



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

www.ci.mequon.wi.us

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, December 13, 2022

6:00 PM

North Conference Room

Agenda

1) Call to Order, Roll Call

2) Approve Meeting Minutes

Action requested: review and approve

a. November 9, 2022 Finance-Personnel Meeting Minutes

3) Licenses

a. December licenses

4) Vouchers Paid

a. November 2022 Vouchers Paid List

5) Ordinances

Action requested: review and recommend approval

a. **ORDINANCE 2022-1637** An Ordinance Amending Chapter 2 of the Mequon Municipal Code, in Connection with the Elimination of the Position of Emergency Dispatcher

6) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4000** A Resolution Approving a Three-Year Agreement for City Maintenance and Assessing Services with Assessment Technologies of Wisconsin LLC, Menomonee Falls, Wisconsin, in the Amount of \$480,000, and the Commensurate Re-Appointment of Michael L. Grotta as Statutory City Assessor through December 31, 2025

b. **RESOLUTION 4001** A Resolution Approving a Proposal from R&R Insurance for Provision of the City of Mequon's Insurance Program for Fiscal Year 2023 in the Amount of \$369,541

c. **RESOLUTION 4002** A Resolution Approving a Contract for General Legal Services with Wesolowski, Reidenbach & Sajdak, S.C. of Franklin, Wisconsin for the Period January 1, 2023 - December 31, 2025

7) Information Items

a. Finance & Personnel Work Plan

8) Adjourn

Dated: December 13, 2022

/s/ Andrew Nerbun, Chair

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

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

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



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Wednesday, November 9, 2022

6:45 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman Glenn Bushee
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Jennifer Engroff, Finance Director, Marie Keyser, Assistant to the Finance Director, Caroline Fochs, City Clerk, Matt Slowinski, Dana Investment Advisors and Johnathan Woodward, Attorney from Houseman & Feind Law Firm.

2) Approve Meeting Minutes

a. October 11, 2022 Finance-Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Bushee, Parrish, Strzelczyk
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3) License Applications

a. November Licences

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES:	Bushee, Parrish, Strzelczyk
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4) Vouchers Paid

a. October 2022 Vouchers Paid List

Attachment: 110922 (7923 : November 9, 2022 Finance-Personnel Meeting Minutes)

Alderman Parrish asked if the Fire/EMS vouchers will go away in FY 2023 and transfer to Southern Ozaukee Fire & EMS Department. Director Engroff stated there is a lag period, however they will not show on the City's voucher list sometime in Q1 2023. Alderman Bushee asked about payment to Iscorp and whether that will be ending. Administrator Jones explained there are still some payments owed, however staff is working for it to come to an end soon.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

5) Presentation

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

Matt Slowinski from Dana Investment Advisors was in attendance and shared some high level information as it relates to the City's investment portfolio. Dana Investment Advisors is pleased with the portfolio and its holdings considering the low level of risk that is required for municipalities to uphold to as well as the current state of the market. The materials that Mr. Slowinski shared are included in the meeting packet.

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

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk

7) Resolutions

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

Administrator Jones explained this is a road map for staff to begin planning future projects that will be spent using the American Rescue Plan Act (ARPA) money received. Official contract approvals over \$25,000 will be on future agendas for Council consideration.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk

b. **RESOLUTION 3994** A Resolution Adopting the 2023 Compensation Plan for Non-Represented Employees

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

MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Bushee, Parrish, Strzelczyk

- 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

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Bushee, Parrish, Strzelczyk

- d. **RESOLUTION 3996** A Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

- 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

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Bushee, Parrish, Strzelczyk

8) Information Items

a. Credit Card Processing Discussion

Assistant Finance Director Keyser shared with the Committee members what the future could be like if the City accepted in person payment cards. Also, staff received one quote from Tyler Technologies and Assistant Director Keyser went over the quote and all of the annual or one time fees that the City would incur to begin the process.

It was established that staff should receive additional quotes from vendors to compare the fees associated with accepting payment cards. Alderman Bushee thought that the convenience fee should be passed to the consumer.

b. Finance & Personnel Work Plan

9) Adjourn

Alderman Bushee made a motion to adjourn at 7:30 PM, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant to the Finance Director



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

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Office of City Clerk

TO: Finance-Personnel Committee
FROM: Caroline Fochs, City Clerk
DATE: December 8, 2022
SUBJECT: December licenses

Following are recommended approvals:

Renewal Gun Range Premise License - January 1, 2023 - December 31, 2023

Bear Arms, LLC
9653 N. Granville Rd.
Mequon, WI 53097
Owners: Mark and Cheryle Rebholz

Bear Arm's Employee List for 2023 license renewal

Corey B Boykin
Cynthia L. Carter
Stephen C DeGuire
Jake W. Fleischmann
Thomas M. Henley
Julie M Hill
Andrea S. Rate
Cheryle J. Rebholz
Mark A. Rebholz
Brian F. Smith
Mark R. Wierzbinski

CLASS B BEER AND CLASS B LIQUOR LICENSE - NEW - For the period January 1, 2023 to June 30, 2023 - Contingent upon passing all inspections and surrender of current tenant's license

Olivers Food LLC DBA Boca Rica 6300 W. Mequon Rd., Unit 103 Agent: Oliver Hunt

Renewal of Secondhand Jewelry Dealer License - January 1, 2023 - December 31, 2023

Paragon Numismatics, Inc.
1425 W. Mequon Rd., Suite E
Owner: Andrew Kimmel

Tobin Jewelers Mequon
10804 N. Port Washington Rd.
Owner: Steven Tobin

E-Collectique, LLC DBA
Fifth-Main
1550 W. Mequon Rd.
Owner: Mikelle W. Flanner

North Shore Jewelers
1340 W. Mequon Rd.
Owner: Marina Korsunskiy

Nearly New Consignment Shop LLC
10042 N. Port Washington Rd.
Owner: Margaret R. Hoerter

Renewal of Secondhand Article Dealer License - Secondhand Numismatic Dealer - January 1, 2023 - December 31, 2023

Paragon Numismatics, Inc.
1425 W. Mequon Rd., Suite E
Owner: Andrew Kimmel

Renewal of Secondhand Article Dealer License - Resale Clothing and Clothing Accessory Dealer - January 1, 2023 - December 31, 2023

E-Collectique, LLC DBA
Fifth-Main
1550 W. Mequon Rd.
Owner: Mikelle W. Flanner

Nearly New Consignment Shop LLC
10042 N. Port Washington Rd.
Owner: Margaret R. Hoerter

NEW PEDDLER'S, CANVASSER'S, SOLICITOR'S OR TRANSIENT MERCHANT'S LICENSES

Edward Jones
10940 N. Port Washington Rd.
Mequon, WI 53092
Request door-to-door soliciting of financial services.
Period December 15, 2022 - March 15, 2023

Applicant Names- Edward Jones
Harmony Rose Tchaikovski

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)	298,895.37
SPECIAL REVENUE FUND (0210)	1,489.00
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)	348,863.43
SEWER UT FUND (0610)	55,732.77
WATER UT FUND (0620)	143,172.62
TAX FIDUCIARY FUND (0810)	1,000.00
TOTAL	849,153.19

IN THE AMOUNT OF \$ 849,153.19 IS HEREBY CERTIFIED AS CORRECT
AND PROPERLY CHARGEABLE TO ACCOUNTS WITH FUNDS AVAILABLE THEREIN.

12/1/2022

WILLIAM JONES
CITY ADMINISTRATOR

Attachment: Voucher List (7958 : November 2022 Vouchers Paid List)

Grand Total				\$849,153.19
Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Arterial Road Projects	10363	FAHRNER ASPHALT SEALERS LLC	2022 GSB-88 - RES 3929	289,926.98
Arterial Road Projects Total				289,926.98
Assessor	12106	STARCAP MARKETING LLC	APEX SKETCHING MAINTENANCE RENEWAL	470.00
Assessor Total				470.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING SERVICES - SAFETY BLD-NOVEMBER	2,891.00
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING SERVICES - CITY HALL-NOVEMBER	2,635.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	PREVENTATIVE MAINTENANCE HVAC	1,764.00
Building Maintenance	11859	DILLETT MECHANICAL SERVICES, INC	BOILER REPAIR PUBLIC SAFETY BU	1,372.48
Building Maintenance	13057	SAINT CROIX MANAGEMENT INC	CLEANING SERVICES - DPW-NOVEMBER	1,250.00
Building Maintenance	11259	WENNIGER ELECTRIC INC	AIR COMPRESSOR CONTRACT	1,132.80
Building Maintenance	10798	NEHER ELECTRIC SUPPLY INC	LIGHTING SUPPLY	701.15
Building Maintenance	10115	BELL TAPE INC	JANITORIAL SUPPLIES-CITY BLDGS	424.14
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINTING CONF ROOM/OFFICE PD	320.81
Building Maintenance	10691	MENARDS	TOOLS/EQUIP CITY HALL	305.67
Building Maintenance	10691	MENARDS	SUPPLIES	182.55
Building Maintenance	10073	AT&T CORP	TELEPHONE SERVICES-CITY HALL	176.30
Building Maintenance	12696	AERIAL WORK PLATFORMS INC	LIFT INSPECTION	165.00
Building Maintenance	10115	BELL TAPE INC	JANITORIAL SUPPLIES-CITY BLDGS	160.79
Building Maintenance	10886	PEST ARREST EXTERMINATING	PEST CONTROL CONTRACT	115.00
Building Maintenance	10691	MENARDS	SUPPLIES	102.64
Building Maintenance	10472	HALLMAN/LINDSAY PAINTS INC	PAINTING CONF ROOM/OFFICE PD	101.98
Building Maintenance	10074	AT & T CORP	ALARM CIRCUITS	84.30
Building Maintenance	10691	MENARDS	SUPPLIES	83.05
Building Maintenance	10115	BELL TAPE INC	JANITORIAL SUPPLIES-CITY BLDGS	69.14
Building Maintenance	10691	MENARDS	SUPPLIES	55.78
Building Maintenance	10691	MENARDS	SUPPLIES	13.28
Building Maintenance	10691	MENARDS	SUPPLIES	3.63
Building Maintenance	10691	MENARDS	SUPPLIES	2.44
Building Maintenance	10691	MENARDS	SUPPLIES	2.20
Building Maintenance Total				14,115.13
City Administrator	11271	WI CITY/COUNTY MANAGEMENT ASSOCIATION	FULL WCMA MEMBERSHIP FOR WILL JONES	232.50
City Administrator	10699	MEQUON COPY MASTER	FOLD OVER CARDS & ENVELOPES	117.00
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES FOR CITY HOLIDAY PARTY 2022	21.99
City Administrator	12651	AMAZON CAPITAL SERVICES, INC	SUPPLIES FOR CITY HOLIDAY PARTY 2022	14.99
City Administrator Total				386.48
City Clerk	12532	GRANICUS, LLC	NOV MONTHLY SUBSCRIPTION	1,228.50
City Clerk	10834	OFFICE DEPOT *	ENVELOPES, POST ITS, FOLDERS, ETC	233.49
City Clerk	10230	CONLEY PUBLISHING GROUP LTD	10/2/22-10/29/22 PUBLICATION	223.80
City Clerk	10894	PITNEY BOWES 371887	SEALER FOR POSTAL MACH	116.19
City Clerk	10834	OFFICE DEPOT *	POST ITS	16.50
City Clerk	10834	OFFICE DEPOT *	BLUE PAPER	15.29
City Clerk Total				1,833.77
Communications	10158	BUBRICK'S COMPLETE OFFICE OF WISCONSIN INC	OFFICE SUPPLIES	425.00
Communications	10158	BUBRICK'S COMPLETE OFFICE OF WISCONSIN INC	OFFICE SUPPLIES	55.82
Communications	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	29.99
Communications	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	10.49
Communications Total				521.30
Community Development	10230	CONLEY PUBLISHING GROUP LTD	PUBLIC NOTICES	37.46
Community Development Total				37.46
Elections	12808	WALTER GEILFUSS	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	330.00
Elections	12964	HEATHER TIRRO	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	260.00
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	205.00
Elections	12677	DEANNA BOGIE CONATY	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	180.00
Elections	12946	ALISHA CAMPBELL	ELECTION TRAINING 10/17 & 10/21 & HELP 11/8/22	145.00
Elections	12964	HEATHER TIRRO	ELECTION TRAINING 10/17 & 10/31, HELP ON 11/8/22	145.00
Elections	13040	ANDREW LAMB	ELECTION TRAINING 9/28 & 10/21, HELP ON 11/8/2022	145.00
Elections	11609	BEVERLY A MARTIN	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	11641	MARY K MELROSE	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	11714	BARNES, ROANNE L	ELECTION TRAINING ONLINE & ELECTION HELP 11/8/2022	135.00
Elections	12194	BARNES, RICHARD E.	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12200	GIFFORD, THOMAS M.	ELECTION TRAINING 9/20 & ELECTION HELP 11/8/2022	135.00
Elections	12266	DERNEHL, LOUISE E	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12438	MARILYN K HART	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12675	CHRISTINE L KORJENEK	ELECTION TRAINING 9/20 & ELECTION HELP 11/8/2022	135.00
Elections	12677	DEANNA BOGIE CONATY	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12725	BARRY S. WERNER	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12780	JOHN RICHMOND	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12809	NEIL GLASSTEIN	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	12818	PATRICIA ZAMORA	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12819	NANCY GUY	ELECTION TRAINING 10/17 & HELP ON 11/8/2022	135.00
Elections	12826	SUSAN HOHN	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12832	STANLEY TEPLIN	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	12835	DAVID HARDER	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12836	DEBORAH HARDER	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	135.00
Elections	12954	DAVID HILL	ELECTION TRAINING 10/17 & HELP ON 11/8/2022	135.00
Elections	12962	CATHERINE SEASHOLES	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	12966	ABBY WILLIAMS	ELECTION TRAINING 10/21 & ELECTION HELP 11/8/2022	135.00
Elections	13034	BARBARA JEAN BEHM	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	135.00
Elections	13035	CANDACE BURROWS	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	135.00
Elections	13048	GORDON LEE WOOD	ELECTION TRAINING 9/28 & HELP ON 11/8/2022	135.00
Elections	13062	MELISSA JEANINE WILSON	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	135.00
Elections	11588	JEAN C CLINE	ELECTION HELP 11/8/2022	125.00
Elections	11600	CARLA C BARTLETT	ELECTION HELP 11/8/2022	125.00
Elections	11601	SHIRLEY L CAMPBELL	ELECTION HELP 11/8/2022	125.00
Elections	11603	GERALDINE P FEHLHABER	ELECTION HELP 11/8/2022	125.00
Elections	11615	CAROL E BUTZKE	ELECTION HELP 11/8/2022	125.00
Elections	11644	CYNTHIA Q WACHS	ELECTION HELP 11/8/2022	125.00
Elections	11657	JULIE R BURTON	ELECTION HELP 11/8/2022	125.00
Elections	11665	PAMELA P NONKEN	ELECTION HELP 11/8/2022	125.00
Elections	11667	LAURIE A ARNOLD	ELECTION HELP 11/8/2022	125.00
Elections	11992	KAREN D. KRCHMA	ELECTION HELP 11/8/2022	125.00
Elections	11994	LUCY ANNE MARTIN	ELECTION HELP 11/8/2022	125.00
Elections	12092	PALUBISKI, BARBARA D.	ELECTION HELP 11/8/2022	125.00
Elections	12093	BUCHAN, MARTHA S.	ELECTION HELP 11/8/2022	125.00
Elections	12132	SCHMALE, LINDA L.	ELECTION HELP 11/8/2022	125.00

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Elections	12241	WOLLERSHEIM, LORRAINE M.	ELECTION HELP 11/8/2022	125.00
Elections	12242	WOLLERSHEIM, THOMAS P.	ELECTION HELP 11/8/2022	125.00
Elections	12425	JULIE A. STUHLMACHER	ELECTION HELP 11/8/2022	125.00
Elections	12435	SANDRA JEAN LINNEMASTONS	ELECTION HELP 11/8/2022	125.00
Elections	12501	BRIAN LAWLESS	ELECTION HELP 11/8/2022	125.00
Elections	12536	CLARENE MITCHELL	ELECTION HELP 11/8/2022	125.00
Elections	12581	LAURA JILL GRAUPE	ELECTION HELP 11/8/2022	125.00
Elections	12592	JOAN V EWIG	ELECTION HELP 11/8/2022	125.00
Elections	12676	SARAH ELIZABETH RIEMER	ELECTION HELP 11/8/2022	125.00
Elections	12680	MARK R JACOBSON	ELECTION HELP 11/8/2022	125.00
Elections	12706	NANCY JACOBS	ELECTION HELP 11/8/2022	125.00
Elections	12709	DIANA LYNN LEVY	ELECTION HELP 11/8/2022	125.00
Elections	12712	LEE WUESTHOFF	ELECTION HELP 11/8/2022	125.00
Elections	12713	DANA KEEGAN	ELECTION HELP 11/8/2022	125.00
Elections	12714	MONTGOMERY S. HUNT	ELECTION HELP 11/8/2022	125.00
Elections	12720	MICHAEL KRCHMA	ELECTION HELP 11/8/2022	125.00
Elections	12774	GREGORY LEE	ELECTION HELP 11/8/2022	125.00
Elections	12782	CASEY O'BRIEN	ELECTION HELP 11/8/2022	125.00
Elections	12803	LYNN CLARK	ELECTION HELP 11/8/2022	125.00
Elections	12811	JOEL HUFFMAN	ELECTION HELP 11/8/2022	125.00
Elections	12812	SALLY LYNE	ELECTION HELP 11/8/2022	125.00
Elections	12813	DANA PETERSON	ELECTION HELP 11/8/2022	125.00
Elections	12816	JOHN WACHS	ELECTION HELP 11/8/2022	125.00
Elections	12820	LINDA OEHLKE	ELECTION HELP 11/8/2022	125.00
Elections	12821	THOMAS MARLETT	ELECTION HELP 11/8/2022	125.00
Elections	12825	MAURINA PARADISE	ELECTION HELP 11/8/2022	125.00
Elections	12834	STEPHEN SCHEIL	ELECTION HELP 11/8/2022	125.00
Elections	12945	GARY BALCERZAK	ELECTION HELP 11/8/2022	125.00
Elections	12950	SHARON HALL	ELECTION HELP 11/8/2022	125.00
Elections	12951	ROBERT HENDERSON	ELECTION HELP 11/8/2022	125.00
Elections	12952	MADELINE HENRY	ELECTION HELP 11/8/2022	125.00
Elections	12956	NATALIE LOHR	ELECTION HELP 11/8/2022	125.00
Elections	12960	KIM NELSON	ELECTION HELP 11/8/2022	125.00
Elections	12977	COLLEEN WITTERHOLT	ELECTION HELP 11/8/2022	125.00
Elections	12987	NEENA FLORSHEIM	ELECTION HELP 11/8/2022	125.00
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	100.00
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	99.70
Elections	13036	VERNETTA JEFFERSON	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	90.00
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	87.52
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	86.94
Elections	90004	POLL WORKER	REIMBURSEMENT ELECTION DAY PER DIEM 11/8/2022	83.56
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	ELECTION TRAINING 9/20 & 10/17 & HELP 11/8/22	82.50
Elections	13036	VERNETTA JEFFERSON	ELECTION TRAINING 9/28 & 10/21, HELP ON 11/8/22	82.50
Elections	13038	LISA MARIE KLOOSTER	ELECTION ONLINE/IN PERSON TRAINING & HELP 11/8/22	82.50
Elections	13040	ANDREW LAMB	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	80.00
Elections	13041	KATHLEEN LAMB	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	80.00
Elections	13033	BARBARA APPEL	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	77.50
Elections	90001	TEMP STAFF REIMB	MILEAGE REIMBURSEMENT FOR ELECTION DAY 11/8/2022	77.50
Elections	12963	ROBERT SHEEHAN	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	75.00
Elections	90003	POLICE RESERVE	11/08/22 BALLOT DELIVERY	75.00
Elections	90003	POLICE RESERVE	11/08/22 BALLOT DELIVERY	75.00
Elections	11718	MYERS, JOANN L	ELECTION TRAINING 10/17 & HELP ON 11/8/2022	72.50
Elections	12721	SUELLEN M. DOMENCICH	ELECTION TRAINING 10/17 & ELECTION HELP 11/8/2022	72.50
Elections	12957	TOBY LUKOFF	ELECTION TRAINING 10/17 & HELP 11/8/22	72.50
Elections	12975	MARGARET KNITTER	ELECTION TRAINING 10/17 & HELP ON 11/8/2022	72.50
Elections	13033	BARBARA APPEL	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	72.50
Elections	13037	KAREN HARRIS	ELECTION TRAINING 9/28/22 & ELECTION HELP 11/8/22	72.50
Elections	13041	KATHLEEN LAMB	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	72.50
Elections	13043	EVA SALAMA	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	72.50
Elections	13044	SIMON SALAMA	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	72.50
Elections	13046	MARY WATSON BURKE	ELECTION TRAINING 9/28 & ELECTION HELP 11/8/2022	72.50
Elections	13049	MELISSA EARNEST	ELECTION TRAINING 9/28 & HELP 11/8/2022	72.50
Elections	13034	BARBARA JEAN BEHM	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	70.00
Elections	11594	VALERIE A LUTZEN	ELECTION HELP 11/8/2022	62.50
Elections	11628	INGRID A BADER	ELECTION HELP 11/8/2022	62.50
Elections	11630	HOLLY D GRASSIN-KREMMEL	ELECTION HELP 11/8/2022	62.50
Elections	11646	SUSAN G GEBHARDT	ELECTION HELP 11/8/2022	62.50
Elections	11821	PETERSON, JOANNE KAY	ELECTION HELP 11/8/2022	62.50
Elections	11998	JEAN HALE JOHNSON	ELECTION HELP 11/8/2022	62.50
Elections	12268	ERNEST, DONALD FRED	ELECTION HELP 11/8/2022	62.50
Elections	12272	NOWAK, LYNN EDWARD	ELECTION HELP 11/8/2022	62.50
Elections	12502	ELIZABETH CLARK	ELECTION HELP 11/8/2022	62.50
Elections	12591	ELEANOR L PIPKORN	ELECTION HELP 11/8/2022	62.50
Elections	12701	LAURA RECHCYGL	ELECTION HELP 11/8/2022	62.50
Elections	12723	SHERYL ANN REED	ELECTION HELP 11/8/2022	62.50
Elections	12775	MARTHA MANSKE	ELECTION HELP 11/8/2022	62.50
Elections	12779	ERIC NEUSEN	ELECTION HELP 11/8/2022	62.50
Elections	12808	WALTER GEILFUSS	ELECTION HELP 11/8/2022	62.50
Elections	12877	MARSHA MILLER	ELECTION HELP 11/8/2022	62.50
Elections	12949	DAVIDA GRIFFIN	ELECTION HELP 11/8/2022	62.50
Elections	12953	BARBARA HERNANDEZ	ELECTION HELP 11/8/2022	62.50
Elections	12958	KATHLEEN MILLER	ELECTION HELP 11/8/2022	62.50
Elections	12961	DONALD RITT	ELECTION HELP 11/8/2022	62.50
Elections	12970	ROBERT MILLER	ELECTION HELP 11/8/2022	62.50
Elections	12976	GREG WITTERHOLT	ELECTION HELP 11/8/2022	62.50
Elections	12266	DERNEHL, LOUISE E	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	55.00
Elections	12677	DEANNA BOGIE CONATY	SPECIAL ELECTION REIMBURSEMENT 10/18 & 10/20/22	50.00
Elections	12962	CATHERINE SEASHOLES	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	47.50
Elections	11641	MARY K MELROSE	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	45.00
Elections	12957	TOBY LUKOFF	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	45.00
Elections	13042	GLYN LIVERMORE	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	45.00
Elections	13046	MARY WATSON BURKE	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	45.00
Elections	12966	ABBY WILLIAMS	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	42.50

Attachment: November 2022 AP Vendor Listing by Dept (7958 : November 2022 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Elections	12709	DIANA LYNN LEVY	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	40.00
Elections	13049	MELISSA EARNEST	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	40.00
Elections	90001	TEMP STAFF REIMB	MILEAGE REIMBURSEMENT CLERK/ELECTION DUTIES	37.50
Elections	13035	CANDACE BURROWS	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	35.00
Elections	13039	JOANNE KORTE	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	35.00
Elections	13048	GORDON LEE WOOD	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	35.00
Elections	13038	LISA MARIE KLOOSTER	CLERK OFFICE EXTRA HELP VIP 10/25-11/4/2022	32.50
Elections	12092	PALUBISKI, BARBARA D.	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	30.00
Elections	12093	BUCHAN, MARTHA S.	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	30.00
Elections	12682	WILLIAM BUCHAN	CLERK OFFICE HELP PRENUMBERING 11/6/22	30.00
Elections	12782	CASEY O'BRIEN	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	30.00
Elections	12946	ALISHA CAMPBELL	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	30.00
Elections	12957	TOBY LUKOFF	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	30.00
Elections	12093	BUCHAN, MARTHA S.	SPECIAL ELECTION REIMBURSEMENT 10/18/22	25.00
Elections	12200	GIFFORD, THOMAS M.	SPECIAL ELECTION REIMBURSEMENT 10/20/22	25.00
Elections	12675	CHRISTINE L KORJENEK	SPECIAL ELECTION REIMBURSEMENT 10/20/22	25.00
Elections	12678	LUCINDA CHRISTENSEN SHALLOCK	SPECIAL ELECTION REIMBURSEMENT 10/18/22	25.00
Elections	12682	WILLIAM BUCHAN	SPECIAL ELECTION REIMBURSEMENT 10/18/22	25.00
Elections	12962	CATHERINE SEASHOLES	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	25.00
Elections	12964	HEATHER TIRRO	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	25.00
Elections	13062	MELISSA JEANINE WILSON	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	25.00
Elections	12677	DEANNA BOGIE CONATY	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	22.50
Elections	12803	LYNN CLARK	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	22.50
Elections	12952	MADELINE HENRY	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	20.00
Elections	13045	KRISTINE SHELLUM-ALLENSON	ELECTION TRAINING 9/28 & 10/21/2022	20.00
Elections	11600	CARLA C BARTLETT	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	15.00
Elections	12200	GIFFORD, THOMAS M.	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	15.00
Elections	12835	DAVID HARDER	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	15.00
Elections	12836	DEBORAH HARDER	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	15.00
Elections	12953	BARBARA HERNANDEZ	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	15.00
Elections	12809	NEIL GLASSTEIN	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	12.50
Elections	13042	GLYN LIVERMORE	CLERK OFFICE EXTRA HELP PRENUMBERING 11/6/22	12.50
Elections	12963	ROBERT SHEEHAN	ELECTION TRAINING 10/17/22	10.00
Elections	13039	JOANNE KORTE	ELECTION TRAINING 9/28/22	10.00
Elections	13042	GLYN LIVERMORE	ELECTION TRAINING 10/17/2022	10.00
Elections Total				16,012.72
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	2,583.49
Engineering	12658	SYMBIONT SCIENCE, ENGINEERING AND CONSTRUCTION INC	GIS SUPPORT & SERVICES	630.00
Engineering	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	427.50
Engineering	12353	HARWOOD ENGINEERING CONSULTANTS	THE GREEN AT MEQUON SWMP REVIEW	420.00
Engineering	11744	MASTER GRAPHICS INC	PLOTWAVE 345 PLOTTER	299.56
Engineering	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	53.03
Engineering	12883	PB HAHN & CO INC	ENGINEERING SMALL TOOLS	7.73
Engineering Total				4,421.31
Finance	11927	TRANSCENDENT TECHNOLOGIES LLC	TAX SYSTEM ANNUAL SOFTWARE MAINTENANCE	1,373.00
Finance	12651	AMAZON CAPITAL SERVICES, INC	A/P LABELS FOR LABEL MACHINE AT CITY HALL	43.95
Finance	90001	TEMP STAFF REIMB	OZ CO TREA MEETING MILEAGE REIMBURSEMENT 11/10/22	20.13
Finance Total				1,437.08
Fire / EMS	11280	GOODYEAR COMMERCIAL TIRE	TIRES	1,722.38
Fire / EMS	12694	AT&T MOBILITY LLC	CELL SERVICE	512.43
Fire / EMS	10418	GENERAL FIRE EQUIPMENT CO	SPEAKERS FOR 952	466.80
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	451.72
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	268.92
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	261.08
Fire / EMS	12336	AIRGAS USA, LLC	OXYGEN	213.64
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	113.80
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	104.32
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	104.00
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	83.30
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	83.30
Fire / EMS	10417	GENERAL COMMUNICATIONS INC	RADIOS/PAGERS	80.00
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	69.65
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	69.65
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	69.65
Fire / EMS	12405	TELECOM ONE, INC	PHONE BILL 11/1-11/30/2022 ACCT 10000501831	58.83
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	58.45
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	56.90
Fire / EMS	90001	TEMP STAFF REIMB	PALS INSTRUCTOR CERITIFCATION REIMBURSEMENT	40.09
Fire / EMS	10336	EMERGENCY MEDICAL PRODUCTS INC	MEDICAL SUPPLIES	15.36
Fire / EMS Total				4,904.27
Fleet Services	10475	HALRON LUBRICANTS INC	LUBRICANTS-BULK OIL	4,102.50
Fleet Services	10705	L & G. LAWN & GARDEN SERVICE, INC.	LAWN MOWER ENGINE	3,100.00
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYC	1,441.98
Fleet Services	10389	FORCE AMERICA DISTRIBUTING INC	SALTER CONTROL PARTS	926.94
Fleet Services	11280	GOODYEAR COMMERCIAL TIRE	TIRES FOR 309	557.15
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	434.09
Fleet Services	11675	GIELOW'S LAWN & GARDEN	LAWN MOWER PARTS	359.98
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	319.32
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	262.42
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS	245.15
Fleet Services	11004	SAFETY-KLEEN SYSTEMS INC	OIL, FILTERS, ANTIFREEZE RECYC	217.00
Fleet Services	10362	ELLIOT AUTO SUPPLY CO INC	TRUCK/AUTO PARTS-WASHER FLUID & DEF	188.52
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	150.67
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LT TRUCK PARTS	135.48
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS-HUBCAP FOR 960	123.90
Fleet Services	12542	FPR INVESTMENTS, LLC	HYDRAULIC SUPPLIES HOSE FOR 362	97.09
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	PARTS & SUPPLIES	96.08
Fleet Services	12103	BROOKS TRACTOR, INC.	EQUIPMENT PARTS	92.90
Fleet Services	11676	TRUCK COUNTRY OF WISCONSIN	WORK SUPPLIES/PARTS-BELT FOR 315	90.59
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	66.84
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS-BRAKE PARTS FOR 966	66.00
Fleet Services	12889	CHICAGO PARTS & SOUND LLC	PARTS & SUPPLIES	57.12
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS-TAIL LIGHTS	51.00
Fleet Services	10516	HUMPHREY SERVICE PARTS INC	FILTERS	45.30
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS-BRAKE PARTS	39.20
Fleet Services	12400	BRAKE & EQUIPMENT CO INC	HD TRUCK PARTS-BATTERY TERMINALS	26.37

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Fleet Services	10360	JFTCO, INC	WORK SUPPLIES - EQUIPMENT	23.68
Fleet Services	11006	SAFETYMART	SAFETY SUPPLIES	22.60
Fleet Services	12228	GORDIE BOUCHER VILLAGE FORD	AUTO/LT TRUCK PARTS	4.38
Fleet Services	10389	FORCE AMERICA DISTRIBUTING INC	SENSOR RETURN	-525.00
Fleet Services Total				12,819.25
Forestry	11245	WAYSIDE NURSERIES INC	NURSERY SUPPLIES	3,284.00
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	LANDSCAPING/TOOLS	951.98
Forestry	10686	MCCONN INC	SAFETY SUPPLIES-DPW SHIRTS	873.20
Forestry	10321	EGELHOFF LAWN MOWER SERVICE INC	WORK SUPPLIES	143.95
Forestry	12651	AMAZON CAPITAL SERVICES, INC	WORK SUPPLIES	50.51
Forestry	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	30.04
Forestry Total				5,333.68
General Fund - General Activites	90007	MISC REFUNDS	DRAINAGE FINANCIAL GUARANTEE RETURN	56,250.00
General Fund - General Activites	90007	MISC REFUNDS	CHRIST CHURCH LANDSCAPING ESCROW REFUND	21,920.00
General Fund - General Activites	10189	CEDARBURG, CITY OF	OZAUKEE COUNTY SUPER PASS 2022 ATTN PARKS DEPT	3,599.12
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	3,471.80
General Fund - General Activites	10707	MEQUON POLICE ASSOCIATION	UNION DUES 11/10/2022	2,160.00
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/10/22	1,240.09
General Fund - General Activites	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/25/22	1,240.09
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 11/10/2022	816.00
General Fund - General Activites	10810	NORTH SHORE BANK FSB	DEFERRED COMP 11/25/2022	816.00
General Fund - General Activites	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 11/10/2022	740.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10517 & 10525 N CONEFLOWER DR	453.00
General Fund - General Activites	90006	PERMIT REFUNDS	ELECTRICAL PERMIT E42218 REFUND	411.84
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 6850 W RIVER BIRCH DR	240.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 14355 N SADDLEBROOK LANE	182.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	128.80
General Fund - General Activites	10702	MEQUON FIRE & EMS ASSOCIATION	UNION DUES 11/10/22	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10919 N HEDGEWOOD LANE	120.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2604 W MARIGOLD/11538 N ORIOLE	120.00
General Fund - General Activites	10865	OZAUKEE COUNTY TREASURER	7/1-11/18/2022 DOG TAGS SOLD 4005-4046	117.25
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 6202 W FOXTOWN DR	98.00
General Fund - General Activites	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT DECEMBER	95.98
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10725 N EXECUTIVE CT	63.00
General Fund - General Activites	90006	PERMIT REFUNDS	SEC DEPOSIT REFUND FOR 10770 N CAMBRIDGE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	SEC DEPOSIT REFUND FOR 5510 W SUNNYSIDE DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 423 E NORTH POINT ROAD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 12343 N FAIRWAY DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11329 N COUNTRY VIEW DR	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10726 GAZEBO HILL PKWY E	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9624 W FOXKIRK CIRCLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2412 W CHESTNUT RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1429 W WESTPORT CIRCLE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3407 W BURGUNDY CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 10240 W FARNDAL ESTATE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 7835 W MEQUON RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 9615 N LINDE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 2412 W CHESTNUT RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 1903 W ZEDLER LANE	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 7845 W MOURNING DOVE LANE	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 9808 N MELROSE COURT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 6030 W WOODS COURT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3015 W CHESTNUT RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 8832 W BENNINGTON CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11871 N SPRINGDALE CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3421 W CLUBVIEW CT	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 11616 N WAUWATOSA RD	60.00
General Fund - General Activites	90006	PERMIT REFUNDS	REFUND SEC DEPOSIT 3318 W BURGUNDY CT	60.00
General Fund - General Activites	10610	LA W HEALTH BENEFIT TRUST	MEQUON PAYROLL 11/25/2022 GRAYCAREK	10.00
General Fund - General Activites Total				95,912.97
Highway	12230	COMPASS MINERALS AMERICA INC.	GUARRANTEED EARLY FILL ROAD SA	13,593.25
Highway	12230	COMPASS MINERALS AMERICA INC.	GUARRANTEED EARLY FILL ROAD SA	12,524.38
Highway	11503	MID-STATE GROUP, INC.	POLY BLADE FOR CITY HALL PARKI	8,135.80
Highway	11266	WESTERN CULVERT & SUPPLY INC	CULVERTS/SUPPLIES	6,324.50
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	4,536.00
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	4,327.60
Highway	10202	CHOICE CUTS TREE SERVICE LLC	STREET TREE CONTRACTED SERVICE	3,400.00
Highway	12795	CARGILL INCORPORATED	BRINE MAKER	2,600.00
Highway	11044	SHERWIN INDUSTRIES INC	ROAD SUPPLIES-COLD PATCH & MANHOLE RING KITS	1,345.51
Highway	10624	LANGE ENTERPRISES OF WISCONSIN INC	SIGNS	1,236.60
Highway	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	1,042.24
Highway	10819	NORTHERN EXPOSURE LANDSCAPING, INC	9/20/22 WEEDING OF MEQUON/PORT WASHINGTON ROADS	838.00
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	448.00
Highway	12652	COMPLETE LAWN AND LANDSCAPE SUPPLIES LLC	SALT FOR CITY HALL PAVERS	408.17
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	269.99
Highway	10645	LIESENER SOILS INC	LANDSPACING/STONE	160.00
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	159.48
Highway	12861	WRANGLER HOLDCO CORP	RECYCLING FEES	156.54
Highway	10878	PAYNE & DOLAN INC	ASPHALT	107.78
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS	94.80
Highway	11006	SAFETYMART	SAFETY SUPPLIES	92.50
Highway	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	75.10
Highway	10569	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	LANDSCAPING SUPPLIES	61.50
Highway	11500	JAMES HEIDEN	STRAW	50.00
Highway	12883	PB HAHN & CO INC	STREET MAINTENANCE SUPPLIES	35.91
Highway	10691	MENARDS	STREET MAINTENANCE SUPPLIES	15.98
Highway	10137	BOEHLKE BOTTLED GAS CORP	SUPPLIES/REFILLS/INSPECTIONS - 2" PVC CAPS	12.00
Highway	10287	DIGGERS HOTLINE INC	LOCATING-OCTOBER	1.74
Highway Total				62,053.37
Human Resources	13014	GOVHR USA LLC	Class & Comp Study	8,880.00
Human Resources	12882	AURORA MEDICAL GROUP INC	Pre-Employment Testing	635.00
Human Resources	10292	DIVERSIFIED BENEFIT SERVICES INC	Flexible Spending (FSA) Servic	346.59
Human Resources Total				9,861.59
Information Services	12887	AVERO LLC	EML System Project	14,410.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	JUNIPER EX3400-48P ETHERNET SWITCH-48 PORT	11,699.97

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Information Services	11701	TYLER TECHNOLOGIES INC	Munis Annual Licensing Contrac	8,122.59
Information Services	12887	AVERO LLC	EML System Project	6,970.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	LENOVO THINKPAD E15 15.6"	1,454.88
Information Services	12616	MIDWEST FIBER NETWORKS LLC	Midwest Fiber Leased Fiber Net	895.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	2022 LENOVO THINKPAD E15 15.6"	799.98
Information Services	13020	VANGUARD COMPUTERS INC	QTY 3-LENOVO THINKPAD UNIVERSAL USB-C DOCK	624.00
Information Services	12651	AMAZON CAPITAL SERVICES, INC	DELL 27 INCH MONITOR FHD	519.96
Information Services	12405	TELECOM ONE, INC	PHONE BILL 11/1-11/30/2022 ACCT 10000501831	294.12
Information Services	12301	INTEGRATED SYSTEMS CORPORATION	IS Corp Internet Provider	200.00
Information Services	12616	MIDWEST FIBER NETWORKS LLC	MIDWEST FIBER NETWORKS LLC	150.13
Information Services	12651	AMAZON CAPITAL SERVICES, INC	Amazon - Equipment, Parts &Too	109.64
Information Services	12651	AMAZON CAPITAL SERVICES, INC	LOGITECH WIRELESS KEYBOARD & MOUSE	39.98
Information Services	12651	AMAZON CAPITAL SERVICES, INC	RETURN JUNIPER EX3400-48P ETHERNET SWITCH	-3,899.99
Information Services Total				42,390.26
Inspections	12523	LAKE COUNTRY INSPECTIONS LLC	INSPECTIONS - BOB BLANKENHEIM	800.00
Inspections	11581	STAPLES BUSINESS ADVANTAGE	STAPLES OFFICE SUPPLIES	169.49
Inspections Total				969.49
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	GENERAL LEGAL RETAINER 9/1/22-9/30/22	6,093.02
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	GENERAL LEGAL RETAINER 10/1/22-10/31/22	5,924.00
Legal Counsel	12080	WESOLOWSKI REIDENBACH & SAJDAK SC	MUNICIPAL COURT RETAINER 9/1/22-10/31/22	2,370.00
Legal Counsel	12754	VON BRIESE & ROPER, S.C.	Legal Fees	63.00
Legal Counsel Total				14,450.02
Local Road Projects	13007	CW PURPERO INC	COUNTY LINE CULVERT REPLACEMENT - RES 6952	36,467.44
Local Road Projects	13065	ANDREW KEYES	ROCK CRUSHING FOR HAWTHORNE RD	7,187.50
Local Road Projects Total				43,654.94
Parks	11245	WAYSIDE NURSERIES INC	MEQUON ROAD MEDIANS	2,324.60
Parks	12505	ENER-CON INC	PLAYGROUND WOODCHIPS	1,320.00
Parks	10115	BELL TAPE INC	JANITORIAL SUPPLIES-CITY BLDGS	859.00
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	435.00
Parks	12280	VERNON D. LEE	PLAYGROUND EQUIPMENT REPLACE	415.71
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	290.00
Parks	11245	WAYSIDE NURSERIES INC	MEQUON ROAD MEDIANS	203.75
Parks	11326	WIS PUMP AND SUMP INC	PUMP ROTARY PAVILIONS	145.00
Parks	11245	WAYSIDE NURSERIES INC	MEQUON ROAD MEDIANS	46.50
Parks	10172	CARLIN SALES CORP	LANDSCAPING/TOOLS	13.36
Parks	12883	PB HAHN & CO INC	TOOLS-PARKS	12.76
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	6.21
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	5.96
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	4.99
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	4.19
Parks	12883	PB HAHN & CO INC	HARDWARE & SUPPLIES	1.63
Parks Total				6,088.66
Police	11236	WAUKESHA COUNTY TECHNICAL COLLEGE DISTRICT	TRAINING	1,235.00
Police	11778	AXON ENTERPRISE INC	TASER EQUIPMENT	1,030.86
Police	12694	AT&T MOBILITY LLC	CELL PHONE SERVICES	910.01
Police	11211	VERIZON WIRELESS SERVICES LLC	CELL PHONE SERVICES	565.97
Police	12405	TELECOM ONE, INC	PHONE BILL 11/1-11/30/2022 ACCT 10000501831	235.30
Police	11137	THOMSON REUTERS - WEST	CLEAR INVESTIGATIVE SERVICES	165.57
Police	13060	SHELTERED WINGS INC	FIREARM EQUIPMENT	161.99
Police	11153	TRANS UNION LLC	CREDIT HISTORIES	89.68
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24
Police	12891	CBC PHARMA HOLDCO LLC	K9 VET CARE	75.24
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT SUPERVISORY TRAINING 10/31-11/4/22	58.77
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	57.24
Police	10931	PROSHRED SECURITY	SHREDDING SERVICE	57.24
Police	90001	TEMP STAFF REIMB	REIMBURSEMENT K9 CERT TRAINING 10/24-10/28/22	41.66
Police	12683	UNIVERSITY OF WISCONSIN- PLATTEVILLE	CAREER FAIR BOOTH AT UW PLATTEVILLE	35.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	30.00
Police	11295	WIS DEPT OF JUSTICE 2718	WI DOJ RECORDS CHECK	28.00
Police	12768	BONUS INC	HOSPITALITY	17.72
Police	11308	WIS DEPT OF TRANSPORT 7909	REPLACEMENT LICENSE PLATES FOR CHIEF'S SQUAD	8.00
Police	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	7.91
Police	12651	AMAZON CAPITAL SERVICES, INC	SWISS THERMAL BLANKETS RETURN	-30.00
Police Total				4,856.40
Public Safety Equipment	11101	STREICHER'S INC	UNIFORMS / POLICE EQUIPMENT	19.99
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	10.99
Public Safety Equipment	12651	AMAZON CAPITAL SERVICES, INC	PD OFFICE/WORK SUPPLIES, M&R,	7.99
Public Safety Equipment Total				38.97
Public Works Other	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH	10,164.57
Public Works Other	12551	WALLACE TREE LANDSCAPE INC	ASH REMOVAL ZEDLAR	4,000.00
Public Works Other Total				14,164.57
Public Works Vehicles	11732	TRUCK OUTFITTERS, LLC	RUNNING BOARDS & RACK FOR ENTE	838.97
Public Works Vehicles	12400	BRAKE & EQUIPMENT CO INC	STROB LIGHT FOR ENTERPRISE UNI	239.00
Public Works Vehicles Total				1,077.97
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	259.34
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/25/22	132.10
Sewer General Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/10/22	111.46
Sewer General Activities	13064	THE WOODS AT HIGHLAND PARK LLC	REFUND SEWER UB ACCT 801398	95.82
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 11/10/2022	60.00
Sewer General Activities	10810	NORTH SHORE BANK FSB	DEFERRED COMP 11/25/2022	60.00
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 76038 ACCIDENT DECEMBER	13.76
Sewer General Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	10.40
Sewer General Activities Total				742.88
Sewer UT Operations	11217	VISU-SEWER INC	SAN REHAB (#2598 H&F)	20,927.32
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	SANITARY SEWER RELAY AT DONGES & SHERWOOD	19,013.65
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	TAMERLANE DR LS O (#3491)	5,379.22
Sewer UT Operations	11049	SHORT ELLIOTT HENDRICKSON INC	LS O FM DESIGN (#3491)	2,194.00
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	2,108.60
Sewer UT Operations	13061	UPI LLC	SAN MANHOLE REPAIR (#3501)	1,838.85
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	1,276.57
Sewer UT Operations	10241	CRANE ENGINEERING SALES INC	TRANSDUCER FOR O	817.14
Sewer UT Operations	10137	BOEHLKE BOTTLED GAS CORP	MISC. SUPPLIES	401.97
Sewer UT Operations	10230	CONLEY PUBLISHING GROUP LTD	ADS FOR 2022 SANITARY WORK	178.93
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	158.38
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	158.38

Attachment: November 2022 AP Vendor Listing by Dept (7958 : November 2022 Vouchers Paid List)

Processed by Department	Vendor Number	Vendor Name	Invoice Description	Line item amount
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	155.00
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	155.00
Sewer UT Operations	10428	GILLITZER ELEC CO LTD, FRANK	MISC ELECTRICAL WORK	155.00
Sewer UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	60.08
Sewer UT Operations	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH	11.80
Sewer UT Operations Total				54,989.89
Special Events	12321	MICHAEL LANDEY	2022 WINTER WONDERLAND EQUIP RENTAL	1,489.00
Special Events Total				1,489.00
Swimming Pool	10691	MENARDS	POOL WORK SUPPLIES	20.16
Swimming Pool Total				20.16
Tax Fiduciary Fund	10698	MEQUON CITY OF-PETTY CASH	CASH FOR TAX DRAWERS	1,000.00
Tax Fiduciary Fund Total				1,000.00
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	600.00
Water general Activities	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	300.00
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/10/22	111.46
Water general Activities	11331	WIS SUPPORT COLLECTIONS TRUST	SUPPORT # 5956557 7532298 7844747 7657807 11/25/22	90.82
Water general Activities	13063	SHECHTMAN, MORRIS	RETURN OVERPYMT UB 195301, CUST 53427	71.01
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	25.91
Water general Activities	10757	SECURIAN LIFE INSURANCE COMPANY	POLICY 002832L UNIT 33302 12/1-12/31/22	1.60
Water general Activities Total				1,200.80
Water UT Operations	10755	CITY OF MILWAUKEE	PURCHASED WATER	56,306.42
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER-OCTOBER	18,791.71
Water UT Operations	10206	CITY WATER LLC	I-43 WATER MAIN RELOCATIONS	10,780.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	10,780.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	7,643.35
Water UT Operations	12878	GRUNAU COMPANY INC	SERVICE TAP REPAIR - 9349 FAIRWAY-BAYSIDE	5,782.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	4,931.19
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	3,747.71
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	3,303.90
Water UT Operations	12997	MUNSON INC	SERVICE REPAIR - FAIRWAY DR-BAYSIDE	2,577.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	2,300.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	2,100.00
Water UT Operations	11789	GENE A. WAGNER PLUMBING CO, INC	SERVICE INSTALL OMNU-600 E ELL	1,800.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	1,525.00
Water UT Operations	10625	LANNON STONE PRODUCTS, INC.	AGGREGATE	1,391.29
Water UT Operations	10425	GIERACH'S GRADING & PAVING INC	25% DOWN FOR PAVEMENT REPAIR IN CONCORD CREEK	987.50
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	700.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	690.37
Water UT Operations	10287	DIGGERS HOTLINE INC	LOCATING-OCTOBER	635.10
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	600.00
Water UT Operations	11193	USA BLUEBOOK	WATER CHEMICALS AND SAMPLING E	506.24
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	PURCHASED WATER	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	500.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	493.12
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	400.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	350.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	345.18
Water UT Operations	10815	NORTH SHORE WATER COMMISSION	WATER TESTING BACT-OCTOBER	300.00
Water UT Operations	10489	CORE & MAIN	MAIN REPAIR PARTS	278.62
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	250.00
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	197.25
Water UT Operations	10206	CITY WATER LLC	MANAGEMENT & OPERATIONS SERVICES 10/2022	147.94
Water UT Operations	11163	CLIFFORD J DETEMPLE	MARKING PAINT	83.40
Water UT Operations	11675	GIELOW'S LAWN & GARDEN	ENGINE REPAIR PARTS	82.67
Water UT Operations	12883	PB HAHN & CO INC	MAINS/HYDRANTS/SERVICES	52.17
Water UT Operations	12624	MATHESON TRI-GAS INC	CO2 FOR LATERALS	38.22
Water UT Operations	11307	WIS DEPT OF TRANSPORT 7366	TRAFFIC SIGNAL: COUNTY LINE AND PT WASH	35.03
Water UT Operations	12883	PB HAHN & CO INC	MAINS/HYDRANTS/SERVICES	17.98
Water UT Operations	11211	VERIZON WIRELESS SERVICES LLC	IPAD DATA CHARGES	15.02
Water UT Operations	12883	PB HAHN & CO INC	MAINS/HYDRANTS/SERVICES	6.44
Water UT Operations Total				141,971.82



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Office of Administration

TO: Finance-Personnel Committee
FROM: Justin Schoenemann, Assistant City Administrator
DATE: December 5, 2022
SUBJECT: ORDINANCE 2022-1637 An Ordinance Amending Chapter 2 of the Mequon Municipal Code, in Connection with the Elimination of the Position of Emergency Dispatcher

Background

The Police Department's Communication Center will merge with Ozaukee County's Dispatch Center effective January 1, 2023. As part of the transition, the Code of Ordinances needs to be updated to remove language governing Dispatchers, who staffed the Communications Center, and to add language pertaining to the newly created position of Administrative Clerk within the Police Department. The Administrative Clerks will support the Police Department's non-emergency phone line, provide customer service at the front window, and complete several administrative processes for the Department.

Analysis

The following changes are proposed to address the removal of Dispatchers and the addition of Administrative Clerks:

1. Section 2-207 (4) is amended to strike the reference to 24/7 schedule of Dispatchers. Furthermore, the section is amended to list the standard hours of the new Administrative Clerks. Three Administrative Clerks will work a four-day rotation with hours of 8:00 am - 4:30 pm. One Administrative Clerk will work Monday through Friday from 11:00 am - 7:00 pm.
2. Section 2-207(5) is updated to remove the language that provided two additional personal days annually to Dispatchers for supporting the needs of a 24/7 Communications Center.
3. Section 2-211 (2) Language referencing overtime accruals for Dispatchers is also being removed. The new Administrative Clerks will follow the same overtime accrual policies as all other administrative positions in the City.
4. In Section 2-213, language referring to field training for Dispatchers is struck, and not needed for the new Administrative Clerk positions.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on December 13, 2022.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2022-1637

An Ordinance Amending Chapter 2 of the Mequon Municipal Code, in Connection with the Elimination of the Position of Emergency Dispatcher

SECTION I

Section 2-207 (4) of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded & double-underlined**):

The normal work week for ~~dispatchers~~ **dayshift assigned administrative clerks** is four days on duty followed by two days off duty, then repeating the cycle. The normal workday shall be **from 8:00 a.m. - 4:30 p.m.** ~~eight and one-quarter hours.~~ **The second shift administrative clerk shall work Monday - Friday from 11:00 a.m. - 7:30 p.m.** Such normal **workdays** will include a 30-minute paid lunch period, ~~during which the employees are on call,~~ and two 15-minute breaks each day. ~~Although paid, the lunch period will not count towards total hours worked in the work week.~~ Adjustments to this normal work week for ~~dispatchers~~ **administrative clerks** are at the discretion of the chief of police and the city administrator.

SECTION II

Section 2-207(5) of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is underlined):

The city provides five personal days (40 hours) per year to exempt employees, ~~and two personal days (16 hours) to represented general employees in dispatch required to cover 24/7 operations.~~ Personal days will be paid out when the employee terminates employment or retires from the City of Mequon. All personal days must be taken within the calendar year for active employees or they shall be considered lost, unless they are deferred at the request of the employee's department head and approved by the city administrator. Employees are allowed to use these personal days in a minimum of four-hour increments. All use of personal days is subject to prior approval by the employee's supervisor.

SECTION III

Section 2-211 (2) of the Mequon Municipal Code Mequon Municipal Code is repealed.

SECTION IV

Section 2-213 of the Mequon Municipal Code is hereby repealed.

SECTION V

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 VI

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

SECTION VII

This Ordinance shall become effective the day after its publication as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: December 13, 2022

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 13, 2022.

Caroline Fochs, City Clerk

Published: _____



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Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: November 30, 2022
SUBJECT: RESOLUTION 4000 A Resolution Approving a Three-Year Agreement for City Maintenance and Assessing Services with Assessment Technologies of Wisconsin LLC, Menomonee Falls, Wisconsin, in the Amount of \$480,000, and the Commensurate Re-Appointment of Michael L. Grota as Statutory City Assessor through December 31, 2025

Background

In early 2019, it was determined the City's assessment ratio would soon be out of compliance with State guidelines, thus triggering the need for a City-wide revaluation which began in 2020 and concluded in 2022. In late 2019, the City approved a three-year contract extension with Grota Appraisals to be the City's statutory assessor through the end of 2022 which included the revaluation services at a total cost of \$218,550 as well as annual assessment services at a cost of \$150,000 per year in 2020 and \$155,000 in both 2021 and 2022.

Midway through the contract, Grota Appraisals and its sister technology company, Assessment Technologies of Wisconsin, LLC, were acquired by Government Brands, an organization based out of Alpharetta, Georgia, owning several assessment services and software companies in the New England area. As a result, Grota Appraisals, LLC now legally operates under the name of Assessment Technologies of Wisconsin, LLC, however, they are still using the Grota Appraisals name. The financial backing and knowledge resources of Government Brands will allow the City's assessor to continue to provide the highest level of service. Assessment Technologies operates from the same office in Menomonee Falls with all of the staff that existed prior to the acquisition.

Analysis

Assessment Technologies has been able to complete various milestones professionally and timely. Staff recommends renewing the City's contract with Assessment Technologies for the following reasons:

- Assessment Technologies has reviewed and addressed incomplete assessment records by the City's two previous assessors in order to add value to the City's tax base.
- Assessment Technologies is very familiar with the City, having served as the City's assessor from 2007 through 2011 and again from mid-2015 through 2022. Staff finds their service to be more than satisfactory. Staff is of the opinion that it is very important to maintain continuity, as the City recently contracted with three different assessing firms between 2012-2015.

- Gropa Appraisal's sister company, Assessment Technologies, developed Market Drive software, which is the most widely used Computer Aided Mass Appraisal (CAMA) system in Wisconsin. The City will not have to pay licensing fees for use of this software while Assessment Technologies serves as Mequon's Assessor, saving the City approximately \$4,320 annually.
- In 2022, Assessment Technologies successfully completed a three-year City-wide revaluation process, in which it increased the City's assessed value by 642,296,600 or 13.5%.
- Assessment Technologies' reputation for assigning fair but assertive values to the City's properties will aid the City in working towards an equitable distribution of the tax roll. The following table summarizes the importance of the City having a good partner throughout the assessment process.

Key Performance Indicators				
Activity	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted
Assessment Value Increase (\$)	59,346,000	642,296,600	118,528,890	65,000,000
Board of Review Hearings	2	11*	0	3
Real Estate Parcels	10,398	10,372	10,447	10,500
Personal Property Accounts	829	795	800	815

* The 2021 revaluation resulted in an increase in assessed values as well as the number of requests for Board of Review hearings.

The assessment function affects every property owner in the City, and staff believes it is critical to ensure that this extremely technical and highly visible public service be performed in a manner that is both accurate and expeditious and free from error. Staff is confident that Assessment Technologies will thoroughly and accurately capture valuation, ensuring the City is not missing out on potential tax revenue.

Nevertheless, while staff appreciates the consistency and professionalism of Assessment Technologies, it is the City's practice to periodically seek request for proposals for recurring professional services. Staff anticipates issuing an RFP for assessing services during the final year of this proposed three-year contract.

Fiscal Impact

The attached contract from Assessment Technologies proposes a three-year commitment for annual assessment services in the amount of \$160,000 each year for a total of \$480,000 which is a 3.2% increase from 2022. The expiring contract for assessment services was \$150,000 in 2020 and \$155,000 in both 2021 and 2022.

The 2023 budget provides \$160,000 for these services as proposed.

Recommendation

Staff recommends that the Finance-Personnel Committee favorably recommend, and Common Council approve this resolution awarding a contract for property assessment services to Assessment Technologies of Wisconsin, LLC for fiscal years 2023-2025.

Attachments:

2023-2025 Maintenance Assessment Contract (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4000

A Resolution Approving a Three-Year Agreement for City Maintenance and Assessing Services with Assessment Technologies of Wisconsin LLC, Menomonee Falls, Wisconsin, in the Amount of \$480,000, and the Commensurate Re-Appointment of Michael L. Grota as Statutory City Assessor through December 31, 2025

RECITALS

A. The City's current contract with Grota Appraisals, LLC expires on December 31, 2022.

B. In February of 2021 Grota Appraisals, LLC and its sister technology company, Assessment Technologies of Wisconsin, LLC, were acquired by Government Brands, based in Alpharetta, Georgia.

C. In 2021 Grota Appraisals LLC started legally operating under the name of Assessment Technologies of Wisconsin, LLC.

D. The office of Assessor of the City of Mequon is currently occupied by Assessment Technologies of Wisconsin, LLC.

E. Staff recommends to the Finance-Personnel Committee that a three-year extension to the contract with Assessment Technologies of Wisconsin, LLC be approved.

F. The Finance and 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:

1. The Maintenance Assessment Contract with Assessment Technologies of Wisconsin, LLC in the form as attached is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

3. City staff is authorized to carry out the commensurate appointment of Michael L. Grota as the statutory City Assessor.

4. Funding for this contract will be from the General Fund Assessor's Office

Account 110119-683201 at a cost not to exceed \$160,000 in 2023, \$160,000 in 2024, and \$160,000 in 2025.

Approved by: Andrew Nerbun, Mayor

Date Approved: December 13, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 13, 2022.

Caroline Fochs, City Clerk

MAINTENANCE ASSESSMENT CONTRACT

IT IS AGREED BY AND BETWEEN the City of Mequon, a Wisconsin municipal corporation (hereafter “Municipality”) and Assessment Technologies of Wisconsin, LLC, a Wisconsin limited liability company (hereafter “Assessor”) as follows:

I. SCOPE OF SERVICES

A. Inspections. The following inspection cycle shall be completed by Assessor or Assessor's authorized representative annually, namely:

1. Annexed properties, parcels with new construction, and exempt status changes shall be physically inspected, and the electronic property record prepared or updated accordingly.
2. Properties affected by building removal, fire, significant remodeling, or demolition (those requiring a building permit), or other major condition changes that typically trigger a change in the assessed value shall be physically inspected.
3. Improved properties under construction over the term of the contract years shall be re-inspected.
4. All properties with legal description changes and zoning changes shall be reviewed and inspected, if the Municipality or assessor deem necessary, to ensure an accurate and fair assessment.
5. Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll within the term of the contract, shall be physically inspected during the current assessment cycle.
6. Mobile home statement of monthly parking fee calculations shall be completed, if the Municipality has an ordinance. Assessor or Assessor's authorized representative shall maintain an electronic copy of the mobile home data for each account on the Manufactured & Mobile Home Valuation Worksheet as prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.
7. A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forest land, drainage districts, and undeveloped land.
8. Assessor shall maintain the inspection results in an electronic format as provided in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.

B. Parcel Identification. An accurate, full legal description, a copy of or a link to the County or Municipal digital parcel maps with measurements of each land parcel and a digital sketch of all building improvements shall be contained in the existing property records. Digital parcel maps shall be made for all new records. In the event of a discrepancy, Assessor or Assessor's authorized representative shall investigate and correct the record. Assessor or Assessor's authorized representative shall have access to a computer system that allows for sortability by parcel number and personal property account and complies with Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.

C. Record. Assessor or Assessor's authorized representative shall use the appropriate record in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. If the Municipality uses a computer valuation system, Assessor or Assessor's authorized representative shall provide to the Municipality, a complete set of electronic property records in a computer readable format compatible with the Municipality's computer system. Assessor or Assessor's authorized representative shall update the records within fourteen (14) days of final adjournment of the Municipal Board of Review. Assessor or Assessor's authorized representative shall update the records prior to the open book period and again to reflect any changes made at the Municipal Board of Review. Assessor or Assessor's authorized representative shall maintain and provide the personal property and real estate property records in the format prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

D. Open Book Conference. Upon completion of Assessor's review of assessments and prior to completion of the assessment rolls, Assessor or Assessor's authorized representative shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. Assessor or Assessor's authorized representative shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Wisconsin Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen (15) days prior to the first day of the conferences. Assessor or Assessor's authorized representative shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present for at least two (2) hours. Assessor or Assessor's authorized representative shall verify that statutorily required instructional materials are available at the open book conference. Assessor or Assessor's authorized representative shall arrange and provide the personal property and real estate roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

E. Assessment Roll and Reports. Assessor or Assessor's authorized representative shall be responsible for the proper completion of the assessment roll in accordance with Chapter 70 of the Wisconsin Statutes and the Wisconsin Property Assessment Manual, as amended each year. Roll transmittal and reception must be made and maintained in

accordance with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and follow any County or Municipality prescribed business formats as provided under Wis. Stat. § 70.09(3)(c). Assessor or Assessor's authorized representative shall provide the final assessment figures for each property to the Municipality, and the Roll shall be totaled to an exact balance. Assessor shall prepare and electronically submit the Municipal Assessment Report (MAR) and TID values by the 2nd Monday in June filing deadline to the Wisconsin Department of Revenue (DOR) via the prescribed electronic submittal format listed on the DOR website. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required.

F. Board of Review Attendance. Assessor or Assessor's authorized representative shall attend all Municipal Board of Review meetings as prescribed under Wis. Stat. § 70.47(3)(ag). The Board of Review shall commence no sooner than seven days after Open Book. Assessor or Assessor's authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. Assessor or Assessor's authorized representative shall attend other meetings of the Municipal Board of Review, only if specifically requested to do so by the Municipality. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor or Assessor's authorized representative shall be available upon request of the Municipality to furnish testimony in defense of the values determined. Assessor or Assessor's authorized representative shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Every year at Board of Review or as needed Assessor will inform Municipality on matters concerning but not limited to (a) compliance with State statutes on assessment practices and (b) property assessments in relation to current sales of property.

G. Personal Property Assessments. In accordance with the Wisconsin Property Assessment Manual, the Assessor or Assessor's authorized representative shall distribute annual Personal Property Statements to all businesses known or newly discovered to be operating in the municipality each year, review the statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. Assessor or Assessor's authorized representative shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class. Assessor or Assessor's authorized representative shall maintain the Personal Property Roll in a format compliant with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

H. Public Requests and Availability.

1. Assessor or Assessor's authorized representative shall timely respond to all open records requests received by Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including but not

limited to Wis. Stat. § 70.35(3) regarding the personal property return, Wis. Stat. § 70.47(7)(af) regarding income and expense information, and Wis. Stat. § 77.265 regarding the real estate transfer return. Assessor or Assessor's authorized representative shall maintain a local or toll-free telephone service with a 24-hour answering machine to receive calls from the Municipality or property owners. Assessor or Assessor's authorized representative shall timely respond to all telephone inquiries or issues within four (4) business days, whether said inquiry or issue is made directly to Assessor by a property owner or said inquiry or issue is raised to the Municipality, the Municipal Clerk or the Municipal Board of Review and subsequently passed to Assessor. Assessor or Assessor's authorized representative shall timely communicate to the Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by the Municipality.

2. Upon request by the Municipality and at any time during this Agreement, Assessor or Assessor's authorized representative shall allow access and make available to the Municipality the following items at no cost : (a) any property records, maps, and other schedules and forms created for the performance of assessment work for the Municipality, (b) all records and material obtained from the Municipality and not previously returned to include maps, plans, and Assessor's records, (c) material specifically obtained and/or used for performance of assessment work for the Municipality, to include correspondence with property owners, sales data, and operating statements of income property, and (d) any exportable text files of the data created for the performance of assessment work for the Municipality.

The Municipality shall allow access and make available to Assessor or Assessor's authorized representative certain municipal records relevant to Assessor's duties under this Agreement including, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost. The Municipality shall maintain the personal property and real estate roll in a viewable format as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

I. Internet Access. Assessor or Assessor's authorized representative shall display the assessment records on the Municipality's or county's website, or if already available, Assessor's free access website.

J. Additional Services. Assessor or Assessor's authorized representative shall:

1. Defend their assessment in any appeal following Board of Review whether before the Department of Revenue or in Circuit Court.

2. Work closely with the City Administrator, Clerk, Finance Director, Community Development Director and Building Inspector on matters of concern.

II. GENERAL REQUIREMENTS

A. Conformance to Statutes. All work of Assessor or Assessor's authorized representative shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality. Assessor or Assessor's authorized representative shall value all agricultural land at its use value, adjusted to the overall level of assessment. All Agricultural forest and undeveloped land shall be assessed at 50% of its full value and adjusted to the level of assessment.

B. Oath of office. Assessor shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If Assessor is a corporation, limited liability company or partnership, the person designated as responsible for the assessment duties shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Wis. Stat. § 19.0 and be filed with the Municipal Clerk prior to commencing duties. Under Wisconsin law, the statutory Assessor for the Municipality, whether contracted or on-staff is considered to be a public officer of the Municipality.

C. Qualifications and conduct of personnel. Except as provided below, Assessor shall provide at Assessor's own expense any personnel necessary and shall comply with the following:

1. All personnel providing services shall be currently certified in compliance with Wis. Stat. §§ 70.05, 70.055 and 73.09 and the administrative rules prescribed by the Wisconsin Department of Revenue.
2. If Assessor is a corporation, limited liability company or partnership, Assessor shall submit to the Municipality a resume containing the name, address, education and prior experience of each employee anticipated to provide assessing services to the Municipality. Employees of Assessor who are later hired or were not anticipated to provide such services at the time of this Agreement, shall submit appropriate information for approval of the Municipality before field inspection work is started by the employee.
3. All employees, agents, or representatives of Assessor shall conduct themselves in a safe, sober, courteous and workmanlike manner while performing services for the Municipality.
4. Assessor shall review any complaint relative to the conduct of Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees, agents, or representatives

unsatisfactory, Assessor shall, for good cause, remove such employees, agents, or representatives from work upon written request by the Municipality, such request stating reasons for removal.

5. Assessor shall supply all of Assessor's field representatives with identification cards, including the name, company, telephone number and photograph of the employee.

6. In connection with the performance of work under this Agreement, Assessor shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5)(a) or national origin. This provision shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Assessor agrees to post in a conspicuous place available for employees and applications for employment notices to be provided by the contracting officer setting forth provisions of the nondiscrimination clause.

7. Municipality shall provide, at its sole expense, a full-time clerical staff member to assist the Assessor in its duties while at City Hall.

D. Ownership of records.

1. Each contract year, within fourteen (14) days of the final adjournment of the Board of Review, Assessor shall transfer to the Municipality any and all records prepared or maintained in accordance with the standards of Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and any and all records prepared or maintained in connection with the assessments made for the Municipality.

2. Assessor must provide all of the assessment data to the Municipal Clerk within thirty (30) days of vacating the office of assessor or at the final adjournment of the Board of Review, whichever is later.

3. Assessor must turn over all assessment records, paper and electronic, in Assessor's custody to the Municipality within thirty (30) days of vacating the office of assessor or at the final adjournment of the Board of Review, whichever is later.

4. Upon conversion of the paper records to an electronic form, as part of the contract, Assessor shall not destroy the original paper record; rather Assessor shall return the original paper record to the Municipality. As of the close of the 2013 Assessment Roll by the Municipal Board of Review, all assessment records are required to be stored in an electronic format. Maintaining electronic assessment data does not relieve Assessor from the responsibility of being able to provide the Municipality with a paper copy of each property record upon request.

5. The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format. Assessor is responsible for extracting raw data in the public domain if contained in a copyrighted software database. Assessor shall not charge or transfer to the Municipality any associated third-party vendor costs for the transfer of the electronically stored data to the Municipality. Electronic data created in other systems must be maintained transferred and reside in the original format.

6. Municipality shall comply with Wisconsin Open Records laws. Assessor shall advise Municipality in writing of all open records requests it receives within three (3) days of receipt. Assessor shall assist and coordinate with Municipality on any records requests which Municipality may need assistance.

E. Status, change of ownership or operations. Assessor acknowledges and agrees:

1. The Assessor shall be considered a public officer and afforded the protection from civil liability under Wis. Stat. § 895.46(1) for carrying out duties as an officer of the Municipality. Assessor is an independent contractor to the Municipality, and that Assessor's business is independently owned and operated and that nothing in this Agreement shall be interpreted to cause or result in, directly or indirectly, any principal-agent or employer-employee relationship between Assessor and the Municipality and that nothing in this Agreement shall in any way be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship whatsoever between Assessor and the Municipality. Assessor shall not represent or advertise in any way that Assessor's relationship with the Municipality is other than stated herein.

2. Assessor shall not assign, transfer, convey, or sub-contract all or any part of any rights or obligations under this Agreement without the prior written consent of the Municipality, which consent shall be at the sole discretion of the Municipality.

3. Assessor shall notify the Municipality within five (5) days of any change in majority ownership or chief operating officer.

F. Assessor provided insurance. Assessor agrees as follows:

1. Assessor shall obtain and maintain during the term of this Agreement full coverage insurance, with the Municipality as a named insured, which insurance shall include: (a) workers compensation in compliance with Wisconsin State laws, (b) comprehensive general and public liability coverage, and (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor with the following minimum limits: Bodily injury \$500,000/person, \$1,000,000/occurrence, and Property damage \$250,000/occurrence.

2. Prior to commencing services, Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. Assessor shall timely pay all insurance premiums.

G. Municipality provided insurance. The Municipality shall carry proper and sufficient insurance to cover loss of records.

H. Assessor agrees and shall indemnify the Municipality for all suits, claims, or actions associated with alleged intentional acts or omissions of the Assessor, such acts or omissions taking place or occurring during the term of this Agreement.

III. TERM AND TERMINATION

A. Term. The term of this Agreement shall be from January 1, 2023, to December 31, 2025 (the "Completion Date"). Assessor shall have completed all work under this Agreement, except for appearing at the Municipal Board of Review and any subsequent appearances as per this Agreement, on or before the Completion Date. The Completion Date may be extended, if necessary, under the terms of this Agreement by mutual written consent.

B. Termination. Either party may terminate this Agreement for cause, cause being defined as a default by the other party under the terms of this Agreement upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Agreement. During the 60-day period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. Renewal or Extension. This Agreement may be renewed or extended only by mutual written consent by Assessor and the Municipality.

D. Changed Circumstances. Assessor and Municipality each understand and agree that, because of the multi-year nature of this Agreement, underlying circumstances may change. For example, the Wisconsin Legislature may eliminate the personal property tax which would eliminate the need for Assessor to complete any work related to such personal property assessments. In the event of a material change to circumstances, the Parties agree to negotiate in good faith an amendment to this Agreement to address the changed circumstances. Should the parties be unable to reach an agreement on an amendment, either Party may terminate this Agreement effective upon the conclusion of the then-current assessment year (Board of Review and related filings). Assessor shall be compensated only for the years in which work was performed.

IV. COMPENSATION. The Municipality shall pay Assessor for all normal duties and functions of the Assessor as described and set forth in Chapter 70 of the Wisconsin Statutes,

Volume I of the Wisconsin State Assessor's Manual, and this Agreement in the amount of Four Hundred Eighty Thousand Dollars (\$480,000), which shall be payable as follows:

- A. 2023 Assessment Year: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- B. 2024 Assessment Year: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- C. 2025 Assessment Year: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.

The above compensation shall be all-inclusive including no additional charges for quantity of permits or new plats, length of Board of Review and any assessment appeals. Also included in the compensation is annual licenses for Market Drive software. Assessor will provide its own equipment, workspace outside of City Hall, storage and security of records while in Assessor's possession, and ordinary postage and other expenses as part of this compensation.

Any services requested by Municipality over and above normal yearly assessment functions will be charged extra at a mutually agreed upon rate.

ASSESSOR
Assessment Technologies of Wisconsin, LLC

Les Ahrens
Director of Valuation Services

MUNICIPALITY
City of Mequon

Andrew Nerbun, Mayor
Date

Approved as to Form:

Caroline Fochs, Clerk

Brian C. Sajdak, City Attorney



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

www.ci.mequon.wi.us

Office of Finance-Personnel Committee

TO: Finance-Personnel Committee
FROM: Jennifer Engroff, Finance Director
DATE: December 2, 2022
SUBJECT: RESOLUTION 4001 A Resolution Approving a Proposal from R&R Insurance for Provision of the City of Mequon's Insurance Program for Fiscal Year 2023 in the Amount of \$369,541

Background

The City has been working with M3 Insurance for over ten years for the provision of various lines of insurance across the City organization. Earlier this year, staff initiated a review of the City's business insurance.

Proposals were solicited from three insurance providers including R&R Insurance or the League of Wisconsin Municipalities Mutual Insurance (League), Cities and Villages Mutual Insurance (CVMIC), and M3 Insurance. Additionally, onsite meetings took place between each of the insurance providers and a team of City staff including the City Administrator, Assistant City Administrator, Finance Director, and Assistant Finance Director.

The League and CVMIC are member-owned municipal insurers uniquely equipped to provide comprehensive insurance as well as customized services specifically designed to serve Wisconsin municipalities. Additionally, proceeds generated by these organizations are redistributed back to the owners in the form of dividends and specialized services. As indicated, R&R Insurance is the exclusive agent for the League of Wisconsin Municipalities.

Analysis

Annual premiums from each of the proposals received are shown in the table below. From a financial perspective, the League provided the most attractive proposal. As is further evident, M3 Insurance simply cannot compete with either of the member-owned municipal insurers, as M3's proposal is more than \$90,000 over each of the other two quotes.

Coverage	League	CVMIC	M3
Workers' Compensation*	\$136,118	\$133,729	\$141,484
Liability, Auto, Other	\$185,121	\$194,228	\$262,784
Property	\$48,302	\$48,302	\$60,452
Total Annual Premium	\$369,541	\$376,259	\$464,720

**Workers' Compensation is statutorily based. Different assumptions regarding gross payroll were made within the various proposals received. M3 also includes a terrorism charge.*

The table below breaks down the League's proposed annual premium by more specific coverage

categories, as well as carrier.

Coverage	Carrier	2023 Premium
General Liability	League Insurance	\$40,231
Police Professional Liability	League Insurance	\$32,194
Public Officials Liability	League Insurance	\$63,437
Auto Liability	League Insurance	\$16,827
Auto Physical Damage	League Insurance	\$15,494
Railroad	League Insurance	\$250
Cyber	League Insurance	\$14,263
Property	Municipal Property Insurance Company	\$48,302
Workers' Compensation	United Heartland	\$136,118
Crime	EMC Insurance	\$2,000*
Storage Tank Liability	Chubb Insurance	\$425*
Total Annual Premium		\$369,541

**Estimates based on applying a 20% increase to the 2021 premium*

Staff recommends that the City move forward with the League rather than CVMIC based on the following reasons:

- While the financial premiums and dividend structures are similar to each other, the League carries a slight benefit.
- A work injury nurse line, which the City recently implemented, is not available with CVMIC.
- Included with the League insurance package is a service called *Ready Rebound*, which allows injured employees and family members to receive expedited treatment for skeletal and muscle issues by highly qualified doctors and therapists. It is anticipated that this program may help to reduce time lost away from work when an employee is injured, either on or off the job.
- The League offers extensive legal services on human resources and claims-related matters, with a 24-hour turnaround time.
- The City anticipates the claims administration process to be more burdensome with CVMIC, as they require a minimum of \$25,000 of self-insurance to participate in their liability program.
- The CVMIC proposal carries more risk with higher deductibles, a self-insurance model for liability coverage, and limitations on coverage. The League coverages and deductibles more closely align to what the City is already receiving with M3 Insurance. The City also has the ability to move down the self-insurance path with the League in the future.
- Synergies should be gained by having the same insurer as the Southern Ozaukee Fire Department (SOFD) and the Village of Thiensville. Currently, CVMIC does not have the ability to provide insurance to SOFD.
- The League insures more than 465 cities, villages, and special districts in Wisconsin, of which the City has received numerous recommendations complimenting the League on

its low rates, expansive coverage, ease of claims administration, and customized service and trainings.

Due to the volume associated with each of the proposals received, they have not all been included as a part of this agenda item. Rather, materials received from both CVMIC and M3 are on file in the City's Finance Department, where they remain available for review.

Fiscal Impact

Moving forward with the League commits the City to their insurance program for Fiscal Year 2023. The 2023 City-wide premium quote of \$369,541, which has been included in the FY2023 budget, represents a 21.5% decrease from the expiring 2022 premium of \$470,854. 13.3% or \$62,500 of the 2023 savings results from the Mequon Fire/EMS Department separating itself from the City of Mequon at the start of 2023. The remaining 8.2% or \$38,800 of savings is the result of rebidding insurance in a year when many lines of coverage are experiencing 10-30% rate increases largely driven by high inflation, catastrophic weather events and a volatile investment market.

Additionally, the League requires the City to be a member of the League of Municipalities of Wisconsin, which is a \$11,517 commitment for the 2023 membership period. As previously approved by the Common Council earlier this year, this amount is included in the City's budget for 2023.

Recommendation

A recommendation from the Finance-Personnel Committee is forthcoming on December 13, 2022.

Attachments:

2023 Mequon Proposal League Scanned (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4001

A Resolution Approving a Proposal from R&R Insurance for Provision of the City of Mequon's Insurance Program for Fiscal Year 2023 in the Amount of \$369,541

RECITALS

A. City staff has reviewed the insurance proposals received from R&R Insurance, Cities and Villages Mutual Insurance Company, and M3 Insurance and recommends authorization to contract all of the City's lines of business insurance with R&R Insurance for Fiscal Year 2023.

B. Based on its review, the Finance-Personnel Committee has recommended that all of the the City's lines of business insurance be contracted through R&R Insurance, the exclusive insurance agent for The League Mutual Insurance, effective January 1, 2023.

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

1. The contracts for insurance for the 2023 calendar year as proposed by R&R Insurance and recommended by the Finance-Personnel Committee are approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: Andrew Nerbun, Mayor

Date Approved: December 13, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 13, 2022.

Caroline Fochs, City Clerk

LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INSURANCE COMPANY

INSURANCE PROPOSAL FOR MEQUON, CITY OF

1/1/2023 - 1/1/2024
Proposal Number 811



League Insurance
131 W. Wilson Street, Suite 502
Madison, WI 53703
(608) 833-9595

Matt Becker, CEO
matt@lwwmi.org



R&R Insurance
N14 W23900 Stone Ridge Drive
Waukesha, WI 53188
(800) 566-7007

Rick Kalscheuer
rick.kalscheuer@rrins.com

**Protection for League Members and the communities they call home.
That is our business and we do it well.**

Created in 1984 and governed by a board of your peers, League Insurance insures more than 465 cities, villages, and special districts. We are 100% member owned and our financial security, broad coverages, and customized services are specifically designed to serve Wisconsin municipalities.



City of Mequon

01/01/2023 to 01/01/2024

Proposal

- Premium Summary
- Proposal
- Statement of Values
- Cyber Liability Option
- Premier Services

Premium Summary (Indication only- NO Fire)

Completed applications will be needed to firm the pricing

LWMMI 2022-2023 Indication	
General Liability	\$40,231
Police Professional Liability	\$32,194
Public Officials Liability	\$63,437
Auto Liability	\$16,827
Auto Physical Damage	\$15,494
Railroad	\$250
Cyber	\$14,263
Property (MPIC)	\$48,302
Worker's Compensation (United Heartland)	\$136,118

Coverages we can write, as we use the below carrier currently:

- **Accident & Health**
 - *Current Carrier:* Hartford
- **Crime**
 - *Current Carrier:* EMC Insurance
 - League Insurance policy does not provide crime coverage. We can provide quotes from carriers but applications will need to be completed.
 - *Carrier options:* Hanover & Liberty Mutual
- **Tank**
 - *Current Carrier:* Chubb Insurance



Proposal

LEAGUE INSURANCE – COVERAGE HIGHLIGHTS

COVERAGE PROVIDED FOR:

- Elected/Appointed Officials
- Commissions
- Departments
- Employees
- Mutual Aid Assistance
- Volunteers

COMPREHENSIVE COVERAGE INCLUDES:

- Auto Liability
- Auto Physical Damage
- Cyber Liability
- Employee Benefits Liability
- Employment Practices Liability
- General Liability
- Law Enforcement
- Public Officials
- Self-Insured Retention Workers' Compensation
- Workers' Compensation

ADDITIONAL COVERAGE ENHANCEMENTS

Liability:

- Airports
- Back Wages in Employment Claims
- Breach of Contract
- Care, Custody, & Control
- Communicable Disease
- Contractual Liability
- Cyber
- Damages to Rented Premises
- Dams
- Defense Costs in Addition to Limit
- Discrimination
- Drones
- EEOC actions
- Failure to Supply
- Land Use, Permits, & Zoning Claims
- Medical Payments
- No Fault Sewer Backup Optional Coverage
- Non-monetary Claims
- Occurrence Based
- Pollution
- Sexual Harassment/Abuse Coverage
- Special Events Included
- Tax Assessment Claims
- Volunteers
- Watercraft
- Wrongful Termination

Auto:

- Automatic New Auto Coverage
- Autos of Others in Your Care, Custody, or Control
- Commandeered Autos
- Hired Auto Physical Damage
- Hired/Non-owned
- Lease Gap
- Personal Auto Physical Damage Deductible Reimbursement
- Temporary Transportation Expense
- Towing Expense
- Uninsured/Underinsured

PREMIER SERVICES – CUSTOMIZED FOR YOU

HUMAN RESOURCES ASSISTANCE

League Insurance has partnered with *Stafford Rosenbaum LLP* to provide the following human resources services:

- HR Hotline – phone assistance with HR-related issues.
- Talent Management – support with recruitment, hiring, background screening, onboarding, performance management, coaching, feedback, disciplinary counseling, termination management, and organizational and staff development.
- Employment Law Compliance – WI and Federal Fair Employment, wage & hour, safety, FMLA, I-9 Employment Verification, and more.
- Documents – development/review of job descriptions, **handbooks, policies, procedures**, and forms customized for the municipality.
- Compliance and HR practices assessments and development of remedial plans.
- Workplace Training – related to compliance and HR-related topics for supervisors and/or employees.
- Workplace investigations.
- Sample handbooks, toolkits addressing various HR subjects and best practices, and online harassment and discrimination training webinars.

EMPLOYEE SAFETY & RISK MANAGEMENT

With loss control resources provided by United Heartland, we can analyze loss trends and municipal operations to **customize a safety program for your community**. Included are comprehensive safety manuals, job site analysis, newsletters, webinars, and information on many topics including:

- | | |
|---|---|
| • Confined Space | • Power Platforms/Aerial Lifts |
| • Excavating/Trenching | • Respiratory Protection |
| • Hearing Conservation | • Rigging/Slings/Hoists |
| • Ladder Safety/Fall Protection | • Tools – Hand Tools/Power Tools |
| • Lawn Care/Mowers/Trimming/Landscaping | • Tree Trimming/Chainsaw & Chipper Safety |
| • Lockout Tagout/Electrical Arc Flash | • Water Hazards – Pools, Ponds, Lakes |
| • Motor Vehicle & Construction Equipment Safety | • Welding, Cutting, or Brazing |
| • Outside Contractor Qualification | • Work Zone Safety/Traffic Control |

LEAGUE INSURANCE UNIVERSITY

League Insurance has partnered with *Lexipol* to provide self-paced online courses *written specifically* for local government and public safety professionals. Courses are available on demand from any computer or mobile device with internet access, 24/7.

- League Insurance University offers all employees access to over **200 online training topics** including HR & Management, Safety, Public Works, Law Enforcement, and much more.
- For Water and Wastewater, League Insurance University courses can be used to fulfill annual training hours requirements. Wastewater professionals will simply need to submit their certificate of course completion directly to the DNR for training approval.
- For law enforcement, League Insurance Police University can be used to fulfill 8 of the 24 hours of annual training requirements with Department level approval.

CYBER UNIVERSITY

League Insurance is partnered with leading cyber insurance provider, *Tokio Marine HCC*. With cyber liability coverage from League Insurance, you have **access to state-of-the-art cyber coverage and resources** including:

- Training courses on many topics including ransomware, phishing emails, network security, and more.
- Sample policies and procedures for best practices and breach response plans.
- Cyber security advisors for technical information and scenario planning.

LAW ENFORCEMENT POLICIES/PROCEDURES ASSISTANCE

League Insurance members are **eligible to receive reimbursement** for updating law enforcement and fire department manuals through an accredited policy manual service provider, as well as reimbursement for law enforcement accreditation.

REBOUND RETURN TO WORK PROGRAM

League Insurance has contracted with *Rebound*, a company which specializes in rehabilitation of injured municipal employees. The program gets your employees seen by top specialists quickly, and with better outcomes. This helps employees recover and saves departments money. Under the *Rebound* program, members are **100% reimbursed** by League Insurance for Rebound expenses incurred.

NURSE TRIAGE & TELEHEALTH

League Insurance is partnered with *CorVel* to provide nurse triage and telehealth services. CorVel's proactive healthcare solution offers injured workers the following medical services:

- Nurse Triage – **24-7 access to registered nurse hotline** to evaluate injuries to determine immediate medical needs.
- Telehealth – Provides immediate referral to medical physicians when needed via computer, tablet, or phone.

YOUR LEAGUE INSURANCE TEAM

LEAGUE INSURANCE

131 W. Wilson Street
Suite 502
Madison, WI 53703
(608) 833-9595

Matt Becker, CPCU
CEO
matt@lwmmi.org

R & R INSURANCE SERVICES

N14 W23900 Stone Ridge Drive
Waukesha, WI 53188
262-236-2955

Rick Kalscheuer
rick.kalscheuer@rrins.com
262-236-2955

WORKERS COMPENSATION CLAIMS ADMINISTRATOR

United Heartland
PO Box 3026
Milwaukee, WI 53201-3026
(800) 258-2667

Denise Kawczynski, Senior Claims Representative
denise.kawczynski@unitedheartland.com
(262) 787-7646

LIABILITY CLAIMS ADMINISTRATOR

Statewide Services, Inc.
PO Box 5555
Madison, WI 53705
(800) 858-1536

Anthony Conlin, Attorney at Law
aconlin@statewidesvcs.com
(608) 828-5461

FINANCIAL ADMINISTRATOR

Strohm Ballweg, LLP
9701 Brader Way
Suite 301
Middleton, WI 53562
(608) 821-0600

Tom Dawson, CPA
Partner
tdawson@strohmballweg.com



League Insurance Quote Summary

Policy Effective Date: 1/1/2023Proposal Number: 813Insured Name: Mequon, City ofContact Name: Jennifer EngroffContact Phone: 262-236-2955Contact Email: jengroff@ci.mequon.wi.usAgency: R & R Insurance ServicesAgent Name: Kalscheuer, RickAgent Email: rick.kalscheuer@rrins.comAgent Phone: (262) 953-7215

PREMIUM:

	Deductible	Limit	Premium
General Liability	0	10,000,000	\$40,231
Police Professional Liability	10,000	10,000,000	\$32,194
Public Official Liability	10,000	10,000,000	\$63,437
Auto Liability	0	10,000,000	\$16,827
Auto Physical Damage			\$15,494
Airport	N/A	N/A	\$0
Dam	N/A	N/A	\$0
No Fault Sewer			
Railroad	N/A	N/A	\$250
UM & UIM Higher Limit	N/A	N/A	\$0
Cyber	10,000	1,000,000	\$14,263
Total Premium:			\$182,696

EXPOSURES AND LIMITS:

Total Payroll	6,068,497	Population Base for No Fault Sewer Coverage	25,544
Number for FTE Police	42.00	Cyber Operating Expenditures	See attached
Number of Vehicles (Auto Liability)	77	Number of Dams	
Population	25,544	Number of Railroads	N/A
Total APD Original Cost	4,834,323	Airport Coverage	No
Total Number of Vehicles	91	Airport Refueling	N/A

PRIOR ACTS:

Prior Acts Coverage Type	Retro Dates
Employee Benefits Liability	
Public Officials Errors and Omissions	

ADDITIONAL INSURED:

Name	Reason
City Water LLC	
Wisconsin Central LTD	
Lumen Parish	
Milwaukee Archdiocese	
Wisconsin Electric Power	

Medical Transportation Management	
Mequon Thiensville School District	

Proposed coverages, no coverage has been bound.

League Insurance – Auto Physical Damage Schedule

Municipality: Mequon, City ofEffective Date: 1/1/2023Expiration Date: 1/1/2024

Year	Make	Model	Vehicle Type	VIN #	Dept. (optional)	Zip Code (Garaged at Night)	Parked Inside (i) or Outside (o)	Is Garage Location in a Flood Zone?	Deductible	Original Cost New	Coverage Type (Replacement Cost or Actual Cash Value)
1969	Wisconsin	1900	Trailer	3470	DPW - Unit #330	53092	Inside	No	\$2,500	\$14,000	Actual Cash Value
1971	General	Wrecker	Dump Truck	NL03DEC12711801	DPW - Unit #321	53092	Inside	No	\$2,500	\$23,000	Actual Cash Value
1978	Dynaweld	Dynaweld single axle 3,500lb.	Trailer	TRJ19727	DPW - Unit #411	53092	Inside	No	\$2,500	\$9,850	Actual Cash Value
1991	Felling	10,000 lb	Trailer	1F9FS1626M1072200	DPW - Unit #433	53092	Inside	No	\$2,500	\$9,200	Actual Cash Value
1991	Felling	4,000 lb	Trailer	1F9FS1222M1072295	DPW - Unit #333	53092	Inside	No	\$2,500	\$4,200	Actual Cash Value
1992	Bever	bever tail single axle	Trailer	3TL7202	DPW - Unit #369	53092	Inside	No	\$2,500	\$2,500	Actual Cash Value
1992	ELGIN	Pelican Street Sweeper	Dump Truck	PO945D	DPW - Unit #325	53092	Inside	No	\$2,500	\$71,450	Actual Cash Value
1994	Dresson	8116	Trailer	4GBFS1625R1000332	DPW - Unit #331	53092	Inside	No	\$2,500	\$7,800	Actual Cash Value
1995	GMC	Sierra Rodder Truck	Dump Truck	1GDJK34K1SE505266	Sewer - Unit #603	53092	Inside	No	\$2,500	\$47,975	Actual Cash Value
1996	drop	drop deck 20' 6,000lb	Trailer	HMD4826206M010983 W	DPW - Unit #440	53092	Inside	No	\$2,500	\$6,650	Actual Cash Value
1998	Pace	American C5816	Trailer	40LAB1622YP062779	DPW - Unit #351	53092	Inside	No	\$2,500	\$7,800	Actual Cash Value
1998	18'	18' drop deck 10,000lb.	Trailer	64782	DPW - Unit #352	53092	Inside	No	\$2,500	\$6,650	Actual Cash Value
1999	Felling	10,000 lb	Trailer	1F9FSKZ6M1072293	DPW - Unit #332	53092	Inside	No	\$2,500	\$9,600	Actual Cash Value
1999	Ford	F350 Pick Up	Dump Truck	1FTSF31F7XEB73250	DPW - Unit #203	53092	Inside	No	\$2,500	\$21,000	Actual Cash Value
1999	Ford	F350 Pick Up	Dump Truck	1FDWX37S9XED05620	Fire - Unit #959	53092	Inside	No	\$2,500	\$45,000	Actual Cash Value
1999	Ford	Aries TV Truck	Dump Truck	1FDXE40S8XH830186	Sewer - Unit #625	53092	Inside	No	\$2,500	\$145,000	Actual Cash Value
2002	Ford	Bucket Truck	Dump Truck	1FDXF462ED11899	DPW - Unit #213	53092	Inside	No	\$2,500	\$39,275	Actual Cash Value
2002	Felling	Felling FT10EW 10,000lb	Trailer	5FTEH222121017188	DPW - Unit #451	53092	Inside	No	\$2,500	\$7,600	Actual Cash Value
2003	Ford	F350 Pick Up	Dump Truck	1FDSF34L13EB86406	DPW - Unit #212	530092	Inside	No	\$2,500	\$25,055	Actual Cash Value
2004	Int'l	7400 Plow Truck	Dump Truck	1HTWDADR84J082835	DPW - Unit #320	53092	Inside	No	\$2,500	\$94,969	Actual Cash Value
2004	Int'l	7400 Plow Truck	Dump Truck	1HTWDADR64J082834	DPW - Unit #311	53092	Inside	No	\$2,500	\$94,969	Actual Cash Value
2004	GMC	Sierra Medium Duty	Pickup	1GDE5C1164F505961	DPW - Unit #205	53092	Inside	No	\$2,500	\$37,285	Actual Cash Value
2005	Int'l	Plow Truck	Dump Truck	1HTWCAZR86J251749	DPW - Unit #314	53092	Inside	No	\$2,500	\$96,028	Actual Cash Value
2005	Sterling	Plow Truck	Dump Truck	2FZHAWDA05AN85361	DPW - Unit #300	53092	Inside	No	\$2,500	\$90,264	Actual Cash Value

Proposed coverages, no coverage has been bound.

2006	GMC	3500 Medium Duty	Dump Truck	1GDJK34U06E106243	DPW - Unit #208	53092	Inside	No	\$2,500	\$43,719	Actual Cash Value
2006	Felling	Felling FT3 3,000lb.	Trailer	5FTUN1213A1034403	DPW - Unit #480	53092	Inside	No	\$2,500	\$3,500	Actual Cash Value
2007	GMC	Dump Truck	Dump Truck	1GDE5C1257F415374	DPW - Unit #204	53092	Inside	No	\$2,500	\$46,512	Actual Cash Value
2008	Sterling	Plow Truck	Dump Truck	2FZHAWBS88AZ26165	DPW - Unit #303	53092	Inside	No	\$2,500	\$123,300	Actual Cash Value
2008	Ford	F250 Pick Up	Pickup	1FTNF20568EE48852	DPW - Unit #402	53092	Inside	No	\$2,500	\$35,000	Actual Cash Value
2008	Ford	F150	Pickup	1FTPX14V08KE99243	City Hall - Unit #520	53092	Inside	No	\$2,500	\$27,740	Actual Cash Value
2008	Chevrolet	Impala	Passenger	2G1WS553X81357439	City Hall - Unit #505	53092	Inside	No	\$2,500	\$6,000	Actual Cash Value
2009	Sterling	Plow Truck	Dump Truck	2FZAAWBSX9AZ72339	DPW - Unit #317	53092	Inside	No	\$2,500	\$110,000	Actual Cash Value
2009	GMC	Sierra 3500 Pickup	Dump Truck	1GDJK74669E142113	DPW - Unit #403	53092	Inside	No	\$2,500	\$36,100	Actual Cash Value
2010	IHC	Plow Truck	Dump Truck	1HTWDAZR5AJ241590	DPW - Unit #309	53092	Inside	No	\$2,500	\$141,212	Actual Cash Value
2010	Chevrolet	Tahoe	Pickup	1GNUKAE01AR259711	City Hall - Unit #514	53092	Inside	No	\$2,500	\$12,800	Actual Cash Value
2011	Int'l	7400 Plow Truck	Dump Truck	1HTWDAZR4BJ323280	DPW - Unit #313	53092	Inside	No	\$2,500	\$142,700	Actual Cash Value
2011	Chevrolet	Impala	Passenger	2G1WD5EM5B1163203	City Hall - Unit #514	53092	Inside	No	\$2,500	\$6,000	Actual Cash Value
2012	Honda	SUV	Police	JHLRM4H74CC012551	Police - Unit #23	53092	Inside	No	\$2,500	\$12,500	Actual Cash Value
2012	Int'l	7400 Plow Truck	Dump Truck	1HTWCAZR0CJ641238	DPW - Unit #313	53092	Inside	No	\$2,500	\$142,697	Actual Cash Value
2012	GMC	Truck	Pickup	1GD01ZCG5CF143016	City Hall - Unit #512	53092	Inside	No	\$2,500	\$29,300	Actual Cash Value
2012	Ford	Fusion	Police	3FAHP0JA6CR104363	Police - Unit #17	53092	Inside	No	\$2,500	\$12,686	Actual Cash Value
2013	Freightliner	Plow Truck	Dump Truck	1FVAG5BS0DHF85229	DPW - Unit #312	53092	Inside	No	\$2,500	\$143,648	Replacement Cost
2013	Ford	Explorer	Police	1FM5K8AR3DGB84631	Police - Unit #16	53092	Inside	No	\$2,500	\$25,817	Actual Cash Value
2014	Chevrolet	Impala	Passenger	2G1WD5E37E1114483	City Hall - Unit #500	53092	Inside	No	\$2,500	\$6,000	Actual Cash Value
2014	Chevrolet	Impala	Passenger	2G1WD5E31E1115385	City Hall - Unit #506	53092	Inside	No	\$2,500	\$6,000	Actual Cash Value
2014	Western Star	Hauler	Dump Truck	5KK5AXDV3EPFU3704	DPW - Unit #319	53092	Inside	No	\$2,500	\$126,310	Replacement Cost
2014	Int'l	Plow Truck	Dump Truck	1HTWCAZR2EH776974	DPW - Unit #310	53092	Inside	No	\$2,500	\$160,138	Replacement Cost
2014	Felling	FT1	Trailer	5FTEE2627E1002508	DPW - Unit #350	53092	Inside	No	\$2,500	\$17,500	Actual Cash Value
2014	Ford	Explorer	Police	1FM5K8AR3EGA71005	Police - Unit #21	53092	Inside	No	\$2,500	\$26,497	Actual Cash Value
2015	Ford	Auxiliary Van	Police	1FDWE3FL0FDA05081	Police - Unit #17	53092	Inside	No	\$2,500	\$73,400	Actual Cash Value
2015	International	Plow Truck	Dump Truck	3HAWNAST2FL689626	DPW - Unit #302	175663	Inside	No	\$2,500	\$175,663	Replacement Cost
2015	Chevrolet	Silverado	Pickup	1GC2KUEG7F2110502	DPW - Unit #405	53092	Inside	No	\$2,500	\$36,663	Actual Cash Value
2015	GMC	Sierra Pick Up	Pickup	1GT22YEG9FZ137935	DPW - Unit #400	53092	Inside	No	\$2,500	\$33,168	Actual Cash Value
2015	Ford	F250 Pick Up	Pickup	1FT7X2B63FEC87076	DPW - Unit #201	53092	Inside	No	\$2,500	\$33,788	Actual Cash Value
2015	Ford	F250 Pick Up	Pickup	1FTBF2A6XFEC95724	DPW - Unit #201	53092	Inside	No	\$2,500	\$33,800	Actual Cash Value
2016	International	7400 Plow Truck	Dump Truck	3HAWCSTRXGL219158	DPW - Unit #304	53092	Inside	No	\$2,500	\$148,725	Replacement Cost
2016	Ford	Explorer	Police	1FM5K8AR3GGA28738	Police - Unit #9	53092	Inside	No	\$2,500	\$27,378	Actual Cash Value
2016	Dodge	Caravan	Police	2C4RDGBXGR136893	Police - Unit #10	53092	Inside	No	\$2,500	\$21,859	Actual Cash Value
2017	Ford	Explorer	Police	1FM5K8AR6HGA63517	Police - Unit #6	53092	Inside	No	\$2,500	\$27,378	Actual Cash Value
2017	Freightliner	Hauler Truck	Dump Truck	1FVMG3DV5HHJC8039	DPW - Unit #306	50392	Inside	No	\$2,500	\$147,706	Replacement Cost

Proposed coverages, no coverage has been bound.

2017	Ford	F 750 Medium Duty Truck	Pickup	1FDYW7DX3HDB04418	DPW - Unit #206	53092	Inside	No	\$2,500	\$85,747	Actual Cash Value
2018	Ram	2500	Pickup	3C7WRTAJ8JG213139	DPW - Unit #204	53092	Inside	No	\$2,500	\$37,770	Replacement Cost
2018	Chevrolet	3500HD	Dump Truck	1GB5CYCY7JZ201828	DPW - Unit #409	53092	Inside	No	\$2,500	\$72,240	Replacement Cost
2018	International	Plow Truck	Dump Truck	3HAWCTARXL055183	DPW - Unit #305	53092	Inside	No	\$2,500	\$162,067	Replacement Cost
2018	Ford	Explorer	Police	1FM5K8AR9JGA27133	Police - Unit #16	53092	Inside	No	\$2,500	\$33,327	Replacement Cost
2018	Chevrolet	Tahoe	Police	1GNSKDEC8JR220388	Police - Unit #11	53092	Inside	No	\$2,500	\$35,904	Replacement Cost
2018	Ford	Explorer	Police	1FM5K8AR4JGC76147	Police - Unit #19	53092	Inside	No	\$2,500	\$33,327	Replacement Cost
2019	Ford	F250	Pickup	1FTBF2B69KEG08948	Sewer - Unit #601	53092	Inside	No	\$2,500	\$162,067	Replacement Cost
2019	Ford	Explorer	Police	1FT7X2B61KED50816	Police - Unit #13	50392	Inside	No	\$2,500	\$34,112	Replacement Cost
2019	Freightliner	114SD	Dump Truck	1FVAG3FE5KHK6834	DPW - Unit #307	53092	Inside	No	\$2,500	\$172,500	Replacement Cost
2020	Chevrolet	Colorado	Pickup	1GCHTCEN3L1100169	Sewer - Unit #600	53092	Inside	No	\$2,500	\$33,859	Replacement Cost
2020	Chevrolet	Malibu	Passenger	1G1ZC5ST5MF010764	City Hall - Unit #501	53092	Inside	No	\$2,500	\$18,343	Replacement Cost
2020	Chevrolet	Malibu	Passenger	1G1ZC5ST2MF010981	City Hall - Unit #502	53092	Inside	No	\$2,500	\$18,343	Replacement Cost
2020	Chevrolet	Malibu	Passenger	1G1ZC5ST8MF010788	City Hall - Unit #503	53092	Inside	No	\$2,500	\$18,343	Replacement Cost
2020	Chevrolet	Malibu	Passenger	1G1ZC5ST4MF011095	City Hall - Unit #504	50392	Inside	No	\$2,500	\$18,343	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB4LGA97760	Police - Unit #1	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB3LGB23538	Police - Unit #2	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB5LGB23539	Police - Unit #3	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB5LGB23540	Police - Unit #4	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB5LGB23541	Police - Unit #5	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB4LGD00906	Police - Unit #6	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB6LGD00907	Police - Unit #7	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8AB8LGD00908	Police - Unit #8	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2020	Ford	Explorer	Police	1FM5K8ABXLGD00909	Police - Unit #15	53092	Inside	No	\$2,500	\$37,352	Replacement Cost
2021	Ford	Explorer	Police	1FM5K8AB1MGB18694	Police - Unit #14	53092	Inside	No	\$2,500	\$34,327	Replacement Cost
2021	Chevrolet	Silverado	Pickup	1GB3YSE73MF176538	DPW - Unit #409	53092	Inside	No	\$2,500	\$71,110	Replacement Cost
2021	Chevrolet	2500 Silverado	Pickup	1GB2YLE75MF153750	DPW - Unit #101	53092	Inside	No	\$2,500	\$44,751	Replacement Cost
2022	Chevrolet	Silverado 2500HD	Pickup	1GC5YNE72NF349084	DPW	53092	Inside	No	\$2,500	\$44,751	Replacement Cost
2022	Redi Haul Trailer	RX1627	Trailer	47SS162T7N1030214	DPW - Unit #343	53092	Inside	No	\$2,500	\$8,800	Replacement Cost
2022	Ford	Explorer	Police	1FM5K8AB7NGA00182	Police - Unit #24	53092	Inside	No	\$2,500	\$34,800	Replacement Cost
2023	International	Plow Truck HV607	Dump Truck	3HAEJTAR8PL138332	DPW - Unit #318	53092	Inside	No	\$2,500	\$203,000	Replacement Cost

Total Vehicle Count: 91Policy Totals: \$ 4,834,323

(1) Original Cost New (OCN) is the retail cost the original purchaser paid for the vehicle. This includes the value before any credit for a trade-in.

(2) Coverage Type is determined by underwriting and is based on the vehicle age and value.

Proposed coverages, no coverage has been bound.



Commercial Property

Subjects of Insurance

Subjects of Insurance	Limit	Deductible
Blanket Building, Personal Property & Property in the open	\$42,867,005	\$5,000
Contractor's Equipment – New Replacement Cost	\$2,690,354	\$5,000
Contractor's Equipment – valued under \$25,000 (No charge)	\$332,500	\$5,000
Business Income	\$500,000	\$5,000
Equipment Breakdown with Sewer, Water for Municipality or other entity	\$42,867,005	\$5,000



Workers Compensation

Employers Liability & Increased Limits

Coverage	Each Accident	Disease Policy	Disease Employee
WC & Employer's liability	\$100,000	\$500,000	\$100,000

Worker's Comp Rating Basis

Class Code	Classification	Exposure	Rate per \$100 of Remuneration	Estimated Annual premium
7710	Civil Defense Workers	82,758	3.56	2,946
7720	Police Officers	3,783,985	2.67	101,032
8810	Clerical Office	2,201,754	0.17	3,743
9412	Municipal Operations - City	2,739,894	3.20	87,677
	Total Manual Premium			195,398
	Experience Modification		.76	-46,896
	Premium Discount		8.6%	-12,604
	Expense Constant			220
	TOTAL Estimated Annual premium			136,118

Dividend

20% Flat

The exposures shown above are subject to audit and may result in an additional or return premium depending on your actual exposures for the policy term. The audit could also result in additional classifications not shown in this proposal.



Statement of Values

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 42,867,005

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
1		CITY HALL					
	1	CITY HALL 11333 NORTH CEDARBURG ROAD MEQUON WI 53092	2000	1	1	\$7,932,818	\$396,641
		Property in the open					\$478,945
		CITY HALL (1) Total				\$7,932,818	\$875,586
2		POOL					
	1	POOL 11339 NORTH CEDARBURG ROAD MEQUON WI 53092	2000	1	1	\$678,649	\$33,932
		Property in the open					\$250,000
		POOL (2) Total				\$678,649	\$283,932
3		DPW FACILITY					
	1	DPW BUILDING 10800 NORTH INDUSTRIAL ROAD MEQUON WI 53092	2000	1	1	\$12,794,983	\$400,000
	2	COLD STORAGE 10800 NORTH INDUSTRIAL ROAD MEQUON WI 53092	2000	1	1	\$500,000	\$25,000
	3	SALT SHED 10800 NORTH INDUSTRIAL ROAD MEQUON WI 53092	2000	1	1	\$500,000	\$10,000
		Property in the open					\$10,000
		DPW FACILITY (3) Total				\$13,794,983	\$445,000
4		PUBLIC SAFETY BUILDING					
	1	PUBLIC SAFETY BUILDING 11300 NORTH BUNTROCK AVENUE MEQUON WI 53092	2000	1	1	\$8,201,773	\$310,089
		Property in the open					\$68,887
		PUBLIC SAFETY BUILDING (4) Total				\$8,201,773	\$378,976
5		EASTSIDE FIRE STATION					
	1	EASTSIDE FIRE SATATION 11800 NORTH PORT WASHINGTON ROAD MEQUON WI 53092	2000	1	1	\$1,388,135	\$0
		Property in the open					\$5,000
		EASTSIDE FIRE STATION (5) Total				\$1,388,135	\$5,000
6		ROTARY PARK					
	1	ROTARY PAVILLION 4100 WEST HIGHLAND ROAD MEQUON WI 53092	2000	1	1	\$715,418	\$35,771

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 42,867,005

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		Property in the open					\$298,340
		ROTARY PARK (6) Total				\$715,418	\$334,111
7		SETTLERS PARK					
	1	RESTROOM 11312 NORTH CEDARBURG ROAD MEQUON WI 53092	2000	1	1	\$21,913	\$1,096
		Property in the open					\$573
		SETTLERS PARK (7) Total				\$21,913	\$1,669
8		RIVER BARN PARK					
	1	BARN/PAVILLION 9808 NORTH CEDARBURG ROAD MEQUON WI 53092	2000	1	1	\$704,455	\$35,223
		Property in the open					\$45,295
		RIVER BARN PARK (8) Total				\$704,455	\$80,518
9		STAUSS FARM					
	1	HOUSE 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$250,000	\$12,500
	2	SILVER BARN'S AND WORKSHOP 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$50,000	\$20,000
	3	RED POLE BARN 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$70,000	\$3,500
	4	RED WOODEN BAR NORTH 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$50,000	\$2,500
	5	RED WOODEN BARN SOUTH 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$50,000	\$2,500
	6	GREENHOUSE SOUTH 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$7,500	\$375
	7	GREENHOUSE NORTH 9011 W DONGES BAY RD MEQUON WI 53092	2000	1	1	\$7,500	\$375
		STAUSS FARM (9) Total				\$485,000	\$41,750
10		MEQUON NATURE PRESERVE					
	1	PIERPER POWER ED CENTER 8200 W COUNTY LINE RD MEQUON WI 53092	2000	1	1	\$2,000,000	\$100,000
	2	GARAGE EDUCATION	2000	1	1	\$22,000	\$1,100

STATEMENT OF VALUES

MUNICIPAL PROPERTY INSURANCE COMPANY

Coverage Amount - 42,867,005

Site	Bldg	Description	Year Built	Floors	Square Footage	Building CRN	Content CRN
		8200 W COUNTY LINE RD MEQUON WI 53092					
	3	GARAGE RESORATION 8200 W COUNTY LINE RD MEQUON WI 53092	2000	1	1	\$22,000	\$1,100
	4	OBSERVATION TOWER 8200 W COUNTY LINE RD MEQUON WI 53092	2000	1	1	\$134,000	\$6,700
	5	OBSERVATION PLATFORM 8200 W COUNTY LINE RD MEQUON WI 53092	2000	1	1	\$60,000	\$3,000
		Property in the open					\$172,000
		MEQUON NATURE PRESERVE (10) Total				\$2,238,000	\$283,900
11		STORAGE FACILITY					
	1	METAL SHED 9700 N SWAN RD MEQUON WI 53092	2000	1	1	\$60,000	\$3,000
		STORAGE FACILITY (11) Total				\$60,000	\$3,000
12		GATEWAY					
		Property in the open					\$200,000
		GATEWAY (12) Total				\$0	\$200,000
13		PITO					
		Property in the open					\$3,712,419
		PITO (13) Total				\$0	\$3,712,419
		Building Subtotal					\$36,221,144
		Contents Subtotal					\$1,404,402
		Property in the Open Subtotal					\$5,241,459
		Building, Contents and PITO Total					\$42,867,005

Attachment: 2023 Mequon Proposal League Scanned (RESOLUTION 4001 : A Resolution Approving the City of Mequon's Insurance Program for

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
1	CITY HALL		
	PITO		\$478,945
	CITY HALL (1) TOTAL		\$478,945
2	POOL		
	PITO		\$250,000
	POOL (2) TOTAL		\$250,000
3	DPW FACILITY		
	PITO		\$10,000
	DPW FACILITY (3) TOTAL		\$10,000
4	PUBLIC SAFETY BUILDING		
	PITO		\$68,887
	PUBLIC SAFETY BUILDING (4) TOTAL		\$68,887
5	EASTSIDE FIRE STATION		
	PITO		\$5,000
	EASTSIDE FIRE STATION (5) TOTAL		\$5,000
6	ROTARY PARK		
	PITO		\$298,340
	ROTARY PARK (6) TOTAL		\$298,340
7	SETTLERS PARK		
	PITO		\$573
	SETTLERS PARK (7) TOTAL		\$573
8	RIVER BARN PARK		
	PITO		\$45,295
	RIVER BARN PARK (8) TOTAL		\$45,295
9	STAUSS FARM		
10	MEQUON NATURE PRESERVE		
	PITO		\$172,000
	MEQUON NATURE PRESERVE (10) TOTAL		\$172,000
11	STORAGE FACILITY		
12	GATEWAY		
	PITO		\$200,000
	GATEWAY (12) TOTAL		\$200,000
13	PITO		

PROPERTY IN THE OPEN

MUNICIPAL PROPERTY INSURANCE COMPANY

Site	Description	Quantity	New Cost of Replacement
	PITO		\$3,712,419
	PITO (13) TOTAL		\$3,712,419
PROPERTY IN THE OPEN TOTAL			\$5,241,459

Attachment: 2023 Mequon Proposal League Scanned (RESOLUTION 4001 : A Resolution Approving the City of Mequon's Insurance Program for

CONTRACTOR'S EQUIPMENT MUNICIPAL PROPERTY INSURANCE COMPANY

Description	RCN Subject
1975 Finn Hydroseeder	\$40,000
1981 Champion Grader with V Plow	\$220,000
1964 Wausau Shoulder Machine	\$80,000
1988 Sullivan Air Compressor/Tools	\$16,000
1969 Vermeer Stump Cutter	\$30,000
1992 Elgin-Pelican Street Sweeper	\$160,000
2000 Caterpillar Loader	\$185,000
1969 Wisconsin Trailer	\$15,000
1999 Lee Boy Paver	\$57,000
1992 MB Company Stripper	\$135,000
2002 Geith Jaw Bucket- Excavator	\$13,500
1961 Bros Roller	\$70,000
1967 Allis Chalmers Grader	\$130,000
2006 Caterpillar Mini Excavator	\$65,000
1999 Mobark Brush Chipper	\$31,100
2002 Caterpillar Forklift	\$24,000
1994 Crafc0 Asphalt Heater	\$38,000
1997 Landa Pressure Washer	\$9,500
1997 Alkota Pressure Washer	\$9,500
1996 Ford Tractor and Mower	\$66,000
1986 Ford Tractor Mower	\$70,000
1998 ASV Posi-Track/Mower	\$78,300
1994 Wacker Vibrator/ Small Roller	\$13,000
1978 International Tractor Mower	\$15,000
2005 Befco Wing Mower	\$15,000
1992 Ford Turf tractor	\$22,000
2007 Toro Mower	\$12,000
2005 Kubota Tractor	\$35,000
2001 Toro Infield Pro	\$16,000
1992 Befco Finishing Mower 17"	\$15,500
2000 Sreco Easement Machine	\$23,500
1999 Kohler Generator	\$30,300
1975 Empire Gas Generator	\$30,300
1975 Empire Gas Generator	\$30,300
1978 Kohler Generator	\$30,300
1979 CH & E Pump 4"	\$25,000
1974 CH & E Pump 6"	\$25,000
1954 CH & E Pump 6"	\$25,000
2007 Thompson Pump 6"	\$25,000
2000 Bradco Backhoe Attachment	\$13,000
2016 John Deere 3yd Loader	\$137,038
2016 Kubota Tractor, Rear Blade & Broom	\$44,875
Atlas Copco CP142 Pneumatic Roller	\$36,500
John Deere 624 Loader - Brooks Tractor	\$175,000
Caterpillar Model M320-07 Wheel Hex	\$285,000
2022 Cat M320 Wheeled Excavator	\$360,000
2022 John Deere 1575 Terrain Cut Mower	\$40,341

CONTRACTOR'S EQUIPMENT TOTAL	\$2,690,354
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MPIC-101	09-2022	Business Income Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-507	01-2017	Equipment Breakdown Protection Coverage Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

Item V. Loss Payees:

Item VI. Variable Coverage Schedules:

Business Income	
Blanket Business Income - Blanket Business Income	500,000
	500,000



Cyber Liability



Cyber Quote for the City of Mequon

Cyber Limit:	\$1,000,000
Deductible:	\$10,000
Effective Date:	1/1/2023
Operating Expenditures:	\$38,516,137

Premium:	\$14,263
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Third Party Liability Insuring Agreements:

Multimedia Liability	\$1,000,000
Security and Privacy Liability	\$1,000,000
Privacy Regulatory Defense & Penalties	\$1,000,000
PCI DSS Liability	\$1,000,000
TCPA Defense	\$100,000

First Party Insuring Agreements:

Breach Events Costs	\$1,000,000
BrandGuard®	\$1,000,000
System Failure	\$1,000,000
Cyber Extortion	\$250,000
Cyber Crime	\$250,000
Reward Expenses	\$100,000
Court Attendance Costs	\$100,000
Aggregate Limit of Liability	\$1,000,000

Quote indication only and is subject to change based on application submitted.

Thank you for your continued support of the League of Wisconsin Municipalities Mutual Insurance!

Strohm Ballweg, LLP



Cyber Liability Insurance Program Application

THIS IS AN APPLICATION FOR A CLAIMS MADE AND REPORTED POLICY. THIS APPLICATION IS NOT A BINDER.

This application for Cyber Liability Insurance is intended to be used for the preliminary evaluation of a submission. When completed in its entirety, this application will enable League of Wisconsin Municipalities Mutual Insurance (hereinafter, the "Insurer") to decide whether or not to authorize the binding of insurance. Please type or print clearly and answer all questions. If space is insufficient to answer any question fully, attach a separate sheet. Complete all required supplemental forms/applications. "You" and "Your", as used in this application, means the Applicant.

1. GENERAL INFORMATION			
Name of Applicant			
Street Address		Phone	
City, State, Zip		Fax	
Website		Contact e-mail	
2. FORM OF BUSINESS			
a. Applicant is a(an): ☐ Individual ☐ Corporation ☐ Partnership ☐ Other: _____			
b. Date established: _____			
c. Description of operations: _____			
d. Current general liability carrier: _____		Policy number:	_____
e. Total full-time equivalent professionals: _____			
f. Total number of employees: _____			
g. Please attach a list of all subsidiaries, affiliated companies or entities owned by the Applicant. Please describe (1) the nature of operations of each such subsidiary, affiliated company or entity, (2) its relationship to the Applicant and (3) the percentage of ownership by the Applicant.			
3. OPERATING EXPENDITURES			
	Current Fiscal Year ending / (current projected)	Last Fiscal Year ending /	Two Fiscal Years ago ending /
Total gross operating expenditures:	\$ _____	\$ _____	\$ _____
4. COVERAGE DESIRED			
a. Proposed Effective Date: _____			
b. Retroactive Date: _____			
c. Limit(s):	☐ \$250,000	☐ \$500,000	☐ \$1,000,000
d. Deductible(s):	☐ \$2,500	☐ \$5,000	☐ \$10,000

5. RECORDS	
a. Do you collect, store, host, process, control, use or share any private or sensitive information* in either paper or electronic form? If "Yes", please provide the approximate number of unique records: Paper records: _____ Electronic records: _____ *Private or sensitive information includes any information or data that can be used to uniquely identify a person, including, but not limited to, social security numbers or other government identification numbers, payment card information, drivers' license numbers, financial account numbers, personal identification numbers (PINs), usernames, passwords, healthcare records and email addresses.	☐ Yes ☐ No
b. Do you collect, store, host, process, control, use or share any biometric information or data, such as fingerprints, voiceprints, facial, hand, iris or retinal scans, DNA, or any other biological, physical or behavioral characteristics that can be used to uniquely identify a person? If "Yes", have you reviewed your policies relating to the collection, storage and destruction of such information or data with a qualified attorney and confirmed compliance with applicable federal, state, local and foreign laws?	☐ Yes ☐ No ☐ Yes ☐ No
6. CLOUD PROVIDER	
Do you use a cloud provider to store data or host applications? If "Yes", please provide the name of the cloud provider: _____ If you use more than one cloud provider to store data, please specify the cloud provider storing the largest quantity of sensitive customer and/or employee records (e.g., including medical records, personal health information, social security numbers, bank account details and credit card numbers) for you.	☐ Yes ☐ No
7. INFORMATION AND NETWORK SECURITY CONTROLS	
If the answer to question 7.a. below is "No", coverage cannot be bound under this program. If you desire an indication outside of the program, please provide details for your "No" answer on a separate page.	
a. Do you use anti-virus software and a firewall to protect your network?	☐ Yes ☐ No
If the answer to question 7.b. below is "No", you may not qualify for coverage under this program unless you have <u>both</u> compensating controls described in 7.b.(1) and 7.b.(2) in place.	
b. Do you encrypt all sensitive and confidential information stored on your organization's systems and networks? If "No", are the following compensating controls in place: (1) Segregation of servers that store sensitive and confidential information? (2) Access control with role-based assignments?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No
8. RANSOMWARE CONTROLS	
If the answer to any question in this section is "No", coverage cannot be bound under this program. If you desire an indication outside of the program, please provide details for any "No" answers on a separate page.	
a. Do you use 2-factor authentication to secure all remote access to your network, including any remote desktop connections?	☐ Yes ☐ No
b. Do you use 2-factor authentication to secure remote access to your email accounts?	☐ Yes ☐ No
c. Do you use Endpoint Detection and Response (EDR) or a Next-Generation Antivirus (NGAV) software (e.g., CrowdStrike, Cylance, Carbon Black) to secure all system endpoints? If "Yes", please list your provider: _____	☐ Yes ☐ No
d. Do you use an email filtering solution designed to prevent phishing or ransomware attacks (in addition to any filtering solution(s) provided by your email provider)? If "Yes", please provide the name of your filtering solution provider: _____	☐ Yes ☐ No
e. Do you use a data backup solution for all critical data? If "Yes": (1) How frequently does it run? ☐ Daily ☐ Weekly ☐ Monthly (2) Is your data backup solution segregated and/or disconnected from your network in such a way to reduce or eliminate the risk of the backup being compromised in a malware or ransomware attack that spreads throughout your network?	☐ Yes ☐ No ☐ Yes ☐ No
9. PHISHING CONTROLS	
If the answer to any question in this section is "No", coverage cannot be bound under this program. If you desire an indication outside of the program, please provide details for any "No" answers on a separate page.	
Do any of the following employees at your company complete social engineering training: (1) Employees <u>with</u> financial or accounting responsibilities? (2) Employees <u>without</u> financial or accounting responsibilities? If "Yes" to question 9.a.(1) or 9.a.(2) above, does your social engineering training include phishing simulation?	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No

10. LOSS HISTORY

If the answer to any question in this section is "Yes", coverage cannot be bound under this program. If you desire an indication outside of the program, please complete a Claim Supplemental Form for each claim, allegation or incident.

- | | |
|--|---|
| <p>a. In the past 3 years, has the Applicant or any other person or organization proposed for this insurance:</p> <p>(1) Received any complaints or written demands or been a subject in litigation involving matters of privacy injury, breach of private information, network security, defamation, content infringement, identity theft, denial of service attacks, computer virus infections, theft of information, damage to third party networks or the ability of third parties to rely on the Applicant's network?</p> <p>(2) Been the subject of any government action, investigation or other proceedings regarding any alleged violation of privacy law or regulation?</p> <p>(3) Notified customers, clients or any third party of any security breach or privacy breach?</p> <p>(4) Received any cyber extortion demand or threat?</p> <p>(5) Sustained any unscheduled network outage or interruption for any reason?</p> <p>(6) Sustained any property damage or business interruption losses as a result of a cyber-attack?</p> <p>(7) Sustained any losses due to wire transfer fraud, telecommunications fraud or phishing fraud?</p> | <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> |
| <p>b. Do you or any other person or organization proposed for this insurance have knowledge of any security breach, privacy breach, privacy-related event or incident or allegations of breach of privacy that may give rise to a claim?</p> | <p>☐ Yes ☐ No</p> |
| <p>c. In the past 3 years, has any service provider with access to the Applicant's network or computer system(s) sustained an unscheduled network outage or interruption lasting longer than 4 hours?</p> <p>If "Yes", did the Applicant experience an interruption in business as a result of such outage or interruption?</p> | <p>☐ Yes ☐ No</p> <p>☐ Yes ☐ No</p> |

NOTICE TO APPLICANT

The insurance for which you are applying will not respond to incidents about which any person proposed for coverage had knowledge prior to the effective date of the policy nor will coverage apply to any claim or circumstance identified or that should have been identified in questions 10.a. through 10.c of this application.

The Applicant hereby acknowledges that he/she/it is aware that the limit of liability shall be reduced, and may be completely exhausted, by claim expenses and, in such event, the Insurer shall not be liable for claim expenses or any judgment or settlement that exceed the limit of liability.

I HEREBY DECLARE that, after inquiry, the above statements and particulars are true and I have not suppressed or misstated any material fact, and that I agree that this application shall be the basis of the contract with the Insurer.

CERTIFICATION AND SIGNATURE

The Applicant has read the foregoing and understands that completion of this application does not bind the Insurer or the Broker to provide coverage. It is agreed, however, that this application is complete and correct to the best of the Applicant's knowledge and belief, and that all particulars which may have a bearing upon acceptability as a Cyber Liability Insurance risk have been revealed.

It is understood that this application shall form the basis of the contract should the Insurer approve coverage, and should the Applicant be satisfied with the Insurer's quotation. It is further agreed that, if in the time between submission of this application and the requested date for coverage to be effective, the Applicant becomes aware of any information which would change the answers furnished in response to any question of this application, such information shall be revealed immediately in writing to the Insurer.

This application shall be deemed attached to and form a part of the Policy should coverage be bound.

Must be signed by an officer of the company.

Print or Type Applicant's Name	Title of Applicant
Signature of Applicant	Date Signed by Applicant



Premier Services Customized For You



Every day, public safety workers get hurt on and off the job.

When that happens, Rebound is here to help.

We guide workers through a complex healthcare system to heal more quickly, which saves time and money for all stakeholders.



Your employees get better. Faster.

Benefits to you

-  We seamlessly integrate into your workers compensation process without adding work or eliminating jobs. It's truly a no-hassle process.
-  Rebound's medical providers understand the physical challenges of your workforce, and the vast majority are sports medicine trained.
-  Rebound's Orthopedic Patient Navigators help your injured employee select the best provider in our network based on location, history and needs.
-  Our advocates guide your employees through the entire process, from the moment we take their injury call until their ready-for-duty orders are signed.

"Rebound has literally done everything they said they would do, as well as go above and beyond. Budgets are getting hit hard, and injuries are a big part of that. When you have Rebound in your corner, helping you get people back to the job faster, that is huge for us from a daily staffing perspective and a budgetary standpoint."

**Battalion Chief
Robbie Franks
Memphis Fire Department**



Contact us

hello@justrebound.com
justrebound.com

Human Resources & Pre-Loss Legal Services

LEAGUE
MUTUAL INSURANCE



Human Resources Legal Services

The League of Wisconsin Municipalities Mutual Insurance (LWMMI) has partnered with our colleagues at the Stafford Rosenbaum law firm to provide the following human resources legal services at no cost to insured members:

- ***HR Hotline: Phone assistance with HR-related issues.***
- ***Talent Management: Support with recruitment, hiring, background screening, onboarding, performance management, disciplinary counseling, and termination management.***
- ***Employment Law Compliance: WI and Federal Fair Employment, Wage & Hour, Safety, FMLA, I9 and more.***
- ***Documents: Development/review of job descriptions, handbooks, policies, procedures, and forms customized for the municipality.***
- ***Workplace Training: Supervisors and/or employees related to compliance and HR-related topics.***
- ***Workplace investigations.***

Pre-loss Legal Services

Has something happened in your community recently where you need legal advice? Stafford Rosenbaum offers insured members no cost pre-loss legal services:

- ***Land use, zoning, permits***
 - ***Conflicts of interest***
 - ***Tax assessments***
 - ***Open meetings and public records***
 - ***Contractual issues***
- ...and many more.***

Contact:

Ted Waskowski—Partner

twaskowski@staffordlaw.com

(608) 259-2613

 **StaffordRosenbaum**
Attorneys

Nurse Triage & Telehealth

League of Wisconsin Municipalities Mutual Insurance is proud to partner with CorVel as our nurse triage and telehealth partner. CorVel's proactive healthcare solution connects injured workers to medical services ensuring they feel cared for in the event of a workplace injury.

Nurse Triage

At the time of a workplace injury, employees can call and speak with a registered nurse through CorVel's 24/7 nurse hotline who will evaluate the injury to determine immediate medical needs. By addressing the injury when it first occurs, CorVel can provide quick and timely care for your employees.

Telehealth

CorVel's nurses are trained to provide an initial assessment and will provide immediate referral to medical care when needed. Nurses may also refer to telehealth as appropriate at the option of the employee. This feature connects the injured worker to a physician immediately via a computer, tablet, or phone. The CorVel nurse will email a link with instructions directly to the injured worker. The CorVel nurse will stay on the telephone with the injured worker until they are connected to the online visit.

Advantages of Telehealth

For many workplace injuries, immediate treatment can be received through a virtual visit with a doctor eliminating the need for scheduling and attending an in-person appointment. No driving to a doctor's office, missed appointments, or delays in waiting rooms. With the advent of new technologies, many welcome the convenience of a virtual visit with a doctor and the added expediency of prescriptions and physical therapy scheduling. By connecting our employees with appropriate, quality care, it can help prevent a minor injury from becoming a complicated injury and focus on your employee's wellness.

About Telehealth Physicians

CorVel has contracted with dedicated physicians who average 15 years in primary and urgent care experience, and are US Board Certified, licensed, and credentialed.

Rebound

For our members that currently utilize our Rebound injury management program, you can continue to contact Rebound directly as you have been doing for any musculoskeletal injuries (knee, shoulder, back, hip, etc.). Also, the nurses at CorVel can provide a referral to Rebound for those injuries as appropriate. The services are designed to work together to achieve the best outcome.

Reporting a Claim

For any work related injury that goes through the 24/7 nurse hotline, CorVel will automatically send the first notice of injury to United Heartland for claim handling. If you chose not to use CorVel, you will need to submit your claim to United Heartland as previously done.

Better injury management helps your employees and your bottom line.



24/7 Work Injury Nurse Line



Immediately following a workplace injury, call to speak with a registered nurse who will evaluate your incident and determine care. Our nurses specialize in occupational injuries and will connect you with the quality care you need.



(855) 438-4577
Call 911 for Medical Emergencies





LWMMI UNIVERSITY ADMINISTRATOR FEATURE OVERVIEW

The Benefits of the LWMMI University

The League of Wisconsin Municipalities (LWMMI) has partnered with LocalGovU to deliver online training to our members at no cost. Online training improves the safety and effectiveness of your organization and personnel, while contributing to successful professional development.

Employees can conveniently access hundreds of e-learning courses 24/7, allowing them to balance their work schedules while completing practical and informative self-directed training at their own pace.

Members can choose to train by topic or can select more specific courses by profession.

Fulfill Training Requirements

For law enforcement, the LWMMI Police University can fulfill 8 of the 24 hours of annual training requirements with department-level approval.

For Water and Wastewater, LWMMI University courses can be used to fulfill the required hours of annual training requirements. Wastewater professionals will need to submit their certificate of course completion directly to the Department of Natural Resources for training approval.

COURSE LIBRARY

- Compliance (HR/Safety)
- EEOC and Employment Law
- Emergency Medical Services
- Equipment Safety
- Financial Management
- General Safety
- Health and Wellness
- HR Development
- Information Technology
- Law Enforcement
- Leadership Development
- Professional Development
- Risk Management
- Roadway and Highway
- Schools and Educational
- Transit and Fleet Operations
- Water and Wastewater

Learning Management System Admin Features

Assignments

Schedule online training to align with internal training calendars, control access to online courses and material and document offline training.

Groups

Build and manage custom groups for personnel, dividing them by certification level, rank, shift or other tailored options.

Notification Manager

Activate action-based, pre-scheduled, recurring and other notifications targeted to specific groups, organizations and job titles.

Reports

Create recurring or on-demand reports for tracking compliance of personnel assignments and credentials. Pull reports for members, groups and courses, and export training records based on rank, division, shift, course or assignment.

Individual User Access

Using the dashboard, members can easily see which courses they are assigned, and download certificates of completion.

Custom Roles

Manage personnel access seamlessly with five user roles, letting members see and access only what they need.

Custom Homepage

Customize your homepage with your logo, important information and featured courses.

Training Calendar

Visually manage several features by date, including assignments, credentials, training events and more through a centralized training calendar with both member and administrator views.

Admin Features and Users Personal Dashboard

Admin Features

- Add members and organize into groups
- Assign group admins or user-specific roles
- Create quick assignments or bundle courses into learning plans
- Track training and compliance through ad hoc or recurring reports
- Manage and customize training and assignment notifications
- Assign and manage course credits from online and in person training
- Highlight featured courses or hide select courses from view

Individual User Dashboard

- Track assignments and training activity
- Download certificates and personal training reports
- Access virtual training calendar
- Receive and manage personal notifications

Dedicated Customer Support

Support from LocalGovU is available from Monday through Friday, 8:00 a.m. – 5:00 p.m. CST. If you have questions or need assistance, you can contact customer support directly at 866.845.8887 or customerservice@localgovu.com



PROTECT YOUR AGENCY, MINIMIZE YOUR RISK

Special Public Safety Savings Program for
League of Wisconsin Municipalities Mutual
Insurance (LWMMI) Members

Lexipol, the most trusted name in policy management and integrated policy training, is offering our LWMMI partners a special opportunity. For a limited time, LWMMI members are eligible to receive:

- 10% discount on current market rate subscription when agencies subscribe to either Lexipol's Wisconsin Law Enforcement or Fire policies and training
- Up to \$2,500 funding per municipality for the Lexipol policy solutions platform
- Customized implementation options to fit your agency to help you get your manual up-and-running faster (Please inquire to find out which implementation options are best for your agency.)

Protect your community with policies that are continuously updated as state and federal laws, and best practices change – and training to ensure your policies are known and understood.

For more information, to request sample policies, or to schedule a demo of the Lexipol Policy Solutions, please contact Brandi Galloway at 469-553-0639 or bgalloway@lexipol.com.



"In every tragedy there is always a proximate cause: the event that instantly preceded the tragedy. But if you go back in time and look for the root cause, all too often it comes down to a lack of good policy and a lack of good training."

Gordon Graham
Co-founder, Lexipol

"The average agency takes 2 to 5 years to complete the accreditation process. We did it in about 18 months, and one of the big reasons was because we had many of the policies in place."

- Chief Tim Styka, Menasha Police Department

"There is no way we could have built what we have on our own, and there is no way we could have continued to maintain it."

- Chief Jon Cohn, Greenfield Fire



League of Wisconsin Municipalities Mutual Insurance

Plan Participants

Adams County Drainage Board
Adell, Village of
Albany, Village of
Albany Housing Authority
Algoma, City of
Algoma Utilities Commission
Allouez, Village of
Alma, City of
Almena, Village of
Almond, Village of
Altoona Housing Authority
Amherst, Village of
Aniwa, Village of
Arcadia, City of
Arena, Village of
Argyle, Village of
Arlington, Village of
Arpin, Village of
Ashland County Housing Authority
Ashwaubenon, Village of
Athens, Village of
Auburndale, Village of
Augusta, City of
Avoca, Village of
Bagley, Village of
Balsam Lake, Village of
Balsam Lake Centuria Joint Police Department
Balsam Lake Protection and Rehabilitation District
Barneveld, Village of
Barron, City of
Barron County Housing Authority
Barron Housing Authority
Bay City, Village of
Bayfield, City of
Beaver Dam, City of
Belleville, Village of

Bellevue, Village of
Belmont, Village of
Benton, Village of
Big Bend, Village of
Birchwood Four Corners EMD
Birnamwood, Village of
Biron, Village of
Black Creek, Village of
Black Earth, Village of
Black River Falls, City of
Blair, City of
Blanchardville, Village of
Blenker Sherry Sanitary District
Bloomer, City of
Blue Mounds, Village of
Blue River, Village of
Bonduel, Village of
Boscobel, City of
Boyceville, Village of
Boyceville Community Ambulance District
Boyceville Community Fire District
Boyd, Village of
Brillion, City of
Brooklyn, Village of
Bruce, Village of
Buffalo City, City of
Butler, Village of
Butternut, Village of
Cadott, Village of
Calumet Sanitary District #1, Town Of
Cambria, Village of
Cambridge, Village of
Cambridge Oakland Wastewater
Camp Douglas, Village of
Campbellsport, Village of
Cascade, Village of

Casco, Village of
Cazenovia, Village of
Cecil, Village of
Chenequa, Village of
Chilton, City of
Chippewa Falls, City of
Clear Lake, Village of
Cleveland, Village of
Clinton, Village of
Clintonville, City of and Clintonville Housing Authority
Clintonville Area Ambulance
CLR Fire and Rescue Group
Clyman, Village of
Cobb, Village of
Cochrane, Village of
Colby, City of
Colby – Abbotsford Police Department
Coleman, Village of
Colfax, Village of
Coloma, Village of
Columbus, City of
Combined Locks, Village of
Community Library
Coon Valley, Village of
Cornell, City of
Cottage Grove, Village of
Crandon, City of
Crivitz, City of
Cross Plains, Village of
Cross Plains Area EMS
Cumberland, City of
Cumberland Municipal Utility
Curtiss, Village of
Dane, Village of
Dane Iowa Sanitary District
Darien, Village of
Deer Grove EMS
Deer Park, Village of
Deerfield, Village of

Delafield, City of
 Delafield – Hartland Water
 Pollution Control
 Commission
 Delavan, City of
 Delavan Lake Sanitary
 District
 Dodgeville, City of
 Door County Tourism
 Zone Commission
 Dorchester, Village of
 Dousman, Village of
 Downing, Village of
 Doylestown, Village of
 Dresser, Village of
 Durand, City of
 Eagle, Village of
 Eagle River, City of
 Eau Claire Housing
 Authority, City of
 Edgerton, City of
 Egg Harbor, Village of
 Eland, Village of
 Eleva, Village of
 Elk Mound, Village of
 Elkhart Lake, Village of
 Ellsworth, Village of
 Elm Grove, Village of
 Elmwood, Village of
 Elmwood Park, Village of
 Embarrass, Village of
 Endeavor, Village of
 Ephraim, Village of
 Everest Metropolitan Police
 Department
 Fairchild, Village of
 Fairchild Fire Protection
 District
 Fairwater, Village of
 Fall Creek, Village of
 Ferryville, Village of
 Fond du Lac, City of
 Fontana on Geneva Lake,
 Village of

Fontana – Walworth
 Water Pollution
 Control Commission
 Footville, Village of
 Fort Atkinson, City of
 Fountain City, City of
 Fox Lake, City of
 Fox Lake Community
 Fire Association
 Fox Point, Village of
 Fox West Regional
 Sewerage Commission
 Francis Creek, Village of
 Frank L. Weyenberg
 Library, Mequon –
 Thiensville
 Franklin, City of
 Frederic, Village of
 Fremont, Village of
 Fremont Orihula Wolf
 River
 Friesland, Village of
 Geneva Lake Law
 Enforcement
 Gillett, City of
 Gilman, Village of
 Glen Flora, Village of
 Glenbeulah, Village of
 Goose Lake Watershed
 District
 Grantsburg, Village of
 Gratiot, Village of
 Greater Bayfield
 Wastewater Treatment
 Green Lake, City of
 Green Lake Sanitary
 District
 Greenwood, City of
 Gresham, Village of
 Hales Corners, Village of
 Hammond, Village of
 Harrison, Village of
 Hartland, Village of
 Haugen, Village of
 Hawkins, Village of
 Hayward, City of

Hewitt, Village of
 Highland, Village of
 Hilbert, Village of
 Hixton, Village of
 Hobart, Village of
 Hollandale, Village of
 Holmen, Village of
 Hortonville, Village of
 Housing Authority of Merrill
 Wisconsin, DBA Merrill Area
 Housing
 Howards Grove, Village of
 Howards Grove Volunteer Fire
 Department
 Hudson, City of
 Hudson Area Joint Library
 Hudson Housing Authority
 Hurley, City of
 Hustisford, Village of
 Hustler, Village of
 Independence, City of
 Ingram, Village of
 Iola, Village of
 Iron Ridge, Village of
 Jefferson, City of
 Jefferson Housing Authority,
 City of
 Johnson Creek, Village of
 Junction City, Village of
 Kaukauna, City of
 Kaukauna Utilities
 Kegonsa Sanitary District #2
 Kekoskee, Village of
 Kennan, Village of
 Kewaskum, Village of
 Kewaunee, City of
 Kiel, City of
 Kingston, Village of
 Kohler, Village of
 Kronenwetter, Village of
 La Farge, Village of
 La Valle, Village of
 Lac La Belle, Village of
 Ladysmith, City of
 Lake Country Fire and Rescue
 Department

Lake Delton, Village of
Lake Geneva, City of
 Lake Hallie, Village of
 Lake Iola Lake Protection
Lake Mills, City of
 Lake Nebagamon, Village
 of
Lake Pewaukee Sanitary
District
 Landfill Venture Group
Lannon, Village of
 League of Wisconsin
 Municipalities
 League of Wisconsin
 Municipalities Mutual
 Insurance
 Linden, Village of
 Little Chute, Village of
 Little Elkhart Lake
 Rehabilitation District
 Livingston, Village of
 Loganville, Village of
 Lohrville, Village of
 Lomira, Village of
 Lone Rock, Village of
Lowell, Village of
 Luck, Village of
 Luxemburg, Village of
 Lyndon Station,
 Village of
 Lynxville, Village of
 Madison Metropolitan
 Sewerage District
 Maiden Rock, Village of
 Manawa, City of
 Maribel, Village of
 Marion, City of
 Marquette, Village of
 Marquette Communities
 Joint Municipal Court
 Marquette Fire District
 Marshall, Village of
 Marshfield, City of
 Marshfield Utilities Electric
 and Water Department
Mary Lane Sanitary District

Mauston, City of
 Mauston New Lisbon
 Union Airport
 Mazomanie, Village of
 McFarland, Village of
 Medford, City of
 Mellen, City of
 Merrill, City of
 Merrilan, Village of
 Merrimac, Village of
Merton, Village of
Merton Community Fire
Department
 Milltown, Village of
Milwaukee Area
Domestic Animal
Control
 Mineral Point, City of
 Mishicot, Village of
 Mondovi, City of
 Montello, City of
 Montfort, Village of
 Monticello, Village of
 Mosinee, City of
 Mosinee Fire District
 Mount Calvary, Village of
 Mount Horeb, Village of
Mukwonago, Village of
Municipal Court for
Western Waukesha
County
 Muscoda, Village of
Muskego, City of
Nashotah, Village of
 Necedah, Village of
 Neillsville, City of
 Nelsonville, Village of
Neosho, Village of
 Neshkoro, Village of
 New Auburn, Village of
 New Holstein, City of
 New Lisbon, City of
 New Richmond, City of
Newburg, Village of
 Niagara, City of
North Bay, Village of

North Fond du Lac,
 Village of
 North Hudson, Village of
North Prairie, Village of
North Shore Fire Department
North Shore Water Commission
 Northern Moraine Utility
 Commission
 Northern Waupaca County Joint
 Municipal Court
 Norwalk, Village of
 Oakfield, Village of
Oconomowoc, City of
Oconomowoc Lake, Village of
 Oconto, City of
 Oconto Falls, City of
 Oconto Falls Water and Light
 Commission, City of
 O'Dells Bay Sanitary District
 Onion River Waste Water
 Commission
 Oregon, Village of
 Orfordville, Village of
 Orihula Sanitary District
 Oshkosh, City of
 Osseo, City of
 Owen, City of
 Oxford, Village of
Pabst Farms Joint Stormwater
Utility District
Paddock Lake, Village of
Palmyra, Village of
Pardeeville, Village of
 Park Falls, City of
 Park Ridge, Village of
 Pepin, Village of
 Peppermill Lake Management
 District
 Peshtigo, City of
Pewaukee, City of
Pewaukee, Village of
 Phillips, City of
 Pikes Bay Sanitary District
 Plain, Village of
Pleasant Prairie, Village of
 Pleasant Springs Sanitary District

Polk County Housing
 Authority
 Port Edwards, Village of
 Portage, City of
 Potter, Village of
 Poynette, Village of
 Prairie du Chien, City of
 Prairie du Sac, Village of
 Prairie Farm, Village of
Prairie Village Water Trust
 Prentice, Village of
 Prescott, City of
 Princeton, City of
 Randolph, Village of
 Random Lake, Village of
 Readstown, Village of
 Redevelopment Authority of
 the City of Oshkosh
 Redgranite, Village of
 Reedsville, Village of
 Reeseville, Village of
 Rewey, Village of
 Rhinelander, City of
 Rib Lake, Village of
 Rib Mountain Sanitary
 District
 Rice Lake, City of
 Rice Lake – Lake District
 Protection &
 Rehabilitation
 Rice Lake Housing
 Authority
Richfield, Village of
 Ridgeland, Village of
 Ridgeway, Village of
 Rio, Village of
 Roberts, Village of
 Rochester, Village of
 Rock – Koshkonong Lake
 District
 Rock Springs, Village of
 Rockdale, Village of
 Rockland, Village of
 Rosendale, Village of
 Rosholt, Village of
 Rothschild, Village of

Rudolph, Village of
 Sauk City, Village of
 Sauk Prairie Court
 Commission
 Sauk Prairie Police
 Commission
 Sauk Prairie
 Recreational
 Commission
 Sauk Prairie Sewerage
 Commission
 Scandinavia, Village of
 Seymour, City of
 Sharon, Village of
 Shawano, City of
 Shell Lake, City of
 Shell Lake Housing
 Authority, City of
 Sherry Volunteer Fire
 Department
Shorewood, Village of
 Shorewood Hills,
 Village of
 Siren, Village of
 Sister Bay, Village of
 Soldiers Grove, Village of
 Somerset, Village of
 Spencer, Village of
 Spencer Area Fire and
 Ambulance
 Commission
 Spooner, City of
 Spring Green, Village of
 St. Cloud, Village of
 St. Croix Falls, City of
 Stanley Housing
 Authority, City of
 Stevens Point Airport,
 City of
 Stevens Point Housing
 Authority
 Stevens Point Water,
 Sewer and Stormwater
 Stockholm, Village of
 Stoddard, Village of
 Stratford, Village of

Strum, Village of
 Sturgeon Bay, City of
 Sturgeon Bay Utilities
Sturtevant, Village of
 Suamico, Village of
Sullivan, Village of
**Sullivan Joint Wastewater
 Commission**
 Summit, Village of
 Superior, Village of
 Suring, Village of
**Sussex, Village of and Pauline
 Haass Public Library**
 Taylor, Village of
 The Housing Authority of the
 City of Chetek
Theresa, Village of
Thiensville, Village of
 Thorp, City of
 Tomahawk, City of
 Trempealeau, Village of
 Turtle Lake, Village of
Twin Lakes, Village of
 Union Center, Village of
Union Grove, Village of
 Unity, Village of
 Upper St. Croix Lake
 Sanitary District
 Valders, Village of
 Vanguard Electric Commission
 Vesper, Village of
 Viola, Village of
 Waldo, Village of
Wales, Village of
 Walworth, Village of
 Washburn, City of
Waterford, Village of
Waterloo, City of
Watertown, City of
Watertown Housing Authority
Waukesha, City of
Waukesha Water Utility
 Waunakee, Village of
 Waupaca, City of
 Wausaukee, Village of
 Wautoma, City of

Wauzeka, Village of
 Webster, Village of
 Webster Rural Fire
 Association
 West Central Wisconsin Bio
 Solids
West Milwaukee, Village of
 West Salem, Village of
 Westby, City of
Western Lakes Fire District
 Westfield, Village of
 Weston, Village of
 Weyauwega, City of
 Wheeler, Village of
 Whitehall, City of
 Whitelaw, Village of
 Williams Bay, Village of
 Wilton, Village of
Wind Point, Village of
 Windsor, Village of
 Winneconne, Village of
 Wisconsin Dells – Lake
 Delton Sewer
 Commission
 Wisconsin Rapids, City of
 Wisconsin Rapids Water
 Works and Lighting
 Commission
 Withee, Village of
 Wolf River Sanitary District
 Wonewoc, Village of
 Wonewoc Area Fire and
 Ambulance
 Wrightstown, Village of
 Wyocena, Village of
Yorkville, Village of
 Yuba, Village of



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: Brian Sajdak, City Attorney
DATE: December 13, 2022
SUBJECT: RESOLUTION 4002 A Resolution Approving a Contract for General Legal Services with Wesolowski, Reidenbach & Sajdak, S.C. of Franklin, Wisconsin for the Period January 1, 2023 - December 31, 2025

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 Court 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, a two-year agreement for the provision of municipal prosecution services with the firm Houseman & Feind, LLP beginning on December 1 was approved by the Common Council on November 9. More recently, staff from the City Administrator's Office and the current City Attorney, Brian Sajdak, have been working to prepare a multi-year retainer agreement for general legal services with the firm of Wesolowski, Reidenbach & Sajdak, S.C., which is headquartered in Franklin. Of note, Mr. Sajdak has served as Mequon's City Attorney for just over eight years since being appointed to the position in late 2014.

To date, a contract reflecting a number of business terms discussed with the Common Council earlier this year has been finalized. Consequently, the proposed three-year retainer agreement is now being presented for approval in advance of becoming effective on January 1 next month.

Analysis

As indicated, a number of provisions have been included within the proposed retainer agreement, which replaces an annual engagement letter utilized previously by the City and Mr. Sajdak. These include the following:

- A listing of specific legal services covered under the City's monthly retainer, which are categorized as 'Routine Legal Services'. This includes the requirement to maintain in-person office hours up to one day per week, and closely mirrors many of the requirements pertaining to the position of City Attorney that are contained in the Mequon Municipal Code.
- A listing of specific legal services not covered under the City's monthly retainer, which are categorized as 'Non-Routine Legal Services'.
- Development of an annual work plan and completion of an annual performance review.

- The provision of monthly updates to the Mayor, Common Council and City Administrator.
- A cost discount if either monthly updates (5%) or billing invoices (5%) are not received by the 10th day of each month.

The agreement also acknowledges Mr. Sajdak's role as attorney for the Village of Germantown, as well as the newly established Southern Ozaukee Fire & EMS Department. Accordingly, additional language has been included governing potential conflicts of interest between the City and these other organizations, should such arise. Lastly, the agreement provides that either party may terminate the agreement at any time, upon the provision of 60-days written notice.

Fiscal Impact

Pursuant to the attached three-year agreement, general legal services will be provided at a cost of \$7,000 per month in 2023, equivalent to \$84,000 annually. During 2022, the City budgeted \$74,682 for general legal services. While the proposed monthly retainer amount represents an increase of roughly 12.5% from the monthly amount paid by the City in 2022, the figure calculated for 2023 assumes a workload of approximately 50 hours per month based on historical averages, billed at a rate of \$140 per hour. By comparison, other attorneys used by the City during 2022 have charged hourly rates between \$200-\$325 per hour. As also noted in the agreement, the monthly retainer amount of \$7,000 will adjust once during the term of the contract - by 5% at the beginning in 2024.

Additionally, all other matters covered outside of the normal monthly retainer (i.e., non-routine legal services) will be billed at a rate of \$180 per hour. As indicated in the proposed agreement, such non-routine services may include representation of the City in civil litigation brought in circuit or appellate court, land use development matters that are reimbursable to the City, and other specialized economic development work (e.g., tax increment district financing, industrial revenue bonds, etc.). In most cases, the City already contracts with other specialized attorneys to administer legal concerns in these areas, including litigation, large-scale land-use developments and bond issuances, to name a few. Accordingly, it is anticipated that most all of the general legal work performed on behalf of the City will be covered under the 'routine services' portion of the retainer agreement.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on December 13, 2022.

Attachments:

Retainer Agreement 2023-2025 (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4002

A Resolution Approving a Contract for General Legal Services with Wesolowski, Reidenbach & Sajdak, S.C. of Franklin, Wisconsin for the Period January 1, 2023 - December 31, 2025

RECITALS

A. During Fiscal Year 2022, the City of Mequon conducted a periodic review of its legal services.

B. Following the receipt of proposals submitted in response to a Request-for-Proposals issued in May, the City Administrator's Office recommends the retention of the current City Attorney to handle general legal matters on behalf of the City.

C. The Finance-Personnel Committee has reviewed the above endorsement and recommends approval of the attached 3-year agreement with the firm Wesolowski, Reidenbach & Sajdak, S.C., for general legal services.

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

1. The Retainer Agreement for general legal services with Wesolowski, Reidenbach & Sajdak, S.C., of Franklin, Wisconsin, in the form attached hereto as Exhibit A, 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: December 13, 2022

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on December 13, 2022.

Caroline Fochs, City Clerk

**RETAINER AGREEMENT BETWEEN
WESOLOWSKI, REIDENBACH & SAJDAK, S.C.
AND THE CITY OF MEQUON**

This Retainer Agreement (“Agreement”) made and entered into effective January 1, 2023 (the “Effective Date”), between Wesolowski, Reidenbach & Sadjak, S.C., a Wisconsin service corporation (“Attorney”) and the City of Mequon, a Wisconsin municipal corporation (“Client”), each individually a “Party” and collectively the “Parties.”

AGREEMENT

1. Engagement and Appointment. Pursuant to Wis. Stat. § 62.09 and § 2-183 of the Mequon Municipal Code, the Client engages the Attorney to be the Client’s attorney, and specifically appoints Brian C. Sajdak, a member of the firm, to hold the office of City Attorney.

2. Services to be Rendered. Attorney shall provide legal advice and representation on contractual, statutory, regulatory, and any other legal matters related to the operation of Client. Services to be provided by Attorney are more particularly described as Routine and Non-Routine Services, as described below. Client reserves the right to retain, in its discretion, other legal counsel for litigation and other specialized legal matters and Attorney will offer recommendations concerning the selection of such outside legal counsel.

A. Routine Legal Services. Routine Legal Services shall include:

- i. Attendance all at regular meetings of the Common Council, standing committees of the Council, Ethics Board, Board of Review and the Board of Appeals, and such special meetings of these bodies as requested.
- ii. Telephone consultation, emails or videoconferences with City officials and City staff.
- iii. Review of agendas and hearing notices as requested.
- iv. Review of staff reports, resolutions, ordinances and other materials submitted with Common Council meeting packets.
- v. Review and direct processing of all claims received by the Client.
- vi. Review administrative policies and procedures.
- vii. Review and approve bidding documents and requests for proposals for City projects.
- viii. Review and approve destruction of documents per records retention policy.
- ix. Review public records requests referred by records custodians. Review responsive documents when a determination as to disclosure must be made.
- x. Review all contracts with third-party providers and other agencies, upon request.
- xi. Draft resolutions and ordinances of a routine nature, upon request.

- xii. Draft correspondence and legal opinions regarding the above matters, upon request.
- xiii. Render general oral and written legal advice to authorized City officials and staff.
- xiv. Provide information regarding legislation and court decisions having a significant impact on the Client, or its officials, staff, or operations.
- xv. Provide availability up to 8 hours per week at City Hall to deliver legal services, on days and times to be mutually agreed upon.
- xvi. Conduct up to two (2), two-hour workshops annually for City officials, staff, or employees on municipal law-related topics of general interest.
- xvii. Preparation of responses to annual audit requests.

B. Non-Routine Legal Services. Non-Routine Legal Services shall include:

- i. Attendance at meetings when requested by Client, other than those meetings specified as included in Routine Legal Services.
- ii. Representation of City and/or its elected officials, appointed officers and agents in civil litigation brought by or against Client in circuit court or Wisconsin appellate courts.
- iii. Provide availability at City Hall for legal services, on days and times beyond those included in Routine Services.
- iv. Negotiations, drafting agreements, and other services rendered with respect to land use development proposals and projects, the costs of which services are charged by Client to, or reimbursable to Client by, an applicant, landowner, developer, subdivider, etc.
- v. Other legal services provided to the Client which are routinely paid for by another source including work which constitutes a project cost of a tax increment district, or work related to the issuance of industrial revenue bonds.
- vi. Other legal services not specified as included in Routine Legal Services above.

C. Other Services. Attorney and Client understand and agree that Client utilizes another law firm for labor-related legal services and for code enforcement and municipal prosecution legal services. Attorney shall not have responsibility to provide these services. To the extent that Client requests Attorney to handle or assist with these matters, such work shall constitute Non-Routine Legal Services.

3. Client Duties. Client shall provide such assistance, information, cooperation, and access to books, records, and other information as is necessary for Attorney to render its services effectively and efficiently under this Agreement to Client.

4. Reporting; Review. Pursuant to section 2-183 of the Municipal Code:

A. Reports. By the 10th day of each month, Attorney shall provide written monthly reports report to the city administrator, mayor, and common council detailing the status of all pending and threatened litigation, other than municipal ordinance enforcement prosecutions, in which the city is involved, all outstanding legal opinion requests and all other long-term projects the city attorney is performing. Unless otherwise agreed to by the Client in advance, reports not submitted to Client by the 10th of each month shall result in a 5% reduction in the amount due for Attorney's legal services billed for that month (excluding costs and disbursements).

B. Review. Client shall review the performance of the city attorney and provide feedback to the city attorney at least annually. As part of the review process, Attorney shall prepare and submit an annual work plan.

5. Compensation. During the Term of this Agreement, Attorney shall be compensated as follows:

A. Routine Legal Services. At a rate of \$84,000 per year, in the form of a fixed retainer fee of \$7,000 per month, for the Routine Legal Services identified above. Effective July 1, 2024, the rate for Routine Legal Services shall increase 5% for the remainder of the Term.

B. Non-Routine Legal Services. At a rate of \$180 per hour for Non-Routine Legal Services described above.

C. Costs and Disbursements. Except as provided hereinbelow, all costs advanced and disbursements incurred by Attorney on the Client's behalf will be charged at their actual amount, including, but not limited to all costs incurred related to litigation (civil or criminal), court filing fees, jury fees, deposition costs, reporters' fees, witness fees, services of process fees, recording fees, fees for certified copies of records, postage, fees of mediators and arbitrators, overnight/express delivery and messenger services, travel expenses, if applicable, including lodging, parking fees, actual costs for large reproduction projects if performed by an outside service, title reports, and any other cost or expense not listed herein which are reasonably necessary to the resolution of a Client matter. Attorney will not charge mileage costs for traveling to or returning from City meetings held within the City. Attorney shall seek Client's prior written or verbal approval of costs and disbursements expected to exceed \$100.

6. Billing. By the 10th day of each month, Attorney shall submit invoices to Client for services performed during the preceding month. All Attorney services will be billed in one-tenth (1/10) hour increments, with a minimum charge of one-tenth hour for telephone calls, correspondence, and conferences. Costs and disbursements advanced or incurred by Attorney on Client's behalf will be itemized in the invoice. Unless otherwise agreed to by the Client in advance, invoices not submitted to Client by the 10th of each month shall be subject to a 5% reduction in the amount due for Attorney's legal services billed for that month (excluding costs and disbursements).

7. **Term.** This Agreement shall commence on the Effective Date of January 1, 2023 and shall remain in effect until December 31, 2025 (the “Term”). This Agreement shall automatically renew for successive one-year terms unless otherwise terminated.

8. **Attorney Representations.** Attorney makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

A. Attorney has the expertise, support staff, and facilities necessary to provide the services described in this Agreement.

B. Attorney shall diligently provide such legal services as are necessary and assigned by Client in a timely and professional manner in accordance with the terms and conditions stated in this Agreement, will comply with all ethical duties, and will maintain the integrity of the attorney-client relationship. Attorney shall have the sole discretion to assign or reassign individual attorneys to represent Client, including appointment of assistants pursuant to Wis. Stat. §62.09(1)(f).

C. Attorney will preserve the attorney-client and attorney-work product privileges. Attorney will not disclose attorney-client or attorney-work product materials, except as necessary to promote Client’s interests with the consent of Client.

9. **Conflict of Interest Waiver.** Client is informed that Wisconsin’s Rules of Professional Conduct for Attorneys require, before an attorney may begin or continue to represent the client when the attorney has or had a relationship with another party interested in the subject matter of the attorney’s proposed representation of the client, that the attorney inform the client in writing of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the client. Client is further informed that the Rules require that, before an attorney may represent a party who has, in a separate matter, an interest adverse to that of the attorney’s client in the separate matter, the attorney obtain the informed written consent of both parties. This Agreement advises Client of a potential conflict of interest in Attorney’s proposed representation of the Client as described herein and, by its signature to this Agreement as set forth below, to request Client’s informed written consent to waive such a potential conflict of interest and to the representation of the Client as described herein.

Client is further informed that Attorney is also general counsel to the Village of Germantown (“Village”) and the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”). Generally, that representation is on wholly unrelated matters, and is not adverse to Client. It is anticipated that there will be situations where the interests of the Client and the Village and/or SOFD will be aligned such that the legal advice provided to either would be the same. When faced with these circumstances, we will continue to provide representation to both. In the event that a matter arises where the respective interests of the Client and the Village and/or SOFD are adverse, we will cease representation of both on that matter once that conflict is identified. Client understands the above, and waives any conflicts where the Client and the Village and/or SOFD are not directly adverse.

10. Independent Contractor. In the performance of legal services under this Agreement, Attorney shall be, and acknowledges that Attorney is, in fact and under law, an independent contractor. Attorney has and retains the right to exercise full supervision and control of the manner and methods of providing services to Client under this Agreement. Attorney retains full supervision and control over the employment, direction, compensation, and discharge of all persons assisting Attorney in the provision of services under this Agreement. With respect to Attorney's employees, Attorney shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes (whether federal, state, or local), and compliance with all other laws regulating employment.

11. Limited Liability Law. Attorney is registered as a service corporation with the Wisconsin Department of Financial Institutions. In order to operate as a service corporation, Attorney is required by Wisconsin Supreme Court Rule to file an annual registration with the State Bar of Wisconsin, maintain specified minimum levels of insurance and include an appropriate limited liability designation in its name (which is done through the use of "S.C"). Attorney is also required to explain to Client the significance that operating as a service corporation has on Attorney's responsibility for acts and omissions. As a service corporation, each attorney who will render services to Client may be liable for his or her acts and omissions, as may each attorney who actually supervises and controls that attorney. The firm as an entity may also be liable for the acts and omissions of its attorneys. However, individual attorneys who have no involvement with a matter are not subject to unlimited personal liability for that matter.

12. Notices. All notices required or provided for in this Agreement shall be provided to the Parties at the following addresses, by personal delivery or deposit in the U.S. Mail, postage prepaid, registered or certified mail, addressed as follows:

To Attorney:

Brian C. Sajdak
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church St.
Franklin, WI 53132

To Client:

City Administrator
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

The Parties may, if necessary, amend this Agreement to indicate a change of address by ten (10) days written notice to the other Party, said notice to be given in the manner above described. Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by leaving such notice with the receptionist or other person of like capacity employed by either Party.

13. Entire Agreement. This document contains the entire agreement of the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties, respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect, and all changes or modifications to this Agreement shall be made in and reduced to writing, duly signed and agreed to by both Parties.

14. Modification. This Agreement may be amended at any time by formal written agreement of the Parties, signed by authorized representatives of each Party.

15. Severability. If any part, term, portion, or provision of this Agreement is determined to be in conflict with any laws of the United States or of Wisconsin, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first place.

16. Waiver. No waiver of a breach or provision of this Agreement shall constitute a waiver of any other breach or provision. The Parties' failure to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

17. Termination. Either Party may terminate this Agreement without cause upon written 60-day notice to the other Party. Wisconsin's Rules of Professional Conduct for Attorneys shall govern any termination of this Agreement.

ATTORNEY

WESOLOWSKI REIDENBACH & SAJDAK, S.C.

Brian C. Sajdak

CLIENT

CITY OF MEQUON

Andrew Nerbun, Mayor

ATTEST:

Caroline Fochs, Clerk

2022 Finance-Personnel Monthly Work Plan

Current Agenda Topics

Month	Agenda Topics
December	• Ordinance Amending Chapter 2 of the Mequon Municipal Code in Connection with the Elimination of the Position of Emergency Dispatcher • Resolution Approving a Three-Year Agreement for City Maintenance and Assessing Services with Assessment Technologies of Wisconsin LLC, Menomonee Falls, Wisconsin in the Amount of \$480,000 and the Commensurate Re-Appointment of Michael L. Grotta as the Statutory City Assessor through December 31, 2025 • Resolution Approving a Proposal from R&R Insurance for Provision of the City of Mequon's Insurance Program for Fiscal Year 2023 in the Amount of \$369,541 • Resolution Approving a Contract for General Legal Services with Wesolowski, Reidenbach & Sajdak, S.C. of Franklin, Wisconsin for the Period January 1, 2023 – December 31, 2025

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 • Liquor License Review
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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.
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| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |
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• 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 • Ordinance Approving Revenue and Expenditure Amendments to the City's General Fund Operating Budget for Fiscal Year 2022 • 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 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 • Resolution Authorizing Execution of the Fifteenth-Amended Agreement for Operation of the Mid-Moraine Municipal Court Through April 30, 2051 • Resolution Approving an Agreement for Municipal Prosecution Services with Houseman & Feind LLP, Grafton, Wisconsin, for the Period December 1, 2022 - December 31, 2024
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