in securities with higher credit risks;
- Investing in securities with varying maturities; and
- Continuously investing a portion of the portfolio in readily available funds such as the Local Government Investment Pool, money market funds, or overnight repurchase agreements to ensure

that appropriate liquidity is maintained to meet ongoing obligations.

Maximum Maturities:

To the extent possible, the City of Mequon will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five (5) years from the date of purchase.

Reserve funds may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds. Any intent to invest in securities with longer maturities will be reported to the Finance-Personnel Committee.

Performance Standards:

The investment portfolio will be designed to obtain a market average rate of return during a market/economic environment of stable interest rates and consider the City's investment risk constraints and cash flow needs. Given the passive nature of the City's investment strategy, the basis used to determine whether market yields are being achieved shall be the average Federal Funds rate.

Reporting:

The Director of Finance or designee shall submit a quarterly investment report to the Finance-Personnel Committee. The report shall summarize securities held, investment transactions that occurred during the reporting period, and shall discuss the current portfolio in terms of maturity, rates of return, market values, and other features.

Investment Advisor:

Should the City deem it appropriate to retain an investment advisor, the following procedures will be followed with respect to the investment advisor relationship:

A. Selection Process

The investment advisor will be selected by a competitive process whereby proposals will be requested from a listing of qualified advisors. The firm(s) from whom advisory services will be received will be selected by a committee consisting of the Director of Finance/Treasurer, an additional Finance Department staff member, one or more non-Finance Department staff members, and one or more Aldermen from the Finance-Personnel Committee. The selected advisor(s) will be recommended to the Finance-Personnel Committee and Common Council for approval.

B. Investment Procedures

Once an investment advisor is selected, the City will always be responsible for establishing the investment objectives to be accomplished. The investment advisor will be responsible for providing advice and developing and implementing strategies for carrying out such objectives. The investment advisor will have no authority to take possession of City monies or investment securities, nor to execute investment transactions on behalf of the City, except where investment authority may be delegated (e.g., "discretionary" authority) as per Wisconsin Statutes 66.0603 (2). For those investments under management in a "non-discretionary" account, all investment transactions shall be approved by City staff.

C. Periodic Reporting

The investment advisor shall provide periodic reports regarding the composition, performance level and accounting treatment of the City's investment portfolio. Such reports shall be made quarterly to the Director of Finance/Treasurer for inclusion in the quarterly investment report to the Finance-Personnel Committee. Annually the Director of Finance/Treasurer shall provide a report to the Finance-Personnel Committee and Common Council for review of (a) investment performance and (b) the agreement under which the City has delegated investment authority (if applicable).

D. Portfolio Maturities

Certain strategies recommended by the investment advisor(s) may involve purchase of U.S. Government Securities with stated maturities longer than 10 years, which conflicts with Section 7 of this policy. Specific examples include mortgage-backed securities issued by certain U.S. agencies supported by adjustable rate mortgages. For these securities, the effective maturity will be defined as the time to coupon reset. For any other proposed securities with maturities in excess of the limits established elsewhere in this policy, any such intent will be reported to the Finance-Personnel Committee for its review and approval.

E. Compensation and Term of Agreement

Investment advisory fees shall be established in advance. All compensation shall be disclosed in a written agreement. The relationship between the advisor and the City may be terminated at any time at the discretion of the City.

Investment Policy Considerations:

The investment policy will be reviewed periodically by the Finance-Personnel Committee or sooner at the discretion of the Common Council.

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Office of Finance-Personnel Committee

TO:	**Finance-Personnel Committee**
FROM:	**Jennifer Engroff, Finance Director**
DATE:	**November 1, 2022**
SUBJECT:	**ORDINANCE 2022-1634 An Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022**

Background

In August, the City's Budget Team met with members of the Common Council to review proposed wage adjustments for Fiscal Year 2023. Based on the outcome from these discussions, a 3% wage adjustment has been included for all City employees and members of the new Southern Ozaukee Fire & EMS Department beginning January 1. Moreover, employees within the Mequon Police Department that are subject to a current collective bargaining agreement with the City will receive a 2.5% adjustment next year.

In addition to determining wage adjustments for 2023, Common Council members and the Budget Team also agreed that it would be appropriate to provide all of the City's full-time and permanent part-time employees with a one-time compensation adjustment during 2022. Over the course of the past year, annualized inflation has exceeded 8%, impacting City employees' ability to pay for everyday needs, such as food, clothing, gasoline and medicine.

Accordingly, it was decided that a one-time adjustment equivalent to an aggregate 1% increase in the City's payroll expenses budgeted for this year would be granted to eligible employees during the fourth quarter of 2022. Further, the funds needed to pay for this adjustment would originate from fund balance reserves within the City's operating and/or utility budgets.

Analysis

The total cost of providing the one-time inflation adjustment is nearly $102,000. Consequently, and in accordance with the City's financial policies, staff is requesting an amendment to the current 2022 budget, in order to properly reflect what is expected to be an increase in expenditures. Depending upon how overall spending occurs throughout the remainder of the fiscal year, the full amount of the requested funds may not be needed across all affected budget areas, as outlined in Exhibit A. Nevertheless, staff is seeking an amendment for the full amount of the proposed pay adjustment, in the event that existing budgeted amounts are unable to absorb this additional cost.

The City's financial policies state: "At the Common Council's discretion, it may choose to amend the budget due to unforeseen and changing circumstances. In accordance with Wisconsin

Statute Section 65.90(5)(a), amendments to budgeted appropriations must be approved by a two-thirds vote of the City Council. If such a time occurs that the City Administrator believes that there will be a significant variation of more than 5% of the projected departmental revenues or expenditures from the adopted budgeted amounts, the City Administrator shall inform the Common Council so that they may consider whether it is necessary to amend the budget or take any other corrective measures."

Fiscal Impact

The attached general fund budget amendment includes a decrease in revenue and expenditures equal to $95,106, as summarized in the following table.

2022 GENERAL FUND BUDGET AMENDMENT SUMMARY		
Revenue Adjustments		
Revenue Reduction/Fund Balance	$	95,106
Sub-Total:	$	95,106
Expenditure Adjustments		
Salaries	$	81,750
Payroll Tax	$	6,118
Retirement	$	7,239
Sub-Total:	$	95,106

The proposed one-time adjustment is equivalent to 1% of the City's budgeted salaries for 2022 which total $101,945; however, only $95,106 is allocated to the General Fund as $6,839 will be allocated to the City's two Utility Funds.

While in aggregate, the total amount of the overall inflation adjustment is equivalent to 1% of the City's current payroll, it should be noted that this will not result in every eligible employee receiving a 1% adjustment based upon current salary. Rather, the aggregate amount equivalent to 1% of the 2022 payroll will be divided equally amongst the City's full-time and permanent part-time employees, resulting in an identical amount being provided to each affected employee. As such, every permanent employee will receive an adjustment of $750 in gross compensation, which is subject to payroll expense deductions, including but not limited to payroll tax and retirement deferrals. Pending Council's final adoption of the proposed ordinance, it is anticipated that this one-time adjustment will be processed during the next succeeding payroll cycle, either in late-November or late-December.

As indicated, the funding source for the one-time inflation adjustment is fund balance. According to the City's financial policies, the City strives to maintain an undesignated General Fund balance of between 10-12%. At the budget meeting in August, staff projected the fund balance to be $2,187,414, or 12% at the end of 2022. After factoring in the one-time inflation adjustment, the general undesignated fund balance projection will reduce to $2,092,308; however, this remains well within the 10-12% range previously established by the Common Council.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 9, 2022.

Attachments:
Attachment A: 2022 Budget Amendment 10.31.22 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2022-1634

An Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022

RECITALS

A. On November 9, 2021, the City of Mequon adopted its Operating Budget for Fiscal Year 2022, in a total amount of $18,027,140, by approving Ordinance No. 2021-1604.

B. The City of Mequon has experienced unforeseen circumstances due to the high inflationary environment and proposes issuing a one-time inflationary bonus to all permanent full-time and part-time staff which results in revenue and expenditure amendments to the Fiscal Year 2022 Operating budget.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

Ordinance No. 2021-1604, which adopted the City of Mequon Operating Budget for the Fiscal Year 2022 is hereby amended as detailed in Attachment A.

SECTION II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION IV

This Ordinance shall become effective immediately upon its approval and adoptions, as provided by law.

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

____
Caroline Fochs, City Clerk

Published: ______________________

ATTACHMENT A: 2022 GENERAL FUND BUDGET AMENDMENT DETAIL					
Org Description	Category	Account	Original Budget	Amendment	Amended Budget
Fund Balance	Revenue Reduction	110000-458303	190,750	95,106	285,856
Fund Balance Total			**190,750**	**95,106**	**285,856**
Total Revenue Amendments			**190,750**	**95,106**	**285,856**
Admin	Salaries	110111-670101	205,685	1,500	207,185
Admin	Social Security	110111-673101	14,443	112	14,555
Admin	Retirement	110111-673102	13,370	98	13,468
Admin Total			**233,498**	**1,710**	**235,208**
Clerks	Salaries	110112-670101	186,785	2,250	189,035
Clerks	Social Security	110112-673101	13,278	168	13,446
Clerks	Retirement	110112-673102	12,142	146	12,288
Clerks Total			**212,205**	**2,565**	**214,770**
IT	Salaries	110117-670101	101,365	750	102,115
IT	Social Security	110117-673101	7,526	56	7,582
IT	Retirement	110117-673102	5,525	49	5,574
IT Total			**114,416**	**855**	**115,271**
Finance	Salaries	110118-670101	248,940	2,250	251,190
Finance	Social Security	110118-673101	17,409	168	17,577
Finance	Retirement	110118-673102	16,181	146	16,327
Finance Total			**282,530**	**2,565**	**285,095**
Assessor	Salaries	110119-670101	42,994	750	43,744
Assessor	Social Security	110119-673101	3,033	56	3,089
Assessor	Retirement	110119-673102	2,794	49	2,843
Assessor Total			**48,821**	**855**	**49,676**
HR	Salaries	110120-670101	143,761	1,500	145,261
HR	Social Security	110120-673101	10,903	112	11,015
HR	Retirement	110120-673102	9,272	97	9,369
HR Total			**163,936**	**1,710**	**165,646**
Police	Salaries	110235-670101	3,585,416	30,750	3,616,166
Police	Social Security	110235-673101	295,448	2,301	297,749
Police	Retirement	110235-673102	474,968	3,631	478,599
Police Total			**4,355,832**	**36,682**	**4,392,514**
Fire/EMS	Salaries	110236-670101	741,104	6,000	747,104
Fire/EMS	Social Security	110236-673101	118,741	449	119,190
Fire/EMS	Retirement	110236-673102	126,461	683	127,144
Fire/EMS Total			**986,306**	**7,132**	**993,438**
Communications	Salaries	110237-670101	387,613	5,250	392,863
Communications	Social Security	110237-673101	30,826	393	31,219
Communications	Retirement	110237-673102	26,725	341	27,066
Communications Total			**445,164**	**5,984**	**451,148**
Inspections	Salaries	110244-670101	330,131	3,000	333,131
Inspections	Social Security	110244-673101	23,052	224	23,276
Inspections	Retirement	110244-673102	21,459	195	21,654
Inspections Total			**374,642**	**3,420**	**378,062**
Buildings	Salaries	110326-670101	172,215	1,500	173,715
Buildings	Social Security	110326-673101	11,860	112	11,972
Buildings	Retirement	110326-673102	11,195	97	11,292
Buildings Total			**195,270**	**1,710**	**196,980**
Fleet	Salaries	110355-670101	194,519	2,250	196,769
Fleet	Social Security	110355-673101	13,701	168	13,869
Fleet	Retirement	110355-673102	12,643	146	12,789
Fleet Total			**220,863**	**2,565**	**223,428**
Engineering	Salaries	110358-670101	350,480	4,500	354,980
Engineering	Social Security	110358-673101	24,451	337	24,788
Engineering	Retirement	110358-673102	22,348	293	22,641
Engineering Total			**397,279**	**5,129**	**402,408**
Highway	Salaries	110359-670101	1,001,798	12,750	1,014,548
Highway	Social Security	110359-673101	70,860	954	71,814

ATTACHMENT A: 2022 GENERAL FUND BUDGET AMENDMENT DETAIL					
Org Description	**Category**	**Account**	**Original Budget**	**Amendment**	**Amended Budget**
Highway	Retirement	110359-673102	62,954	829	63,783
Highway Total			**1,135,612**	**14,533**	**1,150,145**
Forestry	Salaries	110363-670101	109,273	1,500	110,773
Forestry	Social Security	110363-673101	7,292	112	7,404
Forestry	Retirement	110363-673102	6,311	98	6,409
Forestry Total			**122,876**	**1,710**	**124,586**
Parks	Salaries	110474-670101	309,444	2,250	311,694
Parks	Social Security	110474-673101	21,378	168	21,546
Parks	Retirement	110474-673102	17,952	146	18,098
Parks Total			**348,774**	**2,565**	**351,339**
Community Development	Salaries	110578-670101	317,917	3,000	320,917
Community Development	Social Security	110578-673101	22,994	224	23,218
Community Development	Retirement	110578-673102	20,664	195	20,859
Community Development Total			**361,575**	**3,419**	**364,994**
Total Expenditure Amendments			**9,999,599**	**95,106**	**10,094,705**

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TO:	**Finance-Personnel Committee**
FROM:	**William Jones, City Administrator**
DATE:	**November 3, 2022**
SUBJECT:	**RESOLUTION 3993 A Resolution Designating the Allocation of $2,550,000 in Proceeds Received by the City of Mequon from the American Rescue Plan Act**

Background

On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA), a $1.9 trillion economic stimulus bill that provided $350 billion for states, municipalities, counties, tribes and territories, including $130 billion for local governments split evenly between municipalities and counties. Since passage of this bill, the City has received a total of $2.55 million across two installments received in mid-2021 and mid-2022.

Originally, these one-time proceeds were to be used to offset unforeseen expenses attributable to COVID-19, or spending directly related to water, sewer or broadband infrastructure projects. In follow-up guidance provided by the U.S. Treasury Department earlier this spring, a 'Standard Deduction' was established in the amount of $10 million. This allows governments of any size, to forego the process of calculating COVID-related revenue losses below $10 million, and to more freely utilize ARPA proceeds to fund general government services and/or projects.

Accordingly, City staff has worked over the last six months to develop a proposed spending plan for the use of Mequon's ARPA proceeds over the next few years. The plan, a copy of which is attached, has been a topic of discussion during the Common Council's recent meetings related to development of the City's 2023 budget. In sum, it accounts for any COVID-related expenses already incurred, recognizes budgetary allocations during fiscal years 2022 and 2023, and contains funding for a number of one-time projects intended to further the City's pursuit of five key focus areas identified during a strategic planning process conducted earlier this year.

Analysis

As indicated in the following table, the $2.55 million in funding has been broadly allocated across four of the City's five key focus areas. Non-budgeted funds which have already been spent, equivalent to nearly $63,000, are included under the key focus area titled Financial Stewardship. Additionally, a small portion of the funds, equivalent to approximately $105,000 (4%), remain undesignated at the present time. As previously indicated, these remaining proceeds are available for smaller, one-time projects or initiatives, such as temporary staffing /internships, meeting room upgrades, etc. Most recently, $22,000 was used to fund completion of a periodic compensation analysis of all non-represented positions across the organization.

Item	Amount

Key Focus Area: Capital/Infrastructure	
County Line/Port Washington Roads - New Traffic Signal	$325,000
Space Needs Panning - City Facilities	$25,000
Sub-Total:	**$350,000**
Key Focus Area: Information Technology/Customer Service	
On-line Inspections & Permitting (Land Management System)	$425,000
▪ Centralized Database Development	$100,000
Implementation of Four Financial System Modules & Training	$150,000
Electronic Poll Books	$90,000
Police Department - Recording Equipment	$15,000
Sub-Total:	**$780,000**
Key Focus Area: Financial Stewardship	
Fiscal Year 2022 Budget Allocation	$200,000
Fiscal Year 2023 Budget Allocation	$200,000
Fiscal Year 2024 Budget Allocation	$65,000
Weyenberg Library (Including $37,217 Spent on COVID-19)	$150,000
Funds Already Spent by City (COVID-19, Compensation Analysis)	$25,653
Undesignated	$104,347
Sub-Total:	**$745,000**
Key Focus Area: Quality of Life	
Lemke Park Pavilion Expansion	$350,000
City Brush City Automation	$250,000
Civic Campus Master Planning	$75,000
Sub-Total:	**$675,000**
TOTAL:	**$2,550,000**

Notably, many of the projects referenced above are included in the City's Capital Budget that was contained within the Proposed 2023 Budget presented to the Appropriations Committee on October 6. Subsequently, the Appropriations Committee approved a recommendation by a vote of 7-2 to approve the Proposed 2023 Budget, which is also on the November 9 Common Council agenda for adoption.

<u>Fiscal Impact</u>
As indicated, the City received $2.55 million in funds from the American Recovery Plan Act during 2021 and 2022. The accompanying resolution approves the City's allocation of these funds amongst various projects and spending categories in the amount of $2,550,000. Any expenditure of these funds that exceeds the $25,000 spending threshold will require future approval by the Common Council. Additionally, Finance Department staff will also be responsible for filing annual reports with the U.S. Treasury Department, detailing how available monies have been spent. Pursuant to the Act's provisions, all funds received must be formally programmed by December 31, 2024, and spent by no later than December 31, 2026.

The accompanying resolution authorizes Finance Department staff to allocate the available funds as necessary, to the corresponding budgetary accounts.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 9, 2022.

Attachments:
American Rescue Plan Act Funding Allocations (PPTX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3993

A Resolution Designating the Allocation of $2,550,000 in Proceeds Received by the City of Mequon from the American Rescue Plan Act

RECITALS

A. In connection with passage of the American Rescue Plan Act (ARPA) in 2021, the City of Mequon received a total of $2.55 million in available funds.

B. The available funds, which were originally designated to assist in offsetting the economic impacts associated with the COVID-19 pandemic (e.g., COVID-related expenses, lost revenue, etc.) are now available for other uses by units of government receiving less than $10 million.

C. In accordance with further guidance from the U.S. Treasury Department, the City's total of $2.55 million must be allocated by December 31, 2024, and spent by December 31, 2026.

D. In connection with development of the City's 2023 Operating and Capital budgets, the attached City of Mequon ARPA Spending Plan (Exhibit A) has been prepared by City staff and was subsequently recommended for approval by the Mequon Common Council, in its role as the City's Appropriations Committee.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the attached City of Mequon ARPA Spending Plan is hereby adopted, and the Finance Director is authorized to distribute the available funds as necessary, in accordance with the corresponding allocations contained therein.

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

____
Caroline Fochs, City Clerk

CAPITAL/ INFRASTRUCTURE		IT/CUSTOMER SERVICE		FINANCIAL STEWARDSHIP		QUALITY OF LIFE	
ITEM	**COST**	**ITEM**	**COST**	**ITEM**	**COST**	**ITEM**	**COST**
County Line Traffic Light	$325K	Land Mgmt. System	$425K	2022 Budget	$200K	Lemke Park Pavilion	$350K
Space Needs Assessment	$25K	Central Database	$100K	2023 Budget	$200K	Brush Site	$250K
		MUNIS Modules (4)	$100K	2024 Budget	$65K	Civic Campus Plan	$75K
		MUNIS Training	$50K	Library	$150K		
		Police Phone Recorder	$15K	Covid/Staffing /Other	$130K		
		E-Poll Books	$90K				
TOTAL	**$350K**	**TOTAL**	**$780K**	**TOTAL**	**$745K**	**TOTAL**	**$675K**
GRAND TOTAL: $2,550,000							

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Office of Administration

TO:	**Finance-Personnel Committee**
FROM:	**Justin Schoenemann, Assistant City Administrator**
DATE:	**November 1, 2022**
SUBJECT:	**RESOLUTION 3994 A Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees**

Background

The 2023 General Fund Budget to be adopted by the Common Council at its November 9 meeting provides for a 3% cost-of-living wage adjustment among non-represented employees. Furthermore, the Classification and Compensation Study completed by the City in 2014 recommends that annual adjustments be applied to the City's Compensation Plan, so that employee wage rates do not outpace the authorized pay plan. Correspondingly, the 2023 Compensation Plan adjusts all classified pay ranges by a factor of 3%. All staff who successfully complete a performance review before year-end will receive the full 3% cost of living adjustment in 2023.

Furthermore, the 2023 salary structure has been updated to account for changes to the City's public safety staffing. The merger of 911 Emergency Dispatch Services with Ozaukee County resulted in the removal of the Dispatcher position and the creation of the Administrative Clerk position for the Police Department. Additionally, the Fire Chief, Deputy Chief, and Battalion Chief positions have been removed in light of the Fire Department's merger with the Village Thiensville's Fire Department to form the Southern Ozaukee Fire Department effective on the first of next year. The new Department will have a separate salary structure. The proposed Compensation Plan is the first attachment appended to this memo.

Lastly, the current compensation study is on schedule to be completed later this month. The results will be presented in December. Subsequently, staff will be bringing forward the study's findings to the Finance-Personnel Committee for discussion and implementation in the new year. It is anticipated that an updated compensation plan will then be forwarded from the Finance-Personnel Committee to the Common Council for approval.

Fiscal Impact

The fiscal impact of a 3% wage adjustment will result in an overall increase in personnel wages and associated payroll taxes equivalent to that amount. There is no other financial impact associated with the 3% cost-of-living adjustment.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 9, 2022.

Attachments:
Exhibit A: 2023 Compensation Plan (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3994

A Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees

RECITALS

A. The Finance-Personnel Committee has reviewed and recommended to the Common Council the 2023 Compensation Plan that contains all non-represented positions authorized by the City, as well as their pay ranges, which is attached herein as Exhibit A.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the 2023 Compensation Plan for non-represented employees is approved.

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

____
Caroline Fochs, City Clerk

Attachment A

CITY OF MEQUON, WISCONSIN
FY2023 EMPLOYEE COMPENSATION PLAN

	2023 Pay Ranges					
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	JOB POSITION
1	$29,213	$31,791	$34,369	$36,946	$39,524	CUSTODIAN
2	$31,551	$34,335	$37,119	$39,903	$42,687	
3	$34,075	$37,081	$40,088	$43,094	$46,101	
4	$36,801	$40,048	$43,295	$46,542	$49,789	
5	$39,746	$43,253	$46,760	$50,266	$53,773	
6	$42,924	$46,712	$50,500	$54,288	$58,075	ACCOUNTING ASSISTANT ADMINISTRATIVE SECRETARY ADMINISTRATIVE CLERK ASSESSMENT TECHNICIAN DEPUTY CLERK ~~DISPATCHER~~ HUMAN RESOURCES COORDINATOR PERMIT COORDINATOR RECORDS CLERK UTILITY CLERK
7	$46,359	$50,449	$54,540	$58,630	$62,720	
8	$50,068	$54,486	$58,903	$63,321	$67,739	BUILDINGS MAINTENANCE WORKER EXECUTIVE ASSISTANT FORESTRY WORKER HIGHWAY EQUIPMENT OPERATOR HIGHWAY WORKER HIGHWAY/PARKS WORKER MECHANIC PARKS WORKER SEWER WORKER
9	$54,074	$58,845	$63,616	$68,386	$73,157	ENGINEERING TECHNICIAN I HIGHWAY FOREMAN SEWER FOREMAN

Attachment A

CITY OF MEQUON, WISCONSIN
FY2023 EMPLOYEE COMPENSATION PLAN

	2023 Pay Ranges					
Pay Grades	Minimum	Q1	Midpoint	Q3	Maximum	JOB POSITION
10	$58,398	$63,551	$68,704	$73,857	$79,010	ADMINISTRATIVE COORDINATOR ENGINEERING FIELD COORDINATOR ENGINEERING TECHNICIAN II INSPECTOR PUBLIC SAFETY IT SPECIALIST PLANNER
11	$63,071	$68,636	$74,201	$79,767	$85,332	ASSISTANT FINANCE DIRECTOR
12	$68,116	$74,126	$80,136	$86,146	$92,156	BUILDINGS SUPERINTENDENT FLEET SUPERINTENDENT HIGHWAY SUPERINTENDENT INSPECTIONS SUPERVISOR SEWER SUPERINTENDENT PARKS & FORESTRY SUPERINTENDENT
13	$74,686	$80,897	$87,108	$93,319	$99,530	INFORMATION TECHNOLOGY MANAGER
14	$79,451	$86,461	$93,471	$100,482	$107,492	~~BATTALION CHIEF~~
15	$81,518	$90,161	$98,804	$107,447	$116,091	ASSISTANT CITY ADMINISTRATOR ASSISTANT CITY ENGINEER ASST. DIRECTOR - COMMUNITY DEVELOPMENT CITY CLERK DEPUTY DIRECTOR OF UTILITIES DEPUTY DIRECTOR OF PUBLIC WORKS POLICE CAPTAIN ~~DEPUTY CHIEF~~
16	$92,670	$100,848	$109,025	$117,202	$125,380	
17	$107,877	$116,394	$124,911	$133,429	$141,946	DIRECTOR OF COMMUNITY DEVELOPMENT DIRECTOR OF PUBLIC WORKS FINANCE DIRECTOR ~~FIRE CHIEF~~ POLICE CHIEF
18			*Established by Employment Contract*			CITY ADMINISTRATOR

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www.ci.mequon.wi.us **Office of Administration**

TO:	**Finance-Personnel Committee**
FROM:	**Justin Schoenemann, Assistant City Administrator**
DATE:	**November 1, 2022**
SUBJECT:	**RESOLUTION 3995 A Resolution Approving an Engagement Letter for the Provision of Labor & Employment Legal Services with von Briesen & Roper, s.c., Madison, Wisconsin, During the Period January 1, 2023 - December 31, 2024**

Background

In July of 2020, staff issued a Request-for-Proposals (RFP) for Labor and Employment Legal Services. The RFP's primary genesis was to ensure the City is receiving quality services at a competitive rate. Previously, the City had not bid out its labor and employment legal services contract for at least a decade, if not longer. During that time, Buelow Vetter, LLC had provided labor and employment legal services to the City. Based on the RFP process, client references, and experience, the City transitioned to von Briesen & Roper, s.c., Attorney Kyle Gulya, for labor and employment legal services. Attorney Gulya has been practicing law since 2004 and has experience in employment and labor-related issues, including regulatory compliance, collective bargaining, antidiscrimination practices, contractual and workplace policy matters, and personnel management. The City's two-year engagement agreement with von Briesen & Roper, s.c., is set to conclude in December of this year.

Analysis

Attorney Gulya has provided the City with excellent service through multiple collective bargaining agreement negotiations, advises on Wisconsin's Public Records Law and Open Meetings Law, assisted with complex employment matters and crisis situations. Additionally, it should be noted that Attorney Gulya assisted the City early on during the COVID-19 pandemic with the development and application of personnel policies in response to the Families First Coronavirus Response Act and with the development of emergency leave benefits to support emergency responders. Based on the previously mentioned experience with Attorney Gulya, it is staff's recommendation to enter into a successor agreement with Attorney Gulya for labor and employment legal services.

Fiscal Impact

If approved, the attached agreement will govern the period from January 1, 2023, through December 31, 2024. Attorney Gulya's rate will rise from $295 to $315, which is approximately a 7% increase. The increase is due to City staff negotiating a 2-year rate lock in 2020 while the majority of other clients saw rate increases over the last two years. The proposed agreement includes a not-to-exceed increase to $325 in the second year. The City incurs costs based on services rendered. In 2022, the City allocated $10,000 for labor legal services.

Furthermore, the City will see a reduction in anticipated personnel expenses with the Fire Department assuming its costs in 2023 as part of the merger with the Village of Thiensville Fire Department. The Southern Ozaukee Fire & EMS Department will utilize the same firm as the City for operational synergies. The City's 2023 annual budget includes $10,000, which are sufficient to support the continued engagement with Attorney Gulya.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 9, 2022.

Attachments:

Engagement letter - 10 11 2022 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3995

A Resolution Approving an Engagement Letter for the Provision of Labor & Employment Legal Services with von Briesen & Roper, s.c., Madison, Wisconsin, During the Period January 1, 2023 - December 31, 2024

RECITALS

A. The City completed a Request For Proposals (RFP) to select a firm to provide labor and employment legal services to the City of Mequon in 2020, and thereafter, determined that contracting with Attorney Kyle J. Gulya from von Briesen & Roper, s.c. was in the best interests of, and value to, the organization.

B. Based on the high quality of services rendered by Attorney Gulya over the last two years and the hourly rates submitted for the next two years, it is staff's recommendation that the Finance-Personnel Committee authorize the engagement of Attorney Kyle J. Gulya from von Briesen & Roper, s.c. for another two-year term.

C. On November 9, 2022, the Finance-Personnel Committee forwarded a favorable recommendation to the Common Council.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that City staff be authorized to execute the enclosed engagement letter with von Briesen & Roper, s.c. for labor and legal employment services and to engage Attorney Kyle J. Gulya as the City's primary labor counsel for the period of January 1, 2023 - December 31, 2024.

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

____
Caroline Fochs, City Clerk

von Briesen
von Briesen & Roper, s.c. | Attorneys at Law

TAGLaw International Lawyers

Kyle J. Gulya
Direct Telephone
608-316-3177
kgulya@vonbriesen.com

VIA EMAIL TO jschoenemann@ci.mequon.wi.us

October 5, 2022

City Administrator William Jones
Assistant City Administrator Justin Schoenemann
City Attorney Brian Sajdak
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

Re: Engagement of Service and Waiver of Conflicts

Dear Administrator Jones and Attorney Sajdak:

Thank you for asking von Briesen & Roper, s.c. (the "Firm") to continue representing the City of Mequon (the "City"). We look forward to working with you and thought it best to set out in writing the terms and conditions upon which we will provide legal services. The purpose of this letter is to articulate and confirm those terms and conditions.

SCOPE OF SERVICES

As attorneys, we owe certain professional obligations to our clients. With respect to the matter set forth in this letter, you have asked the Firm to represent the City in connection with labor and employment matters and other related matters for which the City requests our legal advice. We understand that you may request additional services in the future and the terms of this letter will govern those services.

RESPONSIBILITIES

In reliance upon information and guidance provided by you, we will provide legal services and assistance in accordance with this letter.

FEES FOR LEGAL SERVICES

Our fees for legal services rendered to the City will be based on the amount of time required and the hourly rates of the attorneys and paralegals who render the services. Our billing rates for the attorneys and paralegals we anticipate will be working on behalf of the City are $315.00 per hour for 2023 and will not exceed the rate of $325.00 per hour for 2024. These rates will be periodically adjusted thereafter to reflect increased efficiency, skills and cost increases. The adjusted rates will apply to all services performed thereafter.

LIMITED LIABILITY

von Briesen & Roper, s.c., is a limited liability entity under Wisconsin law. This means that if we fail to perform our duties in our representation of the City, and that failure causes the City damages, our Firm and any shareholder(s) directly involved in the representation may be responsible to the City for those damages, but the Firm's other shareholders will not be personally responsible.

Our professional liability insurance exceeds the minimum amounts required by the Wisconsin Supreme Court for limited liability entities of our size.

COMMUNICATION BY E-MAIL

Our firm primarily communicates with its clients via unencrypted internet e-mail, and this will be the way in which we communicate with you. While unencrypted e-mail is convenient and fast, there is risk of interception, not only within our internal networks and the systems used by internet service providers, but elsewhere on the internet and in the systems of our clients and their internet service providers.

FILE RETENTION AND DESTRUCTION

In accordance with our records retention policy, most paper and electronic records that we maintain are subject to a 10-year retention period from the last matter activity date or whatever date we deem appropriate. Extended retention periods may apply to certain types of matters or pursuant to your specific directives.

After the expiration of the applicable retention period, we will destroy the records without further notice to you, unless you notify us otherwise. At the conclusion of your matter, you may opt to retrieve your records from our Firm. We are happy to accommodate you in this regard.

GENERAL PROVISIONS

Enclosed is a statement entitled "General Provisions" setting forth additional terms and conditions which are incorporated into this letter and apply to our representation to the extent they are not inconsistent with the terms of this letter.

We are pleased to have this opportunity to be of service to the City. If at any time during the course of our representation you have any questions or comments about our costs, services, or any aspect of how we provide services, please do not hesitate to call me.

POTENTIAL CONFLICTS OF INTEREST AND WAIVER

We are a relatively large law firm and we represent many companies, government entities, and individuals. The City understands that the Firm represents clients who may have interests adverse to the City in a wide variety of matters (including zoning, financing, environmental, real estate, traffic, ordinance compliance, condemnation, tax and litigation against the City, in which the City has separate counsel); that the Firm's ability to represent the City for the aforementioned matters identified in this letter is not limited by the representation of the other clients in such other matters, and that the City waives all current and future conflicts in those enumerated areas up to and including litigation against the City in those areas.

Your signature on this letter confirms our understanding that nothing in this engagement shall preclude the Firm from representing the interests of its other clients or any related entities in the future, in matters other than the aforementioned matters, and in the event the interests of these related entities become adverse at some point to the City, the City has agreed that nothing in this engagement shall prohibit the Firm, at the election of those related entities, from representing those related entities in connection with those matters, provided that the attorneys involved in those representations are different.

If you have any questions pertaining to this matter, then please contact me. On behalf of our firm, thank you for the opportunity to represent the City.

Very truly yours,

von BRIESEN & ROPER, s.c.

Kyle J. Gulya

I have read the above letter and I am authorized on behalf of the City of Mequon to consent to services by von Briesen & Roper, s.c. as outlined in this letter.

By: ____

__________________________, Authorized Representative

Date: ___________________

von Briesen & Roper, s.c.

GENERAL PROVISIONS

Except as modified by the accompanying engagement letter, the following provisions will apply to the relationship between von Briesen & Roper, s.c., and our clients:

(1) The time for which a client will be charged will include, but will not be limited to, telephone and office conferences with a client, a client's representatives, counsel, witnesses, consultants, court personnel, and others with whom we communicate to handle a matter; conferences among our personnel; factual investigation; legal research; responding to clients' requests to provide information to auditors in connection with reviews or audits of financial statements; drafting letters, pleadings, briefs, and other documents; travel time; waiting time in court or elsewhere; and time in depositions and other discovery proceedings.

(2) Clients are responsible for payment to reimburse us for costs incurred in performing services such as messenger and delivery, air freight, computerized research, videotape recording, travel (including mileage, parking, airfare, lodging, meals, and ground transportation), court costs, and filing fees. To the extent we directly provide any of these services, we reserve the right to adjust the amount we charge, at any time or from time to time, as we deem appropriate, in light of our direct costs, our estimated overhead allocable to the services, and outside competitive rates. Unless special arrangements are made, fees and expenses of others (such as experts, investigators, witnesses, consultants, and court reporters) and other large disbursements will not be paid by our firm and will be the responsibility of, and billed directly to, the client.

(3) We may, on occasion, furnish estimates of fees or charges we anticipate will be incurred on a client's behalf, these estimates are by their nature inexact. We are not bound by any estimates except as expressly set forth in the engagement letter or otherwise agreed to by us in writing.

(4) Fees, disbursements, and other charges will be billed monthly and are payable upon presentation. We expect prompt payment.

(5) A client shall have the right at any time to terminate our services and representation upon written notice to the firm. Such termination shall not, however, relieve the client of the obligation to pay for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of termination.

(6) We reserve the right to withdraw from our representation with the client's consent or for good cause. Good cause may include the client's failure to honor the terms of the engagement letter, the client's failure to pay amounts billed in a timely manner, the client's failure to cooperate or follow our advice on a material matter, or any fact or circumstance that would, in our view, impair an effective attorney-client relationship or would render our continuing representation unlawful or unethical. If we elect to do so, the client will take all steps necessary to free us of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete our withdrawal, and we will be entitled to be paid for all services rendered and disbursements and other charges made or incurred on behalf of the client prior to the date of withdrawal.

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Office of Administration

TO:	**Finance-Personnel Committee**
FROM:	**Justin Schoenemann, Assistant City Administrator**
DATE:	**November 1, 2022**
SUBJECT:	**RESOLUTION 3996 A Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051**

Background

In 2010, the City of Mequon became a member of the Mid-Moraine Municipal Court System (MMMCS), a consortium of 16 municipalities that was founded nearly fourteen years ago as part of an effort to establish an efficient and convenient forum for the adjudication of local ordinance violations within participating communities. As the consortium has grown to accept additional members since its founding in 1991, an intergovernmental agreement that governs the administration of the court system has been amended each time, to the point that the MMMCS is presently governed by a fourteenth-amended version of the agreement that originally established the Court. The current agreement is set to expire on April 30, 2051, and it should be noted that it allows member municipalities to withdraw from the MMMCS with proper notice, should a community not wish to participate through the agreement's full term.

Analysis

More recently, the Court received requests from the Town of Polk, the Town of West Bend, and the Big Cedar Lake Protection and Rehabilitation District to join the MMMCS. Based on the three requests and the Court's analysis, the additional workload is within the Court's ability to manage with current resources and poses no concern. The Court's Administrative Committee, which is comprised of representatives from each member municipality, has unanimously approved a motion to amend the current agreement for the addition of all three organizations.

Furthermore, if approved, the amended agreement will allow administrative officers to serve a three-year term instead of the current two-year term and provides the President with the flexibility to appoint members to the Nominating Committee as needed instead of by February 15 of each year.

Fiscal Impact

Adding three more organizations stands to benefit the City of Mequon. If approved, there will be three additional member organizations paying for the Court's operational and capital costs. All three new organizations will have to pay the Court a start-up fee over three years to fund the MMMCS's costs to expand its scope of work to their respective jurisdictions. Lastly, the proposed agreement includes a clause that all communities must pay at least 0.25% of the Court's cost annually to ensure that organizations who might not have a case in a given year still support the administrative and capital costs of the Court.

A copy of the fifteenth-amended agreement with changes recommended by the Administrative Committee is enclosed for review.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on November 9, 2022.

Attachments:
15th Amended Agreement (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3996

A Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

RECITALS

A. The City of Mequon has entered into an intergovernmental agreement for its participation in the Mid-Moraine Municipal Court System. The current agreement will expire on April 30, 2051.

B. The City of Mequon is one of the current sixteen municipalities that jointly comprise the Mid-Moraine Municipal Court. The other municipalities included in the agreement are: City of Cedarburg, Village of Grafton, City of Hartford, Town of Hartford, Village of Fredonia, Village of Jackson, Village of Kewaskum, Village of Germantown, Village of Newburg, City of Port Washington, Village of Saukville, Village of Slinger, Village of Thiensville, Town of Trenton, and City of West Bend.

C. The attached amendment to the intergovernmental agreement providing for the inclusion of the Town of Polk, the Town of West Bend, and the Big Cedar Lake Protection and Rehabilitation District, as well as the proposed administrative changes, has hereby been endorsed by the Finance-Personnel Committee.

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

1. The Fifteenth Amended Agreement for the Operation of the Mid-Moraine Municipal Court in the form attached hereto is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

Caroline Fochs, City Clerk

~~FOURTEENTH~~FIFTEENTH-AMENDED AGREEMENT FOR THE OPERATION OF THE MID-MORAINE MUNICIPAL COURT (§66.0301, *Wisconsin Statutes)*

This Agreement is entered into by and between the City of Cedarburg, Village of Germantown, Village of Grafton, City of Hartford, Town of Hartford, Village of Fredonia, Village of Jackson, Village of Kewaskum, City of Mequon, Village of Newburg, Town of Polk, City of Port Washington, Village of Saukville, Village of Slinger, Village of Thiensville, Town of Trenton, and City of West Bend, ~~-~~Town of West Bend, and Big Cedar Lake Protection and Rehabilitation District municipal corporations organized and existing under the laws of the State of Wisconsin hereinafter called the "Member Municipalities". The Member Municipalities contract and agree as follows:

1. GENERAL. The Municipal Court shall be organized and shall operate pursuant to the *Wisconsin Statutes*, the ordinances adopted by the Member Municipalities, and the terms of this Agreement. In the event of conflicts, the provisions of the *Wisconsin Statutes* shall govern.

2. ORGANIZATION. Except for matters required by statues to be determined by the respective governing bodies of Member Municipalities, the general operation of the court shall be by the Judge and the Court Administrative Committee.

3. COURT ADMINISTRATIVE COMMITTEE.
   (a) **Composition.** The Court Administrative Committee shall be comprised of one representative of each Member Municipality, who shall be appointed by the mayor, president, or chairman of the Member Municipality, subject to confirmation by the municipality's governing body. In order to assure participation and continuity of representation, each Member Municipality may provide for an alternate representative who shall act on committee matters in the absence of the representative. Neither the representative nor the alternative representative of a Member Municipality shall be a police officer for the municipality or an attorney representing the municipality.

   (b) **Powers and Duties.** The Administrative Committee shall have general control over the operation of the court, except where such control is specifically granted to the Judge or the governing bodies by statute, in which case the Administrative Committee shall be a recommending agency. The Administrative Committee shall be responsible for the selection of the Clerk of the Municipal Court, subject to appointment by the Judge. The Administrative Committee shall recommend to the governing bodies for determination the salary of the Judge and the number and salary of the Clerks and/or Deputy Clerks. The Administrative Committee shall cause appropriate bank accounts to be established for the deposit of all fees, forfeitures, assessments, and costs paid into the court and shall adopt appropriate accounting procedures to ensure the proper handling of said funds. The Administrative Committee shall, with the assistance of the Clerk and Judge, prepare an annual budget for the operation of the court.

   (c) **Procedure and Voting.** The Court Administrative Committee shall be governed by *Robert's Rules of Order Revised*. A majority of the members of the committee shall constitute a quorum. A majority vote shall be required to adopt any motion or resolution.

(d) **Voting Members.** The duly appointed and confirmed representative or alternate representative of each Member Municipality shall be a permanent voting member of the Court Administrative Committee.

(e) **Officers.** The Officers of the Court Administrative Committee shall consist of a President, Vice President, Treasurer and Deputy Treasurer.

(f) **Term.** Officers shall serve a term of three ~~two~~ years. No member may serve in the same office for more than one term, except the Treasurer and Deputy Treasurer who may serve for two consecutive terms. The term of office of each Officer shall begin on July 1 and end on June 30.

(g) **Compensation.** Officers shall serve without compensation.

(h) **Nominating Committee.** ~~On or before February 15 of each year t~~The President shall appoint a Nominating Committee consisting of three representatives on the Court Administrative Committee. The Nominating Committee shall endeavor to provide at least two candidates for each open seat, except the Nominating Committee need not find two candidates for a seat held by an incumbent that is seeking reelection.

(i) **Election of Officers.** Officers shall be elected by the Court Administrative Committee at their Spring meeting.

(j) **Vacancies.** Vacancies in any Officer position shall be filled by the Court Administrative Committee. Any person filling an unexpired term of an Officer may serve in that same capacity until June 30 when the term expires.

(k) **Duties of the President.** The President shall preside at all meetings of the Court Administrative Committee; perform the duties customary to that office; appoint members of the standing committees; appoint such special committees as are necessary for the proper functioning of the Court Administrative Committee.

(l) **Duties of the Vice President.** The Vice President shall act as President in the event of the President's absence or inability to serve and during any period in which the office of President is vacant. The Vice President shall become President after the President's term is completed.

(m) **Duties of Treasurer.** The Treasurer shall act as Treasurer of the Court Administrative Committee; perform the duties customary to that office.

(n) **Duties of Deputy Treasurer.** The Deputy Treasurer shall act as Treasurer in the event of the Treasurer's absence or inability to serve and during any period in which the office of Treasurer is vacant.

4. JUDGE'S SALARY. The salary of the Judge shall be set by a majority of the governing bodies of Member Municipalities of the Court Administrative Committee.

5. COURT PERSONNEL.
   (a) **Clerk.** The selection of the Clerk of the Municipal Court shall be made by the Judge and Administrative Committee. The Clerk must be appointed by the Judge pursuant to *Wis. Stats.* §755.01 and §755.10.

   (b) **Compensation.** The salary and fringe benefits of the Clerk and any other court personnel shall be established by a majority of the governing bodies of Member Municipalities of the Court Administrative Committee after recommendation of the committees.

   (c) **Administration.** The Judge, Clerk and any other court personnel shall be employees of the Municipal Court.

6. FORFEITURES, FEES, PENALTY ASSESSMENTS, AND COSTS. All forfeitures, fees, penalty assessment, domestic abuse assessment, and costs paid to the Municipal Court under a judgment before the Municipal Judge shall be paid to the respective municipal treasurers within seven (7) days after receipt of the money by the Municipal Judge or other court personnel. At the time of the payment, the Municipal Judge shall report to the treasurers the title of the action, the offense for which a forfeiture was imposed, and the total amount of the forfeiture, fees, penalty assessment, domestic abuse assessments, and costs if any. The treasurers shall disburse the fees, costs, and assessment as provided in *Wis. Stats.* §§165.87(2), 167.31(5), 346.655(2), 814.65(1), and 973.055(2). All jail assessments paid to the Municipal Court under a judgment before the Municipal Judge shall be paid to the respective county treasurers within seven (7) days after receipt of the money by the Municipal Judge or other court personnel. The municipal portions of the court costs, as provided in §§814.65(1), shall be maintained in the Municipal Court operational account. Any excess revenue over budgeted expenditures shall be disbursed at the end of the fiscal year. All forfeitures shall be disbursed at least monthly to the Member Municipality for which judgment was entered.

7. BUDGET PROCESS.
   (a) **Time and Approval.** The Clerk and the Judge shall submit a proposed budget to the Court Administrative Committee annually no later than November 15th of each year for the next succeeding year. Approval by a majority of all of the Administrative Committee members shall constitute approval of the budget.

   (b) **Court Costs.** The local share of the court costs required to be collected pursuant to *Wis. Stats.* §814.65(1) shall be applied to the expenses of the court as determined in the budget. The local share shall not be credited to a Member Municipality's account.

(c) **Expenses.** The net expenses, whether denominated start-up expenses, capital expenditures, operating expenses, or otherwise, and including those charged under ¶5, after application of the local share of court costs, shall be paid by the Municipal Court, which shall in turn charge each of the Member Municipalities its share. Each Member Municipality's share shall be determined as follows:

(1) For the year 1991, the shares shall be proportional to the populations of the Member Municipalities as estimated by the Wisconsin Department of Administration for 1989.

(2) For the year 1992, the shares shall be proportional to the populations of the Member Municipalities as determined by the 1990 federal census.

(3) For the year 1993, the shares shall be proportional to the populations of the Member Municipalities as estimated by the Department of Administration for 1992.

(4) For each year thereafter, the ~~Administrative Committee shall determine a minimum amount to be paid by each municipality. The balance~~ total amount of the expenses shall be paid proportional to the number of citations and complaints filed with the court by each Member Municipality during the current calendar year, except as otherwise specifically provided below. All Member Municipalities are required to pay at least 0.25% of the Court's total expenses.

(5) For the year 1996, the Village of Grafton shall pay 11.54% and the City of Port Washington shall pay 13.61% of the net expenses of the court. Thereafter, the shares of those municipalities shall be determined based on the number of citations and complaints filed as provided above. In addition to the amounts payable under this paragraph, the Village of Grafton shall pay to the court $4,214.01 in three annual installments of $1,404.67 each; and the City of Port Washington shall pay to the court $4,232.67 in three annual installments of $1,410.89 each. The additional payments shall be made by January 15th of each of the years 1996, 1997, and 1998.

(6) In addition to the amounts payable under this paragraph, the Town of Erin shall pay to the court $1,053.65 in three annual installments of $351.22 each; the Village of Germantown shall pay to the court $5,265.04 in three annual installments of $1,755.01 each; the Town of Hartford shall pay to the court $1,152.32 in three annual installments of $384.11 each; the Village of Saukville shall pay to the court $1,333.77 in three annual installments of $444.59 each; and the Town of Trenton shall pay to the court $1,381.52 in three annual installments of $460.51 each. The additional payments shall be made by January 15th of each of the years 1999, 2000, and 2001.

(7) In addition to the amount payable under this paragraph, the Village of Newburg shall pay to the court $984.03 in three annual installments of $328.01 each. The payments shall be made by January 15th of each of the years 2001, 2002, and 2003.

(8) In addition to the amount payable under this paragraph, the City of Cedarburg shall pay to the court $6,144.18 in three annual installments of $2,048.06 each. The payments shall be made by March 15th of each of the years 2003, 2004, and 2005.

(9) In addition to the amount payable under this paragraph, the Village of Fredonia shall pay to the court $819.95 in three annual installments of $273.32 each. The payments shall be made by March 15th of each of the years 2006, 2007, and 2008.

(10) In addition to the amount payable under this paragraph, the Village of Thiensville shall pay to the court $2,150.02 in three annual installments of $716.67 each. The payments shall be made by March 15th of each of the years 2010, 2011, and 2012.

(11) In addition to the amount payable under this paragraph, the City of Mequon shall pay to the court $10,780.80 in three annual installments of $3,593.60 each. The payments shall be made by March 15th of each of the years 2011, 2012, and 2013.

(12) In addition to the amounts payable under this paragraph, the Big Cedar Lake Protection and Rehabilitation District shall pay to the court $409.26 in three annual installments of $136.42 each; the Town of Polk shall pay to the court $1,961.67 in three annual installments of $653.89 each; and the Town of West Bend shall pay to the court $2,377.80 in three annual installments of $792.60 each. The payments shall be made by January 25th of each of the years 2023, 2024, and 2025.

8. LOCATION OF SESSIONS. Each Member Municipality shall provide a place for the Judge to hold court, or it may authorize him or her to hold court in another Member Municipality at a convenient place. Court sessions shall be held exclusively in each such place at least once monthly and, to the extent reasonably possible, at a convenient time for the Member Municipality bringing the action.

9. CONTRACT ADMINISTRATION AND AMENDMENTS. The affirmative vote of a majority of all the governing bodies of Member Municipalities shall be required to adopt any resolution pertaining to the operation of the court.

10. WITHDRAWAL. Any Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge no later than August 31st of any year. Upon giving such notice, the Member Municipality's participation in the Municipal Court shall terminate at the end of said year.

11. ADDITIONAL MEMBERS. Additional municipalities may become Member Municipalities under such condition as may be determined by the Court Administrative Committee upon approval by the governing bodies of all the existing Member Municipalities.

12. TERM. This Agreement shall terminate as of April 30, 2051 for all Member Municipalities. Upon termination, any surplus of assets over expenses held by the court shall be distributed to the Member Municipalities in proportion to their contributions to the expenses of the court over the life of the Agreement. For purposes of this paragraph, Member Municipalities does not include those who withdraw under ¶10.

13. SURVIVAL OF OBLIGATIONS. The obligation to contribute to expenses under ¶7 and the right to receive distributions under ¶6 shall survive the withdrawal from or termination of the Agreement, except that a municipality which withdraws shall not be responsible for expenses incurred after its withdrawal.

This agreement as amended is effective on January ~~May~~ 1, ~~2021~~2023.

CITY OF CEDARBURG

Approved on: ___________________ By:_______________________________________
[Name], Mayor

Attest:_______________________________________
[Name], Clerk

VILLAGE OF FREDONIA

Approved on: ___________________ By:_______________________________________
[Name], President

Attest:_______________________________________
[Name], Clerk

VILLAGE OF GERMANTOWN

Approved on: ___________________ By:_______________________________________
[Name], President

Attest:_______________________________________
[Name], Clerk

VILLAGE OF GRAFTON

Approved on: ___________________ By:_______________________________________
[Name], President

Attest:_______________________________________
[Name], Clerk

CITY OF HARTFORD

Approved on: ____________________ By:____
[Name], Mayor

Attest:____
[Name], Clerk

TOWN OF HARTFORD

Approved on: ____________________ By:____
[Name], Chairman

Attest:____
[Name], Clerk

VILLAGE OF JACKSON

Approved on: ____________________ By:____
[Name], President

Attest:____
[Name], Clerk

VILLAGE OF KEWASKUM

Approved on: ____________________ By:____
[Name], President

Attest:____
[Name], Clerk

CITY OF MEQUON

Approved on: ____________________ By:____
[Name], Mayor

Attest:____
[Name], Clerk

VILLAGE OF NEWBURG

Approved on: ___________________ By:___________________________________
[Name], President

Attest: ___________________________________
[Name], Clerk

TOWN OF POLK

Approved on: By:
[Name], Chairman

Attest:
[Name], Clerk

CITY OF PORT WASHINGTON

Approved on: ___________________ By:___________________________________
[Name], Mayor

Attest:___________________________________
[Name], Clerk

VILLAGE OF SAUKVILLE

Approved on: ___________________ By:___________________________________
[Name], President

Attest:___________________________________
[Name], Clerk

VILLAGE OF SLINGER

Approved on: ___________________ By:___________________________________
[Name], President

Attest:___________________________________
[Name], Clerk

VILLAGE OF THIENSVILLE

Approved on: ____________________ By:____
[Name], President

Attest:____
[Name], Clerk

TOWN OF TRENTON

Approved on: ____________________ By:____
[Name], Chairman

Attest:____
[Name], Clerk

CITY OF WEST BEND

Approved on: ____________________ By:____
[Name], Mayor

Attest:____
[Name], Clerk

TOWN OF WEST BEND

Approved on: ____________________ By:____
[Name], Chairman

Attest:____
[Name], Clerk

BIG CEDAR LAKE PRD

Approved on: ____________________ By:____
[Name], Chairman

Attest:____
[Name], Clerk

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

www.ci.mequon.wi.us
Office of Administration

TO:	**Finance-Personnel Committee**
FROM:	**William Jones, City Administrator**
DATE:	**November 1, 2022**
SUBJECT:	**RESOLUTION 3997 A Resolution Approving an Agreement for Municipal Prosecution Services with Houseman & Feind LLP, Grafton, Wisconsin, for the Period December 1, 2022 - December 31, 2024**

Background

Earlier this year, staff initiated a review of the City's legal services. As part of this process, a Request-for-Proposals (RFP) was issued in May, seeking applications for both the provision of general legal services across the organization, as well as for municipal prosecution services through the Mid-Moraine Municipal Courts System. Following a review of the proposals received, a determination was reached to split the provision of general legal services and municipal prosecution services amongst two of the responding firms.

Accordingly, staff has been working with the firm Houseman & Feind, LLP to draft a multi-year agreement for municipal prosecution services and with the City's current law firm, Wesolowski, Reidenbach & Sajdak on a multi-year agreement for general legal services. Presently, one of the principals of Wesolowski, Reidenbach & Sajdak, Brian Sajdak, serves as Mequon City Attorney, a role he was appointed to in 2014.

As the City Administrator's Office continues to work on finalizing an agreement for general legal services, terms on an agreement with Houseman & Feind have been finalized. Consequently, a two-year agreement is being presented for Common Council consideration, in advance of taking effect on December 1 next month.

Analysis

The decision to assign municipal prosecution services, which include both the adjudication of traffic citations and municipal code violations via the Mid-Moraine Municipal Court System, mirrors an approach the City has taken in recent years towards utilizing specialized outside counsel. Currently, the City contracts with another outside law firm, von Briesen, s.c, for all labor and personnel matters. Additionally, specialized counsel has also been routinely used for issuing debt (bond counsel), complex land use matters, and the handling of litigation claims, depending upon their nature. Houseman & Feind, a local firm based in Grafton, represents a number of jurisdictions locally as municipal prosecutor, and staff believes that utilizing a firm that specializes in this area will result in improved service both within, and outside of, the City organization. A copy of the proposed two-year agreement with Houseman & Feind, as well as a copy of the firm's original proposal dated July 1, 2022, are attached.

Fiscal Impact

Pursuant to the attached two-year agreement, standard prosecution services will be provided at a cost of $2,000 per month in 2023, and $2,500 per month in 2024. Notably, the $2,500 per month rate was originally included in the proposal submitted by Houseman & Feind in July, and the firm has agreed to a reduction in the monthly retainer amount during the first year of the agreement.

Additionally, all other matters covered outside of the normal monthly retainer, which is likely to include the resolution of, and follow-up on, various code enforcement matters handled by the Department of Community Development, will be billed at a rate of $200 per hour. For 2023, $30,000 has been included in the City's Legal Services Budget for municipal court and related prosecution matters.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 9, 2022.

Attachments:

Legal Services Agreement for Municipal Prosecution Services (DOCX)

Houseman & Feind Proposal - July 1, 2022 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3997

A Resolution Approving an Agreement for Municipal Prosecution Services with Houseman & Feind LLP, Grafton, Wisconsin, for the Period December 1, 2022 - December 31, 2024

RECITALS

A. During Fiscal Year 2022, the City of Mequon conducted a periodic review of its legal services, which include both advice and counsel on general legal matters, as well as the prosecution of matters through the Mid-Moraine Municipal Court.

B. Following the receipt of proposals submitted in response to a Request-for-Proposals issued in May, the City Administrator's Office recommends the appointment of a separate law firm to handle municipal prosecution matters on behalf of the City.

C. This recommendation aligns with the City's recent approach to utilizing outside counsel for specialized matters, such as labor & personnel, complex land use agreements and litigation claims.

D. The Finance-Personnel Committee has reviewed the above recommendation and recommends the approval of the attached 2-year agreement with the firm Houseman & Feind LLP, for municipal prosecution services.

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

1. The Legal Services Agreement for Municipal Prosecution Services with Houseman & Feind LLP, of Grafton, Wisconsin, in the form attached hereto, is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

____
Approved by: Andrew Nerbun, Mayor

Date Approved: November 9, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on November 9, 2022.

Caroline Fochs, City Clerk

LEGAL SERVICES AGREEMENT FOR MUNICIPAL PROSECUTION SERVICES

This Legal Services Agreement for Municipal Prosecution Services ("Agreement") is made by and between the City of Mequon ("Mequon") and Houseman & Feind LLP ("Houseman.")

Mequon and Houseman agree as follows:

TERM AND RENEWAL

The Term of this Agreement is from December 1, 2022, through December 31, 2024.

SCOPE OF ENGAGEMENT

Houseman shall be appointed as the City's Prosecuting Attorney, pursuant to Mequon Municipal Code § 2-183(b)(1). Attorney Johnathan G. Woodward shall be the principal Prosecuting Attorney.

Pursuant to its appointment as Prosecuting Attorney, Houseman shall provide services to Mequon in two categories: Routine Services and Extraordinary Services.

The Routine Services comprise the following:

1. Attendance at each month's initial appearance date in the Mid-Moraine Municipal Court;
2. Conducting pretrial conferences with defendants or their attorneys for municipal court citations for which a not guilty plea has been entered;
3. Preparation for and attendance at motion hearings and trials in the Mid-Moraine Municipal Court, or before another municipal judge in the event the Mid-Moraine Municipal Judge is recused or substituted;
4. Routine communications with the Mid-Moraine Municipal Court incidental to the above tasks, including but not limited to scheduling communications;
5. Routine advice to the City of Mequon's Police Department related to traffic and municipal ordinance enforcement;
6. Initial advice comprising enforcement strategy and procedure to the Community Development Department related to code enforcement matters;
7. Annual in-service training to members the City of Mequon Police Department regarding traffic and municipal ordinance enforcement.
8. Assisting in any matters concerning the return of personal property from the Mequon Police Department to a named defendant, as may be necessary.

Extraordinary Services comprise the following:

1. Legal services related to the prosecution of any matter which has been transferred to, appealed to, or initiated in the first instance in the Ozaukee County Circuit Court, or any appellate court;

2. Prosecuting any matter before, or furnishing advice to, a quasi-judicial or administrative body of Mequon, including but not limited to the Common Council or the Zoning Board of Appeals. This includes but is not limited to prosecution of suspension, revocation, non-renewal, or non-issuance of alcohol beverage licenses;
3. Legal services or advice to any Mequon department other than the Police Department, including but not limited to code enforcement and inspection services, not otherwise identified above as a Routine Service;
4. Any legal services not otherwise specified as a Routine Service.

To avoid any ambiguity, advice relating to public record requests is not a prosecutorial function and shall be handled by Mequon's general city attorney.

COMPENSATION

Compensation for Routine Services shall be as follows:

From December 1, 2022, through December 31, 2023, a flat rate of **$2,000.00 per month**.
From January 1, 2024, through December 31, 2024, a flat rate of **$2,500.00 per month.**

Compensation for Extraordinary Services shall be as follows:

For the term of the Agreement, **$200.00 per hour**, billed in increments of one-tenth of an hour.

COSTS AND EXPENSES

In addition to the foregoing compensation, Mequon shall reimburse Houseman for costs and expenses advanced by Houseman related to the legal services rendered. The most common costs and expenses are: fees to sheriffs and private process servers for service of legal process, witness fees, court filing fees, court transcript fees, fees for certification of court or other public records, postage charges, and express courier charges. Some of these expenses may ultimately be taxed to a judgment against a defendant if Mequon prevails in court, and would potentially be recouped by Mequon upon the Court's collection of a judgment.

BILLING AND PAYMENT

Houseman will furnish an invoice to Mequon each month; Mequon shall pay Houseman within 30 days of receipt of any invoice.

LIMITATION OF SCOPE OF REPRESENTATION AND CONFLICTS

Houseman shall represent Mequon only in the matters set forth in the "Scope of Engagement" above. Mequon may ask Houseman to perform additional work, which if performed may be subject to the terms of this Agreement or may be subject to the terms of a separate written agreement limited to the additional work. Otherwise, this Agreement can only be modified by a writing signed by both parties. Houseman agrees not to engage in litigation against the City or to represent clients that have interests which are directly adverse to the City without first securing informed consent as provided by the Rules of Professional Conduct for Attorneys, as may be amended from time to time. Houseman shall have a continuing duty to disclose such information. This Agreement is subject to a contemporaneous Informed Consent request due to a matter ongoing at the time of this Agreement.

SPECIAL PROSECUTOR

From time to time, it may be necessary for Houseman to refer an individual matter to a special prosecutor due to a conflict of interest. Mequon hereby provides general consent for any of the following to serve as special prosecutor in individual cases:

1. Mequon's general city attorney or other attorneys employed by the firm of the general city attorney;
2. Any attorney who serves as the regular prosecuting attorney for a municipality in Ozaukee County or any neighboring county.

INSURANCE

Houseman shall maintain professional liability insurance in the amount of two million ($2,000,000.00) dollars with respect to services rendered pursuant to this Agreement.

The coverage maintained by Houseman shall be primary; provided, however, that the coverage maintained by the City shall be primary as to any claim that is not covered by the insurance maintained by the Attorney or for which such carrier refuses or reserves its rights against a demand for tender of defense or payment of claim.

PRIVILEGED COMMUNICATIONS

The provisions of Chapters 19 and 905 of the Wisconsin Statutes, SCR Chapter 20 and related case law shall govern all communications between the parties.

INDEPENDENT CONTRACTOR STATUS AND PUBLIC RECORDS LAW STATUS

At all times during the scope of this Representation, Houseman shall be deemed an independent contractor for Mequon. Houseman shall not be the custodian of or authority for any public records.

TERMINATION

Either party may terminate this Agreement without cause upon written 60-day notice to the other party. Unless otherwise agreed, such Representation shall terminate at the end of the month following the 60-day notice. The Wisconsin Rules of Professional Conduct for Attorneys shall govern any termination of this Agreement.

MISCELLANEOUS

This Agreement, and the interests hereunder shall not be assigned without the written consent of the other party. This Agreement shall be binding upon and inure to the benefit of the parties to this Agreement and their respective successors and permitted assigns. This Agreement shall be governed by, and construed under the laws of the State of Wisconsin. Any disputes regarding this Agreement shall be venued in Ozaukee County. Any provision of this Agreement which is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provision. Headings in this Agreement are included for the convenience of reference and may not be varied, modified or amended as to any term or condition expressed herein except in a writing duly signed on behalf of both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, or caused this Agreement to be executed by their respective officers on the dates indicated below.

Dated ____________________________. **CITY OF MEQUON**

____
Andrew Nerbun, Mayor

Countersigned:

____
Caroline Fochs, City Clerk

Dated ____________________________. **HOUSEMAN & FEIND LLP**

____
Michael P. Herbrand

Robert L. Feind, Jr.
John M. Gallo
Michael P. Herbrand
Margaret G. Zickuhr
Timothy S. Schoonenberg
Johnathan G. Woodward

Amber J. Hollrith
Lisa Vizanko
Bennett H. Jenkins

HOUSEMAN & FEIND L.L.P.
ATTORNEYS AT LAW
1650 NINTH AVENUE
GRAFTON, WISCONSIN 53024-2450
WWW.HOUSEMANLAW.COM

IN MEMORIAM
Ralph E. Houseman
1916 - 2012

OF COUNSEL
Donald P. O'Meara

TELEPHONE
(262) 377-0600
FACSIMILE
(262) 377-6080

July 1, 2022

Via Email Only to wjones@ci.mequon.wi.us
William H. Jones, Jr., City Administrator
City of Mequon
11333 North Cedarburg Road
Mequon, WI 53092

Re: Proposal for Municipal Prosecution Services

Dear Mr. Jones:

Houseman & Feind LLP is pleased to present the following proposal to the City of Mequon ("City") for municipal prosecution services only in response to the City's request for proposals for legal services. To avoid any ambiguity, Houseman & Feind LLP is not proposing to serve as the general City Attorney.

Houseman & Feind was founded in Grafton in 1939. We have served as municipal attorneys and prosecutors for communities in Ozaukee and Washington Counties for decades.

Attorney Johnathan Woodward would serve as the Prosecuting Attorney for the City. Attorney Woodward has been with Houseman & Feind since 2006; he has been the prosecutor for the Village of Grafton since that year, for the City of West Bend since 2012, and for the City of Cedarburg since 2013. Another attorney in our office, Attorney Amber Hollrith, took over prosecution duties for the Village of Thiensville in approximately 2018; Attorney Hollrith would be the primary backup for Attorney Woodward. Attorney Woodward resides in the Village of Germantown, and is therefore both very familiar with the Mequon community as well as physically nearby in the event of any urgent situations.

Our reputation and experience in municipal prosecution is unmatched. Put simply, when prosecutors in other communities have questions about unusual cases, they call Attorney Woodward. Attorney Woodward has successfully argued to the Supreme Court of Wisconsin in one of the few municipal prosecution cases to reach that level, and has been a presenter at the OWI Prosecutor's Seminar held by the Wisconsin Department of Justice on municipal court prosecution issues. We have a strong working relationship with the Ozaukee County District Attorney's Office, as cases in municipal court often overlap with criminal charges handled by that office. We likewise have excellent working relationships with legal counsel at the Wisconsin Department of Transportation and the Wisconsin Department of Justice Traffic Safety Resource Prosecutor.

Logistical Information

We pride ourselves on efficient handling of routine matters, without sacrificing the attention and preparation needed for complicated cases. Since the pandemic, we have shifted pretrial conferences to be held by e-mail or telephone exclusively. This is more efficient for us and, perhaps more importantly, keeps defendants from taking a full or half day off of work for a matter that could otherwise be resolved with a brief e-mail or telephone exchange.

Attorney Woodward is familiar with ProPhoenix RMS and is an authorized eTIME user. To the extent the Police Department is willing to do so, providing remote access to ProPhoenix RMS and an eTIME account would greatly reduce the amount of police department staff time involved in preparing paper files. Likewise, our firm is established as an agency in the Axon video evidence system for easy transfer of body camera and dash camera evidence.

This proposal assumes that the general City Attorney, and not the Prosecuting Attorney, will provide advice and counsel to the Police Department on matters related to the Wisconsin Public Records Law.

We would be pleased to discuss in an interview setting particulars as to our office's standard amendments and prosecution philosophy. Put simply, we are firm but fair, and we do not hesitate to set cases for trial. We have strong working relationships with school staff in all communities where police departments have one or more School Resource Officers assigned to the high school.

Billing Rate Proposals

We have three different options for your consideration.

Option 1: Hourly billing for attorney time at $175.00/hour
Attorney time would be billed on a tenth-of-an-hour basis.

Option 2: Flat fee of $2,900.00 per month for "included items"
Hourly billing for attorney time at $175.00/hour for "special items"
"Included items" are attendance at the monthly municipal court initial appearance date, handling of all municipal court pretrial conferences, preparation for and attendance at municipal court trials and motion hearings, handling of traffic and ordinance citations, other than "special items," that are transferred or appealed to the Circuit Court or an appellate court, researching and providing responses to prosecution-related questions from the Police Department, and providing in-service training to Police Department staff on an annual basis.

"Special items" would include any other matter, primarily but not limited to:

- Any matter relating to raze orders and/or special inspection warrants
- Any matter relating to building, electrical, fire, plumbing, property maintenance, or zoning code violations

- Any matter relating to daily or continuing violations for nuisances or similar matters
- Any matter relating to prosecuting the revocation, suspension, non-renewal, or non-issuance of a permit or license before the Village Board or other entity that is not a court, including but not limited to alcohol beverage licenses

These types of matters generally fall outside the general scope of matters enforced by the police department and often involve other City departments. They are more time-intensive and do not neatly fall into the usual municipal court framework. Therefore, we propose that they be billed separately under the flat fee framework.

Option 3: Flat fee of $2,500.00 per month for "included items"
Hourly billing for attorney time at $175.00/hour for "special items" and for citations handled in circuit or appellate courts
This option is the same as Option 2, except that matters handled in the circuit court or the appellate courts would not be included in the monthly flat fee, and would instead be billed on an hourly rate. This would therefore expand the hourly items to include (a) OWI cases, and any companion citations, which bypass the municipal court on a defendant's jury demand, (b) appeals to the circuit court after a municipal court decision, and (c) further appeals to the appellate courts after a circuit court decision. These matters occur less frequently but are more time-intensive when they do, such as jury trials and drafting appellate briefs.

Regardless of the option, we would further bill for any actual disbursements, which commonly comprise the following items:
*U.S. Mail postage and overnight courier fees
*Fees to sheriff's offices or private process servers for process service (primarily of trial subpoenas to witnesses)
*Fees for the preparation of transcripts of court proceedings
*Statutory witness fees
*Other required court filing fees
*Preparation of enlargements and visual aids for use in jury trials

Our experience has been that these disbursements in most months are nominal; the most expensive items are process service charges for out-of-area service which are often $50-$100 per attempt. To the extent police department personnel are willing to effect service within a reasonable geographic area, this will reduce these charges. If the City ultimately prevails at trial, items such as process service and witness fees may be taxed onto the amount owed by the Defendant, which would result in the City being reimbursed through the Court's collection process.

We look forward to meeting with you to discuss this proposal in more detail.

Very truly yours,

HOUSEMAN & FEIND LLP

/s/
Johnathan G. Woodward

JOHNATHAN G. WOODWARD

Education

Pepperdine University School of Law, Malibu, California — August 2003-May 2006
Juris Doctor
- Business Editor, *Pepperdine Dispute Resolution Law Journal*
- Member, Honors Trial Team

University of Missouri-Columbia — August 1999-May 2003
Bachelor of Journalism, Broadcast News Emphasis, Minors in Political Science and Spanish

Honors and Awards

The Order of Barristers
"Excellence In Preparation for Trial Practice" Award, ABOTA Los Angeles Chapter, 2006
Wisconsin Super Lawyers Rising Star, Government/Municipalities, 2012 through 2021

Professional Experience

Houseman & Feind LLP, Grafton, Wisconsin — Attorney, October 2006-present

Areas of practice: Municipal Law, emphasis in public records, open meetings, litigation matters, and election law
Traffic and Municipal Ordinance Enforcement and Prosecution
General Civil Litigation, emphasis in real estate litigation, collections, liens, foreclosures, landlord/tenant matters
Appeals
Traffic/Criminal Defense
Assistance with civil litigation aspects of family law (discovery, contempt)
Basic estate planning

Representative matters:
- Prosecuted thousands of municipal traffic and ordinance cases, including hundreds of bench trials, numerous jury trials, and several appeals
- Successfully argued to the Wisconsin Supreme Court to close a loophole in how prior OWI convictions are counted
- Successfully argued to the Court of Appeals that ignition interlock devices are mandatory on first offense OWI cases with a prior "uncounted" offense
- Advised a school district clerk and staff on election law and administration through a contentious, highly-publicized recall of four school board members
- Successfully argued to a municipal governing body to revoke an establishment's alcohol beverage license, and successfully argued to uphold that decision to the circuit court
- Successfully argued for dismissal on various procedural grounds of an 8 million dollar lawsuit by a developer against a municipal client, and successfully defended result on appeal
- Advised municipal building inspectors on raze orders, and successfully defended the orders when challenged in circuit court
- Sued the officers and directors of a bankrupt regional home improvement chain that left small local contractors with tens of thousands of dollars of unpaid bills, obtained highly favorable settlements with the errors and omissions insurer

Municipal Clients

Washington County

City of West Bend, prosecuting attorney, 2012-present
Town of Trenton, assistant town attorney, 2006-present
Village of Richfield, special counsel/circuit court prosecutor, 2008-present
Village of Newburg, prosecuting attorney, 2015-present
Town of Erin, town attorney, 2010-2018

Ozaukee County

City of Cedarburg, assistant city attorney, 2013-present
Village of Grafton, assistant village attorney, 2006-present
Village of Fredonia, assistant village attorney, 2006-present
Village of Thiensville, assistant village attorney, 2006-present
Town of Port Washington, town attorney, 2019-present

Published Cases

Supreme Court of Wisconsin

City of Cedarburg v. Hansen, 2020 WI 11, 390 Wis. 2d 109, 938 N.W.2d 463, *reconsideration granted on City's motion*, 2020 WI 45, 391 Wis. 2d 671, 943 N.W.2d 544

Wisconsin Court of Appeals

Village of Grafton v. Seatz, 2014 WI App 23, 352 Wis. 2d 747, 845 N.W.2d 672

Appointments

Supplemental Court Commissioner, appointed by Hon. Steven M. Cain, Ozaukee County Circuit Court, September 2019-present

Supreme Court of Wisconsin, Office of Lawyer Regulation, Special Investigative Panel, March 2020-present

Volunteer Activities

American Mock Trial Association
- Member, National Board of Directors, 2007-present
- Executive Committee member, 2009-present
- President-Elect, July 2021-present (Presidential term May 2022-May 2024)

Washington County Bar Association, President, 2019-2020, Vice President, 2018-2019, Secretary, 2017-2018

Leadership West Bend (West Bend Chamber of Commerce), class member, Sept. 2021-present

Empire Mock Trial, tournament staff, 2011-present

Wisconsin Leadership Seminars, Inc., seminar volunteer, 1998-present (various years)

Immanuel Presbyterian Church, Milwaukee, member of session (governing body), 2007-2010

ATTACHMENT A:

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSAL (RFP)
~~COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONAL ANALYSIS~~
LEGAL SERVICES

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of Person Submitting Contract/Bid

7-1-2022
Date

HOUSEMAN & FEIND LLP
Name of Business

ACKNOWLEDGEMENT OF ADDENDA:

Acknowledge the receipt of addenda, if any (indicate date(s)): 6-22-22, ________, ________.

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: **Marie Keyser, Assistant to the Finance Director**
DATE: **November 10, 2021**
SUBJECT: **Credit Card Processing Discussion**

Credit and debit card acceptance has become extremely common, if not expected, by consumers as an option of any purchase transaction. The Government Finance Officers Association (GFOA) has compiled the following list of benefits of accepting payment cards:

- Enhanced customer service and convenience
- Increased certainty of collection
- Accelerated payments and the availability of funds
- Improved audit trail
- Reduced cashiering costs
- Improved overall cash flow
- Lessened delinquencies
- Reduction in return check processing costs and collection costs

GFOA recommends that municipalities evaluate whether accepting payment cards is reasonable and appropriate for the type of charges or fees being paid and the level of customer service desired.

Currently, the City of Mequon accepts online credit, debit, and e-check payments for utility bills, burn and brush permits, and property taxes through three different vendors. All processing fees are passed on to the customer as shown in the table.

Bill Type:	**Credit or Debit Card Fee**	**Electronic Check Fee**	**Vendor**	**2021 Transactions**	**2021 Fees Paid**
Utility	2.50%	$1.59	Govlution	1,976	$7,558
Brush Permit	$1.50/transaction	$1.50	Point and Pay	788	$1,182
Tax	2.39%	$2.00	GovTech	558	$9,700
Total				**3,322**	**$18,440**

Staff received a quote from Tyler Technologies, the City's financial software provider, regarding Tyler Payments. The scope of this proposal is comprehensive in nature. In-person (point of sale) payments via payment card are included for all fees on the fee schedule. Online payments are limited to what is currently accepted: utility billing, tax billing and brush permitting. There is an additional service "IVR" (Interactive Voice Response) in which residents can call a phone number and pay over the phone via a series of prompts. This service is quoted for utility billing, tax billing and brush permitting only.

Finance staff is looking for preliminary guidance from this Committee to determine how the City should move forward with credit card, debit card and e-check acceptance.

The following questions will assist staff in understanding what guiding principles should be considered in addressing future payment card processing:

1. Should the City be accepting payment cards in-person?

2. Should the City receive quotes from other vendors for this service?

3. The City has cash registers in the Finance Department at City Hall and the Police Department at the Public Safety Building that only accept checks or cash. Should DPW have a register to accept payment cards at their location (park reservation fees, bulk water permits, etc.)? Please note the recurring costs associated with each card terminal for both the unit and Payment Card Industry (PCI) compliance.

4. Will the processing fees be passed on to the customer or will the City cover some or all of the expense? As of the 2020 swimming pool season, the City accepts payment cards for purchasing pool passes and the City covers the processing fee cost. The cost for the 2022 pool season was $1,690.

Please see attached proposal for discussion purposes.

Attachments:
Mequon WI_TP_quote_11_3_22 (PDF)

Quoted By:	Justin Almy
Quote Expiration:	04/02/23
Quote Name:	City of Mequon, WI -ERP- Tyler Payments
Quote Description:	Tyler Payments

Sales Quotation For:

City of Mequon
11333 N Cedarburg Rd # 60W
Mequon WI 53092-1930
Phone: +1 (630) 935-0673

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Integrations			
SnapLogic - Up to 5 Integrations	1	0	$ 3,000.00
TOTAL		**0**	**$ 3,000.00**

Payments

	Use Case	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Payer Card Cost - Service Fees										
Enterprise ERP										
Enterprise ERP Payments	Utility Billing		3.25%	$ 2.00				X	X	X
Enterprise ERP Payments	Pool		3.25%	$ 2.00				X		
Enterprise ERP Payments	Public Works		3.25%	$ 2.00				X		

Enterprise ERP Payments	Police		3.25%	$ 2.00	X		
Enterprise ERP Payments	Parks		3.25%	$ 2.00	X		
Enterprise ERP Payments	Finanace		3.25%	$ 2.00	X		
Enterprise ERP Payments	Engineering		3.25%	$ 2.00	X		
Enterprise ERP Payments	Com Dev/Inspect		3.25%	$ 2.00	X		
Enterprise ERP Payments	City Clerk		3.25%	$ 2.00	X		
Enterprise ERP Payments	Assessor		3.25%	$ 2.00	X		
Tyler Enterprise Payments	Real Estate Taxes		3.25%	$ 2.00	X	X	X
Payments - Other Fees							
Enterprise ERP							
Payer eCheck Cost		$ 1.25					
eCheck Rejects		$ 5.00					
Credit Card Chargebacks		$ 15.00					

Payer Card Cost - per card transaction with Visa, MasterCard, Discover, and American Express.

IVR Cost - Additional $0.50 per transaction on top of Card fee passed to the payer or absorbed.

Payer eCheck Cost - Per electronic check transaction.

eCheck Reject - When an eCheck transaction comes back as declined (e.g bounced check)

Credit Card Chargebacks – If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Payments Lane 3000 Annual Terminal Purchase	1	$ 419.00	$ 0.00	$ 419.00	$ 0.00	$ 0.00	$ 0.00

Payments PCI Service Fee (Per Device)	1	$ 0.00	$ 0.00	$ 0.00	$ 180.00	$ 0.00	$ 180.00
TOTAL				**$ 419.00**			**$ 180.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Tyler License Fees	$ 0.00	$ 0.00
Total SaaS	$ 0.00	$ 3,000.00
Total Tyler Services	$ 0.00	$ 0.00
Total Third-Party Hardware, Software, Services	$ 419.00	$ 180.00
Summary Total	**$ 419.00**	**$ 3,180.00**
Contract Total	**$ 3,599.00**	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: ______________________ Date: ______________________

Print Name: ______________________ P.O.#: ______________________

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such

software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at: https://www.tylertech.com/terms/payment-card-processing-agreement. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Fees for year one of hardware maintenance are invoiced upon delivery of the hardware, with subsequent years' fees billed annually, in advance.

*For reference: Quote includes 3 Ingenico 3000 series models. Series 5000 (with e-signature) has been discontinued, a replacement with e-signature is being vetted now and expected soon. While not finalized, estimated unit cost approximately $630.

2022 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
November	• 2022 YTD Investment Report & Review Presentation by DANA Investments • Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022 • Resolution Approving a Two-Year Agreement for Municipal Prosecution Services with Houseman & Feind LLP, of Grafton, Wisconsin • Resolution Designating the Allocation of $2,550,000 in Proceeds Received by the City of Mequon from the American Rescue Plan Act • Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees • Resolution Approving a Labor & Employment Services Engagement Letter with Attorney Kyle J. Gulya of von Briesen & Roper, s.c. • Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

Future Agenda Topics

• Financial Policy and City Ordinance Reconciliation • Compensation Plan Analysis • GASB 87 Update • Comprehensive Fee Schedule Review	• User Fee Financial Policy • Life Insurance Review • Business Insurance Review • Credit Card Processing Discussion • Library Review

2022 Completed Items

• Resolution Ratifying the City of Mequon's COVID-19 Emergency Medical Leave Policy Between January 1 - March 31, 2022 • Resolution Authorizing Execution of a Contract for Network Upgrades with Office Technology Group, Milwaukee, Wisconsin for a Not-to-Exceed Cost of $43,866 • Resolution Approving a Second Amendment to the Cell Tower Lease Agreement with United States Cellular LLC Extending the License term at 11830 North Port Washington Road • Resolution Approving a Third Amendment to the Development Agreement for the Town Center Master Planned Mixed-Use Development for Foxtown Center, LLC	• Resolution Authorizing a Town Center TID No. 3 Incentive with P2 Development, in Connection with Construction of a Planned Unit Development Located at 11040 and 11110 North Buntrock Avenue • Resolution Awarding the Sale of $9,490,000 General Obligation Promissory Notes Series 2022A; Providing the Form of the Notes; and Levying a Tax in Connection Therewith • Resolution Approving a Revolving Loan Fund Application for $100,000 for Mind+ Neurology, a medical clinic, located at 12200 Corporate Parkway • Resolution Authorizing a Fifth Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.

• Resolution Authorizing the Execution of a Software as a Service (SaaS) Contract with Tyler technologies, Inc. of Yarmouth, Maine, in Connection with a Cloud-Based Transition of the City's Enterprise Resource Planning System (MUNIS) • Resolution Approving a Contract for Streetscape Design on Port Washington Road from Mequon Road to County Line Road in the Amount of $24,000 • Resolution Ratifying the Recording of $79,902 in Expenses to the TID No. 5 Special Fund, for Demolition of the Port Zedler Motel at 10036 N. Port Washington Road • Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with Carlson Dettmann Consulting, Appleton, Wisconsin in an Amount Not-to-Exceed $27,750 • Resolution Authorizing Execution of a Professional Services Agreement for the Completion of a Classification and Compensation Study of Non-Represented Positions with GovHR USA, LLC, Northbrook, Wisconsin in an Amount Not-to-Exceed $22,200 • Resolution Authorizing Execution of a Five-Year Lease Agreement for Print & Copier Services with Office Technology Group, Milwaukee, Wisconsin, in the Estimated Amount of $68,340 • Resolution Approving Amendments to the City's FY2022 Fee Schedule, in Connection with Ambulance and Emergency Medical Transport Fees • Ordinance Amending Section 2-216(10) of the Mequon Municipal Code, Increasing the Annual Carry-Over Limit for Paid-Time-Off Amongst Non-Represented Employees from 40 Hours to 80 Hours • Resolution Disallowing the Claim of Kay-Xiong Yang Dated September 16, 2022	• Resolution Approving the First Amendment to a Lease Agreement with United States Cellular Operating Company LLC, in Connection with Installation of Additional Telecommunications Equipment on the City's Water Tower Located Along North Weston Drive • Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Years 2020 • Resolution Approving a Side Letter Between the City of Mequon and the Mequon Fire & EMS Association, Establishing an Initial Grant of Medical Leave Time for Full-Time Paramedic/Firefighters Upon Hire • Resolution Authorizing Execution of a Three-Year Contract for Enterprise Back-Up System Services with the Office Technology Group, Milwaukee, Wisconsin, in the Amount of $52,000 • Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2022 • Denial of Operator License Appeal for Tyler Lee Wurtinger • Acceptance of the FY2021 Annual Comprehensive Financial Report and Report on Internal Control • Acceptance of FY2021 Popular Annual Financial Report • Resolution Authorizing Execution of a Professional Services Agreement for Phase One Planning for an Enterprise Land Management System with Avèro Advisors of Maryville, Tennessee, in an Amount Not-To-Exceed $42,800 • Resolution Approving a Second Amendment to the Development Agreement for the Artesa Multi-Family Residential Development Located at 1130 North Buntrock Avenue, Transferring Ownership from Dermond Property Investments, LLC to Milwaukee Dermond, LLC

• Resolution Approving a Town Center Business Loan in the Amount of $25,000 Between Bank Five Nine and Mammoth Fitness, for a Fitness Center Located at 6400 West Mequon Road	