



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
Fax: 262-242-1580

www.ci.mequon.wi.us

Water Utility
Taped and Televised

MEQUON MUNICIPAL WATER UTILITY COMMISSION
Tuesday, March 8, 2022
7:15 PM or Immediately Following Committee of a Whole
Christine Nuernberg Hall

Agenda

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes
Action requested: review and approve
 - a. January 11, 2022 Minutes
- 3) Discussion Items
 - a. Draft Water Connection Policy
- 4) Adjourn

Dated: March 8, 2022

/s/ John Wirth, Chair

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

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

Any questions regarding this agenda may be directed to the Public Works Office at 262-236-2913, Monday through Friday, 7:00 AM - 3:30 PM.



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MEQUON MUNICIPAL WATER UTILITY COMMISSION

Tuesday, January 11, 2022

7:15 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Commissioner Wirth called the meeting to order at 7:34 PM.

Present:

Commissioner John Wirth
Commissioner Robert Strzelczyk
Commissioner Glenn Bushee
Commissioner Dale Mayr
Commissioner Jeffrey Hansher
Commissioner Mark Gierl
Commissioner Brian Parrish
Commissioner Kathleen Schneider
Commissioner Andrew Nerbun

Also present were City Attorney Sajdak, City Administrator Jones, City Clerk Fochs, Director of Public Works/City Engineer Lundeen, Deputy Director of Utilities Driscoll, Water Utility/City Water LLC Director of Operations Voigt, and Administrative Assistant Deuster.

2) Approval of Meeting Minutes

a. December 14, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Strzelczyk

SECONDED BY: Commissioner Mayr

AYES:	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun
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3) Action Items

Discussion and Possible Action

a. Request from the Village of River Hills for Municipal Water Service

Attachment: 01-11-22 Mins_Water Utility District Commission (7113 : January 11, 2022 Minutes)

Director of Public Works/City Engineer Lundeen provided a letter request from the Village of River Hills requesting municipal water service for a proposed development.

The Commission discussed and provided feedback requesting additional information provided alongside the Water Connection Policy.

Also present were River Hills' Village Engineer Clark Dietz Inc Mustafa Emir, and President of River Hills' Steve Anderson.

4) Adjourn

a. Motion to Adjourn at 7:54 PM.

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

MOVED BY: Commissioner Schneider

SECONDED BY: Commissioner Nerbun

AYES:	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun
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Respectfully Submitted,

Casey Deuster
Administrative Assistant



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-8150
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Engineering

TO: Mequon Municipal Water Utility Commission
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 8, 2022
SUBJECT: Draft Water Connection Policy

Background

At the October 28, 2021 meeting, the Water Utility Commission provided staff with guidance on multiple discussion items to be included in a Water Connection Policy. At its base, it defines the properties required to connect as those within the Sanitary Sewer Service Area and the Ulao Creek Neighborhood. In addition, it addresses:

- Process for properties that are required to connect, but request an exception.
- Identification of connections which should be considered for deferral.
- Identification of connections which should be considered for exemption.
- Identification of public infrastructure requirements to extend the water main along the property line.

This attached draft policy includes all of those items as directed by the Commission. In addition, staff included process guidance that is generally understood, but not written in other Mequon Water Utility documentation. The document assembles the various templates utilized by Mequon Water Utility in the administration of public infrastructure projects. The result is the one-stop-shop for Mequon Water Utility connection requirements and process. It is a document that provides transparency for properties required to or considering connection.

Analysis

The only policy change memorialized in the document is the inclusion of required public water connection for the Ulao Creek Neighborhood. The remaining language summarizes existing processes and policies that were previously communicated by Mequon Water Utility staff. The proposed connection policy also defines processes for application for connection and for exceptions. It further defines the role of staff and for the Water Utility Commission.

The draft document is shown with the list of appendices. After discussion on the policy language itself, staff will finalize the document and provide for approval with all appendices.

In consideration of Section VII, Deferrals, the Water Utility Commission requested an analysis of recent deferrals to determine if they would meet the proposed Water Connection Policy. Below is a list of deferrals and analysis as to whether they would qualify under the current policy proposal:

- Larson Land Division, Wauwatosa Road and Freistadt Road: Deferral granted, more than 200 feet from existing public infrastructure (4,475 feet from the existing water main), therefore consistent with the proposed policy. Potential candidate for exemption.
- 5149 West Cairdel Lane: Deferral granted, although staff recommended against the deferral. The proposed policy would have triggered Water Utility Commission action, which was requested and granted for the property, therefore consistent with the proposed policy.
- River Club Estates: Deferral granted, more than 200 feet from existing public infrastructure (1,200 feet from the existing water main), therefore consistent with the proposed policy. Potential candidate for exemption.
- 11063 North Oriole Lane: Deferral granted, more than 200 feet from existing public infrastructure (1,900 feet from the existing water main), therefore consistent with the proposed policy.
- 9805 Cedarburg Road: Deferral granted, more than 200 feet from existing public infrastructure (4,500 feet from the existing water main), therefore consistent with the proposed policy. Potential candidate for exemption.

Fiscal Impact

The policy memorializes existing requirements and fees for the Mequon Water Utility. The only financial impact is the requirement for connection within the Ulao Creek Neighborhood.

Recommendation

Staff recommends that the Water Utility Commission review the draft policy and direct staff for any changes. Staff will update the policy to incorporate the discussion and present for approval at the next Water Utility Commission meeting.

Attachments:

Water Connection Policy (PDF)

WATER CONNECTION POLICY

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MEQUON WATER UTILITY

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I. GENERAL

The Mequon Water Utility distributes water from wholesale suppliers to utility rate payers. By ordinance (City of Mequon Code of Ordinances Section 86-10c), no owner or tenant of property on which is located habitable building improvements and which is not a utility user/customer as of the day prior to the day on which title to the Mequon Water Utility assets vest in the City of Mequon, shall be required to connect to the utility at any time. Customer Connection Rules (CCR) were prepared by the Water Policy Advisory Committee in July 2010, as referenced in the Public Service Commission tariff 3959-WR-101 regarding water main extensions and installations in platted subdivisions.

Further, connection to the Mequon Water Utility is required for those City of Mequon properties located within the City of Mequon's Sanitary Sewer Service Area and those properties located within the Ulao Creek Neighborhood, not excluded by Section 86-10c and in accordance with Section III.

A Water Trust may request connection to the Mequon Water Utility in accordance with Customer Connection Rule (CCR) Section B.4(a).

This policy is not intended to overwrite any previous rules, policies or legislation, except that it incorporates and therefore replaces, the stand-alone Private Water Trust Connection Policy. To the

extent that this policy creates any conflicts, the original rule, policy or legislation shall be the defining document, and this policy will be amended accordingly.

Exceptions to this policy, whether requested by a property owner/applicant or recommended by Mequon Water Utility Staff shall require Water Utility Commission approval.

Additional governing documents include:

- Mequon Municipal Water Utility Tariff (which includes the Mequon Water Utility Customer Connection Rules)
- City of Mequon Code of Ordinances, Chapter 86 – Utilities, Article II Water Utility
- Standard Specifications for Land Development, current edition
- Wisconsin Administrative Code NR 809, [NR 810](#), [NR811](#)
- Wisconsin [Administrative](#) Code PSC 185

II. **MEQUON WATER UTILITY USER SERVICE AREA**

The Mequon Water Utility is approved by the Public Service Commission to serve all properties within the City of Mequon corporate limits, the Village of Thiensville and portions of the Village of Bayside. The Water Utility Commission designated a Mequon Water Utility Service Area inside of which all properties meeting the requirements of Section III are required to connect. The Mequon Water Utility Service Area includes the properties within the Sanitary Sewer Service Area and/or the Ulao Creek Neighborhood. A map of the Mequon Water Utility Service Area is included in Appendix A: Mequon Water Utility User Service Area.

III. **WATER UTILITY CONNECTION REQUIRED**

Connection to the Mequon Water Utility is required for new construction of habitable building improvements within the City of Mequon Sanitary Sewer Service Area and/or the Ulao Creek Neighborhood.

IV. **WATER UTILITY CONNECTION NOT REQUIRED**

Connection to the Mequon Water Utility is not required for the following:

- A. Owner or tenant of property on which is located habitable building improvements and which is not a utility user/customer as of the day prior to the day on which title to the Mequon Water Utility assets vest in the City of Mequon.
- B. Properties outside of City of Mequon's Sanitary Sewer Service Area and outside of the Ulao Creek Neighborhood.

V. **APPLICATION PROCEDURES**

A. For on-main, not using properties

1. Properties are considered on-main, not using properties when the parcel is located along the public water infrastructure but is not currently a Water Utility customer.
2. The Mequon Water Utility is responsible for the public portion of the lateral, from the water main to the property line, including the curb stop valve and box.

3. The property owner is responsible for the private portion of the lateral, from the curb stop to the structure, including all internal plumbing except the meter.
4. Property owners shall submit a Mequon Water Utility Application for New Service. A copy of the application is included in Appendix A: Please allow 5 business days to process the application.

B. For properties which require an extension of the public water infrastructure

The Mequon Water Utility operates on a build and contribute basis. When additional public water infrastructure is required to serve a property, the property owner or developer is required to install the infrastructure per the Standard Specifications for Land Development, current edition. Upon completion, the title of ownership of the infrastructure is transferred to the Mequon Water Utility.

These terms to build and contribute public water infrastructure are negotiated through a Development Agreement and/or a Water Services Agreement.

1. If the proposed service requires the extension of public water infrastructure and requires Planning Commission approval, the application process is included in the Planning Commission application process. Please see Section X.
2. If the proposed service requires the extension of public water infrastructure but does not require Planning Commission approval the applicant shall contact the Water Utility Manager to discuss the terms of service for inclusion in the Water Services Agreement. Please see Section X. When contacting the Water Utility Manager, the applicant shall be prepared to disclose anticipated water demand and general infrastructure needs.

C. Deferral

The property owner shall submit an Application for Deferral/Exemption, as included in Appendix C: Mequon Water Utility Application for Deferral/Exemption.

D. Exemption

The property owner shall submit an Application for Deferral/Exemption, as included in Appendix C: Mequon Water Utility Application for Deferral/Exemption.

E. City of Mequon properties outside of the City of Mequon Sewer Service Area or Ulao Creek Neighborhood

For properties outside of the Sewer Service Area or Ulao Creek Neighborhood who do not qualify for connection, but are seeking to apply:

1. Submit a letter of request to the Director of Public Works/City Engineer identifying the property location, the proposed use and an analysis of the water demand.
2. Identify the impacts on the request if public water connection is denied.

F. Water Trusts

1. The Mequon Water Utility connection procedures for the Water Trust is based on the CCR, where the Connection Charge for Water Trusts vary due to the condition of the Water Trust system.

The focus of this policy section is to address the Water Trust System Costs and establish of a standardized method to value the depreciated capital cost of the Water Trust system facilities. Expenditures by the Mequon Water Utility are for the betterment of services that benefit the entire Mequon Water Utility, where the cost to perform an evaluation on the condition of a Water Trust system is to be paid by the Water Trust, in advance of connection to the Mequon Water Utility.

Following the Water Trust depreciation valuation and condition assessment, the Mequon Water Utility will conduct a review of the Water Trust facilities to be contributed to the Mequon Water Utility and determine what replacements, repairs and upgrades are necessary to make the Water Trust facilities meet Mequon Water Utility standards.

a. Condition Assessment

Upon request of the Water Trust, copies of the Condition Assessment forms and Depreciation Tables will be made available for review. A meeting with the Mequon Water Utility may be requested by the Mequon Water Utility prior to completing the Condition Assessment and Depreciation Valuation. For review and recommendation to the Water Utility Commission, the condition assessment is to be completed by a certified operator on behalf of the Water Trust.

Certified Operators: A condition assessment is to be performed by a Certified Operator on behalf of a Water Trust, where the certifying agency is the Wisconsin Department of Natural Resources. The Certified Operator may transmit the Water Trust condition assessment report and depreciation valuation to the Utility, or a representative on behalf of the Water Trust may submit the Condition Assessment and Depreciation application, in accordance with the respective Water Trust by-laws.

Standard Checklists: Standard Checklists to perform a condition assessment are prepared by the Mequon Water Utility and available for the voluntary condition assessment report to be prepared by the Certified Operator, on behalf of the Water Trust.

Based on findings of the condition assessments, the Water Trust may submit the condition assessment report, or may make repairs prior to submitting a revised condition assessment report that reflects the current repairs. Or prior to the connection, the Water Trust may pay the Mequon Water Utility an agreed upon amount to fund the repair work required, as identified in the condition assessment and to offset the depreciated value. A copy of the depreciation and condition assessment report and correspondence will be filed in the respective subdivision file.

b. Depreciation Valuation

The Water Trust may request and apply for connection to the Mequon Water Utility, and voluntarily complete a depreciation evaluation and a condition assessment report of their Water Trust system. This valuation is based on the Public Service Commission depreciation

rates for Wisconsin Municipal Water Utilities that apply service life as the basis to determine replacement value and current system value of water system facilities. The cost of the work to perform the depreciation valuation and condition assessment of the Water Trust system is not a reimbursable amount from the Mequon Water Utility, a Public Service Commission (PSC) requirement.

The range of depreciation rates varies depending on age and facility conditions, where a standard depreciation rate range recommended by the PSC can be applied, based on the condition assessment completed by the Water Trust, to establish the value and benchmarks from the depreciation tables.

Based on the findings of the depreciation valuation provided by the Water Trust to the Mequon Water Utility, the Mequon Water Utility may conduct a review of the depreciation valuation to confirm consistency with the PSC standard methods. In addition, the Mequon Water Utility may review the condition assessment reports, and develop a recommendation of concurrence or request revisions to the valuation.

2. A Mequon Water Utility Application for New Service shall be completed by each member of the Water Trust.

VI. **COST TO CONNECT**

A. The cost to connect is defined in the Mequon Water Utility Customer Connection Rules.

B. For on-main, not using properties

1. The property owner is responsible for the “Contribution in Aid of Construction” (CIAC), or connection fee, associated with the public infrastructure for their home. This CIAC is paid to the Mequon Water Utility.
2. The property owner is responsible for negotiating a price with a private plumbing firm for all private plumbing necessary to connect the home to the public infrastructure.

C. For Private Water Trusts

Financial Considerations for Connection. The main financial factors considered for this Water Trust Connection Policy include the System Depreciation, a Revenue Credit and Gap Financing.

1. System Depreciation: Provided the Water Trust calculates a depreciated valuation of the Water Trust System Cost based on Public Service Commission tables and recommended depreciation rates that are tied to Certified Operator condition assessments, the Mequon Water Utility reviews these reports and the depreciated value may be accounted for upon acceptance by the Mequon Water Utility.
2. Revenue Credit: The total Mequon Water Utility revenue credit for connection depends on the number of connections. The revenue credit may be accounted for upon acceptance by the Mequon Water Utility.

3. Gap Financing: Based on the Customer Connection Rules, the cost to bring the Water Trust system facilities to Mequon Water Utility standards, if to be paid by the Mequon Water Utility, shall be included in the Connection Charge. The Water Trust By-Laws or other governing instruments determine how the Connection Charge paid by the Water Trust will be apportioned among the members of the Water Trust.
 - a. Any depreciated value will be credited to the Mequon Water Utility at the time of connection, if not repaired as a cost to the Water Trust in advance of the Mequon Water Utility accepting the connection.
 - b. The connecting main cost is based on the quote provided by a contractor and the payment to complete that work, in addition to extension or lateral work.
 - (1) Utility Risk / Benefit Ratio: The Mequon Water Utility may calculate a ratio between the amount of new assets acquired and the projected future revenues generated, operating costs, and with respect to total Mequon Water Utility assets to establish metrics and/or guidelines for the Mequon Water Utility Commission and Water Services Agreement. The financial analysis of assumed liability in comparison to projected future revenues is one factor that Mequon Water Utility will determine as whether to recommend to the Water Utility Commission to accept the Water Trust or acceptance the Water Trust with conditions. Based upon this recommendation, the Water Utility Commission may vote to approve the connection and enter into a Water Service Agreement with the Water Trust.

VII. **DEFERRAL**

The Water Utility User Service Area was established based upon the master planning for the water infrastructure system plan. However, it may be in the best interests of both the applicant and the Mequon Water Utility that the Development not be connected to the City of Mequon water utility system at the time of application. In that scenario, the Mequon Water Utility reserves the right to require a connection to the water utility system with a change in use or extension of adjacent service. This is considered a deferral.

- A. Deferrals would be considered for the following:
 1. Properties where connection is required by Section III. If no connection is required, there is also not a deferral required.
 2. Construction of residential or business structures on a lot located more than 200 feet from public water infrastructure, where infrastructure is anticipated in the future.
- B. Deferrals are documented with a Deferral Agreement. The template agreement is included as Appendix E.; and is subject to City Attorney review and approval.
- C. If a property or development qualifies for a deferral under this Section:
 1. The applicant shall apply for a deferral in accordance with Section V.C.
 2. Staff may administer the template agreement, subject to City Attorney review and approval. No further Water Utility Commission approval is required.

- D. If a property or development does not qualify for a deferral under this Section, but the applicant seeks to request a deferral, it is subject to an application per Section V.C. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt.

VIII. EXEMPTION

While this policy is structured to provide guidance and terms and conditions for connection, there will be circumstances which warrant an exception to the policy requirements. Additionally, applicants should understand the process to petition for an exception when one is sought. If granted, the request for an exception would result in an exemption. Exemptions could apply either to the requirement to connect or to a requirement outlined in the Water Connection Policy.

A. Exemptions would be considered for the following:

1. Properties where connection is required by Section III. If no connection is required, there is also not an exemption required.
2. Existing residential buildings which were not required to connect by Section III but are razed and apply for a building permit for a new habitable building.
3. Construction of residential or business structures on a lot located more than 200 feet from public water infrastructure, where infrastructure is not anticipated in the future.
4. Water connection is not legally possible.
5. Water connection is not practicable.

B. Exemptions are documented with an Exemption Agreement. The template agreement is included as Appendix F:, and is subject to City Attorney review and approval.

C. If a property or development qualifies for an exemption under Section VIII.A.:

1. The applicant shall apply for an exemption in accordance with Section V.D.
2. Staff may administer the template agreement, subject to City Attorney review and approval. No further Water Utility Commission approval is required.

D. If a property or development does not qualify for an exemption under this Section, but the applicant seeks to request an exemption, it is subject to an application per Section V.D. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt.

E. For connections which require the extension of public infrastructure along the property line in accordance with Section XI.B., but an exception to the requirement is warranted or requested, the applicant shall apply for an exemption in accordance with Section V.D. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt. If the exception is granted, Mequon Water Utility staff will not require extension of public infrastructure beyond the service connection.

- F. For connections which cannot meet the minimum fire flow connections in accordance with Section XI.A., the applicant shall apply for an exemption in accordance with Section V.D. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt. If the exception is granted, Mequon Water Utility staff will identify the adjusted minimum fire flow required for design and construction.

IX. CONSIDERATION OF REQUEST TO CONNECT OUTSIDE OF USER SERVICE AREA

The Water Utility Commission established both the Water Utility Service Area and the Connection requirements based upon utility master planning and land use. If an applicant does not meet the connection requirements and seeks to request connection:

- A. Basis for approval. The Water Utility Commission shall base their determination on:

1. The potential effect of a connection on the impact to existing utility rate payers.
2. General welfare of the public water system.
3. Best management practices.
4. Industry standards.
5. Impact of the connection on the Water Utility and immediate area.
6. Special consideration shall be given to the proposed connection's effect on the constraints of the existing infrastructure, economic impact on water utility rates and precedent of future development.

- B. Denial. The Water Utility Commission may deny the connection request if it concludes, based upon the information submitted, that the proposed connection and/or water demand would likely:

1. Materially endanger public health, general welfare and safety.
2. Substantially increase costs for existing utility rate payers.
3. Be harmful to the existing water utility infrastructure.
4. Will not be in general conformity with the Water Utility Master Plan, the City land use and/or zoning plan, or other officially adopted plan.

X. WATER SERVICES AGREEMENT

- A. For On-Main, Not Using Properties: No Water Services Agreement is required. Future customers must instead fill out a Water Service Application.

- B. For Properties which Require an Extension of the Public Water Infrastructure:

1. The Water Utility Manager will modify the template Water Services Agreement, as shown in Appendix G: Template Water Services Agreement. A copy of the modified agreement for applicant review will be returned to the applicant within five (5) business days.

2. If the applicant agrees to the terms outlined by the Water Utility Manager, the Water Utility Manager will submit the agreement to the City Attorney for review and approval. Once approved, the applicant shall execute the Water Services Agreement and return to the Water Utility Manager. The Director of Public Works/City Engineer will execute the Water Services Agreement on behalf of the Mequon Water Utility and return a copy to the applicant. Upon execution of the Water Services Agreement, the applicant may proceed with design and construction in accordance with Section XI.
3. If the applicant does not agree to the terms outlined by the Water Utility Manager, the applicant may petition the Water Utility Commission for consideration. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt.

C. Water Trust

The Water Services Agreement will address the whether the facilities installed need repairs or upgrades prior to the Utility accepting them, unless the agreement between the Mequon Water Utility and the Water Trust provides that the Water Trust will install, repair or upgrade and pay for the facilities. The terms of the Water Services Agreement for water trusts are as follows:

1. Acknowledgement of Intent to Connect: An initial letter will be sent to the respective Water Trust acknowledging the interest to connect to the Mequon Water Utility. This letter will outline the procedures and timeframe for the depreciation and condition assessment procedures. An initial meeting may be scheduled to review the policy and procedures.
2. Notice of Valuation: Where the Water Trust provides summary of the depreciated value based on a condition assessment, the Mequon Water Utility records this document and notifies the Water Utility Commission to add a meeting agenda item.
3. Timeframe: The condition assessment and depreciation are valid for 90 days upon delivery to the Mequon Water Utility.
4. Findings Letter: A findings letter will be prepared by the Utility and sent to the Water Trust once the condition assessment report is reviewed by the Utility. A second meeting may be scheduled to help the Water Trust owners understand the findings and discuss any required repairs or financial transactions to offset the depreciation cost, if any.
5. Repairs: The option for the Water Trust to make repairs is at the cost of the Water Trust owners within 90 days after receiving the findings letter from the Utility. The cost of repairs will be not reimbursed to the Water Trust and any additional cost for replacement will not be reimbursed directly. A Revenue Credit is established to account for this. If repairs are deemed necessary by the Utility prior to accepting the Water Trust connection:
 - a. The Water Trust may perform the repair or pay the Utility to cover the entire cost of repair and restoration in the public right of way; or
 - b. The Water Trust may pay the difference between replacement and depreciation costs, as approved by the Utility, as documented in the Water Services Agreement.

- c. If replacement of the entire Water Trust system is deemed necessary, the Utility will not accept nor pay for the cost to replace the entire system and will not enter into a Water Services Agreement with the respective Water Trust.
- 6. Final Letter: A final letter stating intention to accept connection or accept connection with conditions will be sent to the Water Trust. The final condition letter report will also be filed in the subdivision file.
- A. Upon approval of the Water Services Agreement by the City Attorney, the applicant shall provide an executed copy of the document to the Engineering Administrative Secretary. The City will execute the document and return a copy to the applicant.

XI. PUBLIC WATER INFRASTRUCTURE DESIGN AND CONSTRUCTION

- A. Minimum fire flows under normal operating conditions.
 - 1. Residential: 1,000 gallons per minute
 - 2. Commercial/Industrial: 2,500 gallons per minute
 - 3. If the proposed connection is unable to provide proper fire flow, additional infrastructure may be required to meet the minimum requirements.
- B. For connections requiring an extension of the public water infrastructure the public transmission water main shall extend the full front footage of the property line where the Mequon Water Utility User Service Area extends to the adjacent property.
 - 1. Public water infrastructure extension along the property line is required to be consistent with the developer build and contribute model for the Mequon Water Utility. The connection is required to extend along the property line to allow the adjacent property owner to access the water main for future extension.
 - 2. Where the extension of the public water infrastructure requires installation of transmission main in front of properties where no connection is proposed, the Water Services Agreement may include a refund agreement. The refund agreement is defined in Mequon Water Utility Customer Connection Rules.
 - 3. If the water demand for the proposed connection is insufficient to provide minimum turnover of 4 days, the Mequon Water Utility may require an automatic flushing device. If future connections render the automatic flushing device obsolete, in that the minimum turnover rate is met, the automatic flushing device will be abandoned at the cost of the property owner.
 - 4. For corner properties:
 - a. The public transmission water main shall extend the full front footage of the primary water transmission water main.
 - b. If the connection includes public water main construction within the property/properties, connection to the public water main is required along both property lines to provide a loop in the system for redundancy.

- C. Public water infrastructure design and construction shall follow the Standard Specifications for Land Development, current edition. The Standard Specifications for Land Development is available on the City's website: [Standard Specifications for Land Development](#).
- D. Public water infrastructure plans shall be submitted to the Engineering Division at engineering@ci.mequon.wi.us or at the Engineering counter at City Hall, 11333 North Cedarburg Road, Mequon.
- E. Dependent upon workload, plans will generally be reviewed and review comments or approval issued within ten (10) business days. If the water infrastructure plans are a part of an overall civil plan submittal, review comments or approval will be issued concurrently.
- F. Upon water infrastructure plan approval, the Water Utility Manager will issue an Owner's Approval Letter to the applicant. The applicant will use the letter for its application to the Wisconsin Department of Natural Resources (WDNR) Public Water System Plan Review ([WDNR Submittal Requirements](#)).
- G. Upon WDNR approval of the Public Water System Plan, the applicant shall contact the Engineering Division at engineering@ci.mequon.wi.us or 262-236-2934 to schedule a pre-construction meeting. If the water infrastructure improvements are a part of a larger development project, only one pre-construction meeting will be scheduled to address all infrastructure improvements, unless otherwise approved by the Director of Public Works/City Engineer.
- H. Any shop drawings, material submittals or other verifying documentation shall be submitted to the Water Utility Manager prior to the start of construction.

XII. WATER DISTRIBUTION EASEMENT

- A. Public water infrastructure requires public access for a minimum of 20 feet on center. Access must be provided within City owned right-of-way or a Water Distribution Easement.
- B. Public infrastructure outside of the City owned right-of-way requires a Water Distribution Easement.
 - 1. The minimum width for a Water Distribution Easement is 20 feet. Increased widths may be required to provide access or accommodate site conditions such as steep slope, impediments or other utilities.
 - 2. The applicant shall utilize Appendix H: Template Water Distribution Easement.
 - 3. The applicant is responsible for providing the legal description of the easement area.
- C. The applicant shall utilize the template document, populate with the terms and conditions for the public infrastructure and submit to engineering@ci.mequon.wi.us for City Attorney review.
- D. Upon City Attorney approval, the applicant shall provide an executed copy of the document to the Engineering Administrative Secretary. The City will execute the document and file with the Ozaukee County Register of Deeds for recording. An executed copy of the recorded document will be returned to the applicant.

XIII. **TRANSFER OF TITLE**

- A. If the connection does not require public water infrastructure, no transfer of title is required.
- B. Under the build and contribute model, upon completion and acceptance of the public infrastructure, the property owner shall transfer ownership of the public water infrastructure to the Mequon Water Utility. The terms and conditions of the transfer of title is defined in the Water Service Agreement.
- C. For subdivisions which require a final plat, the transfer of title is accomplished through the Owner's Certificate of Dedication and is effective upon recording.
- D. For all other connections with public infrastructure, the property owner shall file a Transfer of Title document with the Mequon Water Utility. The applicant shall utilize Appendix I: Template Transfer of Title.
- E. The applicant shall utilize the template document, populate with the terms and conditions for the public infrastructure and submit to engineering@ci.mequon.wi.us for City Attorney review.
- F. Upon City Attorney approval, the applicant shall provide an executed copy of the document to the Engineering Administrative Secretary. The City will execute the document and file with the Ozaukee County Register of Deeds for recording. An executed copy of the recorded document will be returned to the applicant.

XIV. **CONTRIBUTED CAPITAL FORM**

Connections which require an extension of public water infrastructure shall be required to submit the form as provided in Appendix J: Contributed Capital Form. These forms are required for the Mequon Water Utility to accurately account for contributed capital for the utility.

XV. **FINAL ACCEPTANCE**

- A. For service connections:
 - 1. Completion of installation by the utility contractor, in accordance with the Standard Specifications for Land Development.
 - 2. Verification of flushing, pressure testing and sampling of the private lateral as required by the City of Mequon Inspections Division.
- B. Final Acceptance will be issued upon completion of construction in accordance with Section XI and the Standard Specifications for Land Development, current edition. Final acceptance includes:
 - 1. Completion of all testing in accordance with the Standard Specifications for Land Development, and Water Service Agreement.
 - 2. Completion of all staff punchlist items.
 - 3. Submittal of lien waivers from all contractors and subcontractors for the public infrastructure.

4. Submittal of record drawings in accordance with the Standard Specifications for Land Development.
5. Submittal of easement documents, if applicable.
6. Submittal of a transfer of title document or final plat.

C. Water Trust

The Mequon Water Utility will conduct a review of the Water Trust facilities to be contributed to the Mequon Water Utility and determine what replacements, repairs and upgrades are necessary to make the facilities meet Mequon Water Utility standards.

A Water Trust may volunteer to connect to the public water main and system, and once the Mequon Water Utility determines that the system is acceptable the Mequon Water Utility will make a recommendation to the Water Utility Commission to accept the respective Water Trust connection.

WATER CONNECTION POLICY APPENDICES

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MEQUON WATER UTILITY

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Appendix A: Mequon Water Utility User Service Area

The Mequon Water Utility User Service Area consists of the City of Mequon's Sanitary Sewer Service Area and those properties located within the Ulao Creek Neighborhood, not excluded by City of Mequon Code of Ordinances Section 86-10c.

This map is subject to change when the Sewer Service Area is amended by the Sewer Utility District Commission. Mequon Water Utility staff will update the map and the Water Connection Policy when the map is amended.

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Appendix B: Mequon Water Utility Application for New Service

When required by Section V, the applicant shall submit the following form to the Finance Department. These forms are also available on the City's website, ([Application for New Service](#)) and at the Finance Department counter at City Hall, 11333 North Cedarburg Road, Mequon.

This application form is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the application form, the Water Connection Policy and the website when the form is modified.

Appendix C: Mequon Water Utility Application for Deferral/Exemption

When required by Section V, the applicant shall submit the following form to the Utility Manager. These forms are also available on the City's website, ([Application for New Service](#)) and at the Finance Department counter at City Hall, 11333 North Cedarburg Road, Mequon.

This application form is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the application form, the Water Connection Policy and the website when the form is modified.

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Appendix D: System Depreciation Valuation

Water Trusts should contact the Water Utility Manager or obtain an Excel version of the System Depreciation Valuation worksheet, or access on the City's website: [LINK](#). The valuation is based on the Public Service Commission depreciation rates for Wisconsin Municipal Water Utilities that apply service life as the basis to determine replacement value and current system value of water system facilities. As the Public Service Commission depreciation rates for Wisconsin Municipal Water Utilities change over time, the worksheet will be updated to reflect current values. Mequon Water Utility staff will update values when the Public Service Commission updates the rates.

Appendix E: Water Service Deferral Agreement

When required by Section VII and in accordance with Section V.C., the applicant shall submit the following to the Water Utility Manager. Approval and execution of the document is subject to Section VII and City Attorney review and approval.

This template is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the template agreement and the Water Connection Policy when the template is modified. The template agreement is subject to review by the City Attorney.

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Attachment: Water Connection Policy (7110 : Draft Water Connection Policy)

Appendix F: Water Service Exemption Agreement

When required by Section VIII and in accordance with Section V.D., the applicant shall submit the following to the Water Utility Manager. Approval and execution of the document is subject to Section VIII and City Attorney review and approval.

This template is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the template agreement and the Water Connection Policy when the template is modified. The template agreement is subject to review by the City Attorney.

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Appendix G: Template Water Services Agreement

When required by Section X, the applicant shall submit the following form to the Water Utility Manager. Approval and execution of the document is subject to Section V.B. and Section X.

This [template](#) is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the template agreement and the Water Connection when the template is modified. The agreement is subject to review by the City Attorney.

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Appendix H: Template Water Distribution Easement

When required by Section XII, the applicant shall submit the following to the Water Utility Manager. Approval and execution of the document is subject to Section XII.

This template is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the template agreement and the Water Connection Policy when the template is modified. The document is subject to review by the City Attorney.

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Appendix I: Template Transfer of Title

When required by Section XIII, the applicant shall submit the following to the Water Utility Manager. Approval and execution of the document is subject to Section XIII.

This template is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the template agreement and the Water Connection Policy when the template is modified. The document is subject to review by the City Attorney.

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Appendix J: Contributed Capital Form

When required by Section XIV, the applicant shall submit the following form to engineering@ci.mequon.wi.us. These forms are also available on the City's website ([LINK](#)) or by request at the referenced email address.

This form is subject to change to address current operations and procedures of the Mequon Water Utility. Mequon Water Utility staff will update the application form, the Water Connection Policy and the website when the form is modified.

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