



11333 N. Cedarburg Road  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Water Utility

**MEQUON MUNICIPAL WATER UTILITY COMMISSION**  
**Regular Meeting**  
**Tuesday, September 12, 2023**  
**7:00 PM or immediately following Committee of the Whole**  
**Christine Nuernberg Hall**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
  - a. August 8, 2023 Minutes
- 3) Discussion Items
  - a. A Review of the Draft Water Utility Master Plan Update
- 4) Adjourn

*Dated: September 12, 2023*

*/s/ Andrew Nerbun, Chair*

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

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

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



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Water Utility

**MEQUON MUNICIPAL WATER UTILITY COMMISSION**  
**Regular Meeting**  
**Tuesday, August 8, 2023**  
**7:15 PM**  
**Christine Nuernberg Hall**

**Minutes**

1) Call to Order, Roll Call

Meeting called to order at 7:19 PM.

**Present:**

Commissioner Andrew Nerbun  
 Commissioner Robert Strzelczyk  
 Commissioner Kelly Tolocko  
 Commissioner Dale Mayr  
 Commissioner Jeffrey Hansher  
 Commissioner Gregg Bach  
 Commissioner Brian Parrish  
 Commissioner Kathleen Schneider  
 Commissioner William Gebhardt

Also present: Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Finance Director Engroff, Assistant Finance Director Keyser, Fire Chief Bialk, Water Utility Supervisor Jim Voigt, press and interested public.

2) Approval of Meeting Minutes

a. May 9, 2023, Minutes

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Commissioner Strzelczyk  
**SECONDED BY:** Commissioner Mayr

Attachment: 8-8-23 Water Minutes (8745 : August 8, 2023 Minutes)

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

3) Discussion and Possible Action

a. 8592: Request to exempt 6000 W County Line Rd from connecting to the Mequon Water Utility

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Gebhardt  
**SECONDED BY:** Commissioner Parrish

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

b. 8648: Riverlake MOU

The DNR requires all public water utilities to have an emergency response plan. For water trusts, it includes identification of a backup source of water. For some water trusts, that source is the Mequon Water Utility.

Home Owner's Associations that the City has agreements with are charged a bulk water rate and for staffs time.

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Parrish  
**SECONDED BY:** Commissioner Strzelczyk

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

c. 8643: 2023 - Hydrant Replacement Program

**RESULT:** **Approved by Roll Call Vote [Unanimous]**  
**MOVED BY:** Commissioner Mayr  
**SECONDED BY:** Commissioner Strzelczyk

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

4) Adjourn

a. Motion to Adjourn

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Commissioner Strzelczyk  
**SECONDED BY:** Commissioner Mayr

Attachment: 8-8-23 Water Minutes (8745 : August 8, 2023 Minutes)

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

b. Motion to Adjourn at 7:30 PM

**RESULT:** **Approved by Voice Acclamation [Unanimous]**  
**MOVED BY:** Commissioner Strzelczyk  
**SECONDED BY:** Commissioner Mayr

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Schneider, Gebhardt

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*

Attachment: 8-8-23 Water Minutes (8745 : August 8, 2023 Minutes)



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Office of Engineering

**TO: Mequon Municipal Water Utility Commission**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: September 12, 2023**  
**SUBJECT: A Review of the Draft Water Utility Master Plan Update**

### **Background**

On August 10, 2023, the Mequon Water Utility published a draft of the update to the Water Utility Master Plan. Early publication was intended to provide Water Utility Commission members and the public with ample time to review the document ahead of the discussion at the September meeting. Water Utility Commission members also received an invitation to meet with staff ahead of the September meeting.

The draft document is currently available for review on the City's website here:

[https://www.ci.mequon.wi.us/sites/default/files/fileattachments/sewer\\_amp\\_water\\_utilities/page/6421/2023\\_mequon\\_master\\_plan\\_draft.pdf](https://www.ci.mequon.wi.us/sites/default/files/fileattachments/sewer_amp_water_utilities/page/6421/2023_mequon_master_plan_draft.pdf)

The document's subsections include: customer assessment, water supply and demand, assessment of the existing distribution system, utility fiscal performance, key principles and an implementation plan. The intent is that the Water Utility Commission will review and discuss the draft document at the September meeting, and pending any final modifications to the document, formally accept the document at the October meeting.

### **Analysis**

While the document includes analysis and assessment of various aspects of the Water Utility, the intent of the agenda item at the September meeting is to present the report, answer questions and identify anything that should be included in the final version of the document. Mequon Water Utility staff will not draw conclusions for the September meeting, in case either the Water Utility Commission or the public identify anything that requires further vetting, analysis or explanation.

At the October meeting, Mequon Water Utility staff will request acceptance of the final version of the document, as well as present the implementation plan and make recommendations on policy, procedure or communication efforts that should be incorporated into the adoption. Generally master plan documents are updated every five years, therefore the recommendations will form the basis for the 5-year capital improvement plan, any requested budget items for FY2024, as well as any other initiatives recommended for programming before the next master plan update.

### **Fiscal Impact**

The master plan update was budgeted for FY2023 and any recommendations from the document will be included as a part of future budget requests.

**Recommendation**

As noted, the September meeting is intended to invite discussion and answer questions regarding the document, content and analysis. At the October meeting, Mequon Water Utility staff will overview the conclusions and make recommendations for consideration and implementation.