



See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-8145
Fax: 262-242-9655

www.ci.mequon.wi.us

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, June 8, 2021

6:30 PM

Virtual Meeting

ELECTRONIC MEETING NOTICE: Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens may join the meeting online or by phone. Please go to <https://www.gotomeet.me/KristenLundeen/public-works-commission> to join the meeting online or call into the meeting by dialing 1-877-568-4106 and enter access code 713-854-821.

WRITTEN PUBLIC COMMENTS may be made in writing in advance of the meeting. Written comments should be directed to the Public Works Department at least 2 hours prior to the meeting by email at klundeen@ci.mequon.wi.us addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

VERBAL PUBLIC COMMENTS will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Director of Public Works/City Engineer, Kristen Lundeen at klundeen@ci.mequon.wi.us or by leaving a message at 262-236-2938 no later than 2 hours prior to the meeting.

Reasonable accommodations will be made for those citizens who are unable to attend the meeting in the methods identified above upon at least two hours' notice. Notice can be given to the City Clerk's Office at 262-236-2914.

AGENDA

- 1) Call to Order, Roll Call
- 2) Approval of Minutes
 - a. May 11, 2021 Minutes
- 3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3851** A Resolution Approving a Special Event Agreement for the Mequon-Thiensville Sunrise Rotary Club to Utilize Goats as a Tool for Invasive Plant Control in Pukaite Woods
- b. **RESOLUTION 3849** A Resolution Identifying Public Improvement Projects within Tax Increment District No. 3 for Design and Development Prior to April 15, 2023
- c. **RESOLUTION 3850** A Resolution Authorizing the City of Mequon's Notice of Intent to We Energies for the Relocation of Overhead Utilities within Town Center Tax Increment District No. 3
- d. **RESOLUTION 3852** A Resolution Approving the Purchase and Installation of a Replacement Plow Truck and Related Components from Lakeside International, LLC Milwaukee, Wisconsin, Universal Truck Equipment, Galesville, Wisconsin and Olson Trailer & Body, Green Bay, Wisconsin for a Total Cost of \$199,433
- e. **RESOLUTION 3853** A Resolution Authorizing Execution of a Contract with D&H Demolition, LLC, of Milwaukee, Wisconsin for Demolition of the Property Located at 10036 N. Port Washington Road in an Amount Not to Exceed \$78,452, Plus the Applicable Costs of Electrical Utility Disconnection

4) Discussion Items

- a. Little Free Library Policy Discussion
- b. 2020 Work Plan (6.8.21)

5) Adjourn

Dated: June 8, 2021

/s/ Dale Mayr, 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 Department at 262-236-2913, Monday through Friday, 7:00 AM – 3:30 PM.



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Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, May 11, 2021

6:30 PM

Virtual Meeting

Minutes

1) Call to Order, Roll Call

Alderman Parrish called the meeting to order at 6:30 PM.

Present:

Chair Dale Mayr

Alderman Andrew Nerbun

Alderman Brian Parrish

Also present were Director of Public Works/City Engineer Lundeen, and Administrative Assistant Deuster.

2) Election of a Chair

a. Motion to Elect Alderman Mayr as Chair for Public Works

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

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Mayr

AYES: Mayr, Nerbun, Parrish

3) Approval of Minutes

a. April 13, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Parrish

AYES: Mayr, Nerbun, Parrish

4) Resolutions

Action requested: review and recommend approval

Attachment: 05-11-2021 Mins_Public Works (6309 : May 11, 2021 Minutes)

- a. **RESOLUTION 3841** A Resolution Authorizing an Agreement with the Wisconsin Department of Transportation to Purchase a Temporary Limited Easement at Katherine Kearney Carpenter Park for the I-43 North South Freeway Project

Alderman Mayr questioned if the park would have a lot of impact from this.

Director of Public Works/City Engineer Lundeen stated that this is a temporary impact during construction only.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Mayr

AYES: Mayr, Nerbun, Parrish

5) Discussion Items

- a. WisDOT Update 5.11.21

Director of Public Works/City Engineer Lundeen stated the previous committee requested a quarterly update of WisDOT's current projects.

- b. Berm Policy Review

Director of Public Works/City Engineer Lundeen provided guiding questions for discussion purposes. Staff is looking to have feedback on what the city is looking to change or keep and staff would mold that into more language or have another further discussion.

Alderman Mayr stated the city has to be careful on this, sometimes there are too many errors that get approved that shouldn't be.

- c. 2020 Work Plan (5.11.21)

Director of Public Works/City Engineer Lundeen provided an update to the 2021 Work Plan.

6) Adjourn

- a. Motion to Adjourn at 7:05 PM.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Mayr

AYES: Mayr, Nerbun, Parrish

Respectfully Submitted,

Casey Deuster
Administrative Assistant



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

www.ci.mequon.wi.us

Office of Parks and Forestry

TO: Public Works Committee
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: May 27, 2021
SUBJECT: RESOLUTION 3851 A Resolution Approving a Special Event Agreement for the Mequon-Thiensville Sunrise Rotary Club to Utilize Goats as a Tool for Invasive Plant Control in Pukaite Woods

Background

The Mequon-Thiensville Sunrise Rotary Club is again proposing the use of goats as an option for invasive species control in a small section of Pukaite Woods. Last year, The Rotary Club was approved to administer a trial project that utilized goats as a tool to remove invasive species such as buckthorn and honeysuckle. The Rotary Club continues to be very involved in stewardship efforts at the woods, volunteering countless hours in the woods for the purpose of restoration, replanting, and continued invasive monitoring. The use of the goats was very effective in 2020 removing approximately 7 acres of invasive plants from the woods that had previously been difficult to achieve control in using conventional efforts. Control efforts will need to continue to achieve long term success.

Analysis

Although the initial 7 acres of the project in 2020 was a success, the woods would benefit from additional use of the goats to help deplete the invasive community in the woods. The area will again be temporarily fenced, utilizing an electric fence like last year. The goats will be monitored by their handler and volunteer monitors. The labor necessary for installation of the fencing and any trail cutting will be provided by volunteer efforts and the Ozaukee/Washington Land Trust (OWLT).

Approximately 30 goats are being proposed for a 10-14 day period in June, with the goats being returned to the area later in the year for another 2-3 day period.

Staff is proposing the utilization and approval of an abbreviated Special Event Agreement to allow for the use of goats for invasive species control. The agreement specifies and permits use of goats only for invasive control during approved spring and fall applications. In subsequent years it is anticipated that this Event will be recurring. Subject to the terms and conditions as outlined in this Agreement, future dates reserved for the Event will be determined by the Park and Open Space Board on an annual basis, outside of any impact on park rentals and user group activities. The Agreement permits a maximum of two Events per year, anticipated once early in the growing season and once near the end of the growing season.

A Special Event Agreement is required to address waivers to City ordinances, as neither goats nor construction of structures are allowed by ordinance. The agreement will allow the goats to be

utilized for the two outlined time periods. Any further proposed demonstrations or deviations of timing will have to be approved through another approved special event agreement or a permanent amendment to the City's current ordinance.

Fiscal Impact

There is no cost to the City for this project, which will ultimately provide the benefit of invasive species control within Pukaite Woods. The Mequon-Thiensville Sunrise Rotary Club will be assuming all the direct expenses associated with this project.

Recommendation

On May 27, 2021, the Park & Open Space Board approved the proposed resolution and special event agreement by a vote of 6-0. Staff and the Park & Open Space Board recommend that the Public Works Committee favorably endorse, and the Common Council approve the resolution and the recurring special event agreement.

Attachments:

City-2021 Permit Request (PDF)

Special Event Agreement (Goats) - 2021 recurring (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3851

A Resolution Approving a Special Event Agreement for the Mequon-Thiensville Sunrise Rotary Club to Utilize Goats as a Tool for Invasive Plant Control in Pukaite Woods

- A. The City of Mequon created a template Special Event Agreement for use in the parks.
- B. Amendments to the template agreement language require a recommendation by the Park & Open Space Board and approval by the Common Council.
- C. The Mequon-Thiensville Sunrise Rotary Club has requested permission to operate Goats as a Tool for Invasive Species Removal as a recurring event, which requires exceptions to Chapter 54, which are allowed with a revision to the template agreement.
- D. An amended version of the template agreement is attached to this resolution, as a consideration to permit this recurring event.

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

- 1. The Special Event Agreement for Mequon-Thiensville Rotary Club to use Goats as a Tool for Invasive Species Removal in the form attached hereto is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney and renewal of the same on an annual basis.
- 2. The Parks and Forestry Superintendent is authorized and directed to execute and deliver the same on a recurring basis.

Approved by: John Wirth, Mayor

Date Approved: June 8, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 8, 2021.

Caroline Fochs, City Clerk



Mequon-Thiensville Sunrise Rotary

P. O. Box 251
Mequon Wisconsin 53092

Date: May 2, 2021

TO: Mequon Parks & Open Space Board

FROM: M-T Sunrise Rotary
Environmental Committee

Mequon-Thiensville Sunrise Rotary Club in partnership with Ozaukee-Washington Land Trust requests a special use permit to conduct the second year of invasive species management in Pukaite Woods at Rotary Park, using goats to remove buckthorn and honeysuckle.

As previously reported, the initial 2020 demonstration was very successful in weakening invasive species plants. Leaf-out on buckthorn and honeysuckle this 2021 spring season is considerably reduced from last year's leaf-out to the extent that we expect the goat crew to need only about half the number of days to strip the plants this time around. We intend to return the goats this year to the same sections of woodland addressed in 2020.

The Goat Crew will, again, be transported to other private property locations throughout the summer, between periods at Pukaite Woods, to demonstrate to large property owners the value of using goats as a tool for controlling large infestations of invasive plant species without chemicals.

Ozaukee Washington Land Trust professional staff will again manage the project, and has contracted with the goats' owner to provide a smaller herd to the Woods for this second year. Volunteers will provide daily monitoring help to assure the health and well-being of the goats and maintenance of the electric fencing.

The goats will be returned to the same sections within Pukaite Woods approximately 6 to 7 weeks after the first browsing period, after the plants have leafed out again. The second browsing will weaken the plants even more, diminishing the plants' nutrition before they go dormant for winter. In subsequent years, goats could be brought back to graze for shorter periods, *if needed*. Following this second season, invasive woody plants should be reduced significantly to a point where other management methods may be effective within the demonstration sections, and allow Rotary to plant more tree seedlings or allow for natural reproduction of native species to restore the biological balance of the woodland.

Given the success of using goats on large sections needing invasive plant control, Rotary and Ozaukee Washington Land Trust may request recurring permits to concentrate goat management on additional sections of woodland in Rotary Park.

2021 Project Tasks:

- ... Install temporary signage in the Park, alerting visitors to the presence of goats, and restriction on dogs in the woods
- ... Install electric fencing around targeted sections of woodland to keep goats in, wildlife out of the grazing areas
- ... Transport 30 goats to the woodland, and herd them to targeted locations
- ... Monitor goats daily for 10 to 15 days during the first of two grazing periods, in June; and 7 to 10 days in August
- ... In subsequent years, monitor invasives regrowth within Project Area for long-term control
(i.e. reintroduce goats or other management methods as needed)
- ... Plant native trees/seeds to occupy growing space and minimize invasive species regrowth

CITY OF MEQUON
SPECIAL EVENTS AGREEMENT
GOATS AS A TOOL FOR INVASIVE SPECIES REMOVAL

Articles of agreement made and entered into this 27th day of May, 2021, by and between Mequon-Thiensville Sunrise Rotary, hereinafter called the Renter, and the City of Mequon, a municipal corporation of Ozaukee County, Wisconsin, hereinafter called the City.

RECITALS

1. The Renter requests access to Rotary Park (hereinafter called the Park) for Goats as a Tool for Invasive Species Removal (hereinafter called the Event).
2. The Event qualifies as a Special Event, as defined in Chapter 54 of the City of Mequon Code of Ordinances.
3. The City has identified certain responsibilities of the Renter necessary to use the Park for the Event.
4. Completed Agreement must be submitted no later than 14 days in advance of the Event.

NOW, THEREFORE, in consideration of these Recitals the mutual agreements, benefits and responsibilities outlined herein, the parties agree:

The Renter shall be required to:

1. **Event Fee. As the proposed Event provides a benefit to Pukaite Woods in Rotary Park for the management of invasive species, there will be no cost to the Renter.**
2. Liability Insurance.
 - a. A copy of the Event Liability Insurance is due no less than ten (10) days prior to the Event.
 - b. Any outside vendors must also provide a copy of Liability Insurance no less than ten (10) days prior to the Event.
 - c. The certificate of liability insurance or certificate of coverage must meet the following guidelines:
 - i. The certificate must name the City of Mequon as Additional Insured.
 - ii. The certificate must include the name and mailing address of the insured.
 - iii. The certificate must name the Event for which the certificate is requested and specify date of that Event (This information should be included in the “description of operations/locations/...” section of the certificate).
 - iv. The certificate must provide coverage under general liability, excess liability or a combination thereof totaling \$ 1,000,000. This coverage should be on a per occurrence basis.
 - v. Evidence of premium payment must be attached to the certificate.
 - d. This certificate should be forwarded to:

City of Mequon
 Attn: Parks Department
 11333 North Cedarburg Road
 Mequon, WI 53092-1930

3. Site Plan.
 - a. The Renter shall provide a site plan for the Event.
 - b. Site map shall specify the location, perimeter, route, and the locations of required facilities/amenities/services. Site maps shall be submitted showing each of the paddocks, prior to goat installation.
4. Restoration. If any damage occurs to the Park as a result of the Event, or if any repairs or replacements need to be made to the Park as a result of the Event's use thereof under this Agreement, Renter shall pay the City for any such damage, repairs or replacements upon demand from the City.
5. Delivery and Storage. Limited storage is available upon request. Note: It is not the responsibility of the City to ensure that pick-ups or deliveries are scheduled and executed.
6. Entry and Exit. Renter agrees that City staff may enter and exit premises during the course of the Event. A representative of the City may be checking periodically with the responsible parties to insure everything is operating correctly.
7. Lost and Found. The City takes no responsibility for personal effects and possessions left on premises during or after any Event.
8. Renter shall not advertise the Event until it has received an executed copy of this Agreement.

The City shall be required to:

1. Provide a clean facility. The Park will be in a clean condition prior to the Event. By noon on the day following the Event, the Renter is required to return the space to the same clean condition in which it was found. All rental equipment must be removed immediately following the Event.
2. Document existing conditions. Prior to the Event, City staff shall document the existing conditions of the Park, including any existing damage or maintenance items. A copy of that documentation shall be provided to the Renter. This documentation shall serve as the baseline for restoration and repair requirements post-Event.
3. Provide maintenance. Maintenance items that effect the Event shall be addressed by the City no later than 24 hours prior to the event.

The Event shall adhere to the following terms and conditions:

1. Follow the requirements of Chapter 54 of the City of Mequon Code of Ordinances, unless an exception is otherwise provided within this document.
 - a. Section 54-21(1)(c) and 54-21 (2) prohibits the removal of natural resources within the parks. This Agreement shall allow the removal of small trees and brush to provide the required access trail, as approved by the required Site Plan.
 - b. Section 54-21(1)(d) prohibits the erection of structures within the parks. This Agreement shall allow the temporary construction of an electric fence to enclose the goats during the invasive species removal, but for no more than 14 consecutive days. The enclosure shall be removed the same day the invasive removal is complete, and the area restored as required by this Agreement.
 - c. Section 54-25(3) prohibits domestic animals in undesignated park areas. This Agreement shall allow entry of a maximum of 80 goats for invasive species control. Aside from ingress and egress, the goats shall be kept in an area enclosed with fencing.
 - d. It is anticipated that this Event will be recurring. Subject to the terms and conditions as outlined in this Agreement, future dates reserved for the Event are the 2-3 weeks in Summer and 2 weeks in the Fall.

2. Date of the Event.
 - a. Restrict the activities of the Event to not to exceed 5 weeks total in Summer and Fall of each year.
 - b. Preparation may occur starting no earlier than noon on the day prior to the Event. Any additional preparation required shall be defined and outlined in this Agreement.
 - c. Clean up shall be complete no later than noon on the day after the Event. Any additional clean up required shall be defined and outlined in this Agreement.
 - d. It is anticipated that this Event will be recurring. Subject to the terms and conditions as outlined in this Agreement, future dates reserved for the Event will be determined by the Park and Open Space Board on an annual basis, outside of any impact on park rentals and user group activities. The Agreement permits a maximum of two Events per year, anticipated once early in the growing season and once near the end of the growing season.
3. Restoration. After the Event, the City will complete a walk through of the Park prior to releasing the security deposit. Any repairs or damage identified by City Staff shall be addressed immediately, or no less than three days after the Event. Restoration can and may include repairs to parking lot and building facilities, repair of turf damage (either with sod or seeding) and other issues not attributed to general Park use.
4. Hours.
 - a. Except for unusual and unforeseen emergencies, parks shall be open to the public every day of the year during designated hours.
 - b. Event Hours shall be limited to between sunrise and sunset, unless otherwise indicated in this section. Renter shall be permitted to enter park only to facilitate animal care after normal park operating hours.
 - c. Approval for deliveries or other low noise operations associated with the event shall be approved by the Parks and Forestry Superintendent.
5. Parking Restrictions (Mequon Ordinance Sec. 54-23(6)). No person in a park shall:
 - a. Designated areas. Park a vehicle in other than an established or designated parking area and such use shall be in accordance with the posted directions thereat and with the instructions of any attendant who may be present.
 - b. Roads and driveways. Park on a road or driveway in violation of posted regulations of the board. No stopping or parking is permitted even briefly on the left-hand side of any road or driveway.
 - c. Night parking. Leave a vehicle standing or parked at night without lights clearly visible for a least 100 feet from front and rear on any driveway or road area except legally established parking areas.
 - d. Double-parking. Double-park any vehicle on any road or parkway unless directed by a park official.
6. No Smoking Facilities. There is no smoking permitted in any Park facility. The Renter shall be responsible for making the requirement clear to Event attendees and enforcing the policy at the Event.
7. Noise. All sound must be kept at an acceptable level according to City ordinances.
8. Vendors. The Renter is responsible to ensure that all vendors have the appropriate City, Ozaukee County and state permits or licenses in place prior to the Event.
9. Inclement Weather. The Renter and Park Staff shall all communicate prior to the Event, and specifically 24 hours prior to the Event, to discuss and address any concerns regarding pending inclement weather.

- a. Summer Weather Events. When the following weather conditions exist, the City may (at their discretion) cancel, postpone, or reschedule any indoor or outdoor department organized recreational activity.
 - i. Extreme Heat / Humidity. When the National Weather Service has issued extreme heat / humidity warning. A warning will be issued if there is a heat index of at least 105°F but less than 115°F for a period of 3 hours or more per day or if nighttime low temperatures are above 80°F for 2 consecutive days.
 - ii. Lightning / Severe Thunderstorms. When the National Weather Service has issued a severe thunderstorm warning for the area.
 - iii. Tornadoes. When the National Weather Service has issued a tornado warning for the area.
- 10. Cancellation. The City has the sole discretion to cancel the Event if concerns regarding the health and safety of Event attendees cannot be properly addressed. Examples of cause of cancellation include installation of unsafe equipment, improper licensing, inclement weather that would effect safety of persons or Park infrastructure and failure to meet the terms of this Agreement.
- 11. City, County, State and Federal Laws. Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. This is a drug free and non-smoking facility at all times, and there are no exceptions. The City of Mequon Police Department reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or the safety of staff, guests, or facility contents.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

 Name, Title
 Agency
 Approved as to Form:

 Michael Gies, Parks and Forestry Superintendent
 City of Mequon

 Brian C. Sajdak
 Mequon City Attorney



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
Fax: 262-242-9655

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Office of Community Development

TO: Public Works Committee
FROM: Kim Tollefson, Director of Community Development
DATE: June 8, 2021
SUBJECT: RESOLUTION 3849 A Resolution Identifying Public Improvement Projects within Tax Increment District No. 3 for Design and Development Prior to April 15, 2023

Background

At the May 4, 2021, Town Center Workshop, the Common Council Committee of the Whole reviewed public improvements projects as originally recommended within Tax Increment Financing District (TID) No. 3 and acknowledged an intent to make additional expenditures for various public improvement projects. The original objectives were intended to create a pedestrian-oriented character, improve visual and physical access to the river, mitigate the impact of vehicular traffic and encourage neighborhood-scale commercial uses and high-quality design.

Analysis

Since the creation of the Town Center Zoning District (2007) and the TID (2008), the neighborhood's tax base has increased approximately 285% through 11 redevelopment projects assessed at \$160M. Given the financial and physical redevelopment success of the neighborhood, there is funding capacity for public projects up to \$5.5M prior to the close of the mandatory expenditure period of April 2023.

Additional expenditures for public projects, at any level, allow the TID to close on time, pay off all debt and close with a positive cash balance regardless of any new, further tax base generated.

The Common Council discussed the remaining public improvement projects that are of priority and directed staff to begin the development and coordination of such with the intent to contract for projects prior to April 2023. Expenditures estimates for the priority public projects are identified in Exhibit A of the attached ordinance. All projects made with TID expenditures are subject to Common Council approval of the design, location, timing and cost.

Fiscal Impact

Funds for the remaining public improvements are eligible TID expenses and are budgeted for as part of the Town Center TID Project Plan. Staff will evaluate opportunities for cost sharing and use of alternative funding sources, as appropriate.

Recommendation

A recommendation from the Public Works Committee is forthcoming on June 8, 2021.

Attachments:

COTW Directed Public Projects by Finance Capacity Level (XLSX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3849

A Resolution Identifying Public Improvement Projects within Tax Increment District No. 3 for
Design and Development Prior to April 15, 2023

A. The Common Council authorized Town Center Tax Increment District No. 3 Project Plan, dated April 2008, identifies principal public improvement projects intended to support a pedestrian-oriented character, improve visual and physical access to the river, mitigate the impact of vehicular traffic and encourage neighborhood-scale commercial uses and high-quality design.

B. Tax Increment District (TID) No. 3 encourages the redevelopment of parcels located within the district boundary through the assemblage of land parcels, new land uses and the removal of underutilized, undervalued structures that impede the use of land or that present poor aesthetic conditions.

C. Under the Town Center Tax Increment District No. 3, the Common Council previously made expenditures to further these neighborhood objectives and through public private partnerships has generated approximately \$160M of new tax base to-date, a 285% increase in neighborhood value.

D. Funds for additional public projects in the estimated amount of \$5.5 million have been included in the TID budget and are available for use prior to the close of the mandatory expenditure period in April 2023.

E. Additional expenditures for public projects, at any level, allow the TID to close on time, pay off all debt and close with a positive cash balance regardless of any new, further tax base generated.

F. The Common Council acknowledges the Committee of the Whole's intent to make additional expenditures for projects identified by the Committee at its meeting on May 4, 2021, and as listed in Exhibit A, subject to final approval of the design, location, timing and cost of any and each public project.

G. The Public Works Committee at its meeting on June 8, 2021, recommended approval of additional expenditures for public projects within the Town Center TID No. 3 through cash financing and debt financing, as estimated and enumerated in Exhibit A.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that city staff are directed and authorized to develop and coordinate plans for public improvement projects identified in Exhibit A for contract prior to April 2023.

Approved by: John Wirth, Mayor

Date Approved: June 8, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 8, 2021.

Caroline Fochs, City Clerk

EXHIBIT A

COTW DIRECTED PUBLIC PROJECTS BY FINANCE CAPACITY LEVEL				
Project Breakdown:	CASH FINANCE PROJECTS: \$1.55M		DEBT FINANCING PROJECTS: \$2.17M	
	OIT Consultants	\$176K	Overhead Utility Burial	\$1.3M
	Gateway & Sidewalk	\$63K	Mequon Road Medians	\$13K
	Cedarburg Road Home Acquisition	\$58K	Mequon Road North ROW	\$67K
	OIT Crossing + Road Features	\$1.095M	Mequon Road South ROW	\$72K
	Weston Drive	\$160K	Milwaukee River Entryway	\$19K
			Developer Incentives	FLEXIBLE
			Buntrock Avenue Intersection Entryway	\$29K
			Buntrock Avenue Sidewalk to School	\$60K
			Cedarburg Rd Acquisition (2)	\$500K
			Sign Package	Included Above
			Cemetery Fencing	\$70K
			Mequon & Cedarburg Rd Intersection	\$40K
			OTHER: Safety measures for all users, connectivity to adjacent neighborhoods, alternative transportation options, civic campus master plan, additional land acquisition/sale	\$500K
	Subtotal:	\$1.55M	Subtotal:	\$2.17M
				Total: \$4.22M*
TID Results**:				
Year of Cash Flow Positive			2025	
TID Closure Date			2027	
Cash Balance at Closure			\$200K	
One Time Cash Payout to City			\$44K	

*Time Present Value, does not include contingency, consultant or administrative costs

** Assumes no further new development and no new increment, borrowing occurring

TID Closure Date is the year that all debt, bonds, development incentives, City advances and project expenditures are paid off and the district has a positive cash balance

2021 Projected tax increment is \$159.6M equating to annual City tax revenue of \$549K at a rate of 3.44%



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www.ci.mequon.wi.us

Office of Community Development

TO: Public Works Committee
FROM: Kim Tollefson, Director of Community Development
DATE: June 8, 2021
SUBJECT: RESOLUTION 3850 A Resolution Authorizing the City of Mequon's Notice of Intent to We Energies for the Relocation of Overhead Utilities within Town Center Tax Increment District No. 3

Background

At the Common Council's May 4 Town Center Workshop, the Committee of the Whole reviewed public improvement projects as originally recommended within Tax Increment Financing District No. 3. One substantial public project is the relocation of overhead utilities to underground. The Common Council encouraged the relocation of the remaining overhead utilities within the neighborhood. Accordingly, City staff is seeking authorization to begin planning for and coordinating the relocation with We Energies, owners of the utility infrastructure.

Analysis

The Common Council has previously made TID expenditures to relocate overhead utilities on Cedarburg Road and portions of Mequon Road. The remaining portion of overhead infrastructure is located on the south side of Mequon Road between Weston Drive and the Milwaukee River and on Cedarburg Road, south of Mequon Road (please see Exhibit A: Scope of Work).

Given the resources necessary for planning and coordination, We Energies requests the City provide notice of its intent to relocate the infrastructure underground. Based on discussions with We Energies, the burial will require coordination with the Union Pacific Railroad, American Transmission Company, WisDOT and Ozaukee County as well as private property owners (easements may be necessary). Communications infrastructure (cable, fiber) may be present and, if so, will also require burial. Once the City's notice of intent is received, We Energies will assemble a team to plan and design the relocation and develop a cost estimate for the project. We Energies indicates that there is adequate time to execute the project for the April 2023 TID expenditure deadline date. Thereafter, the Common Council will take separate and distinct to authorize expenditures for the relocation, subject to the final design, location, timing and cost of the project.

Fiscal Impact

Funding the relocation of overhead utility infrastructure is an eligible TID expense and is budgeted for as part of the Town Center TID Project Plan.

Recommendation

A recommendation is forthcoming from the Public Works Committee on June 8, 2021.

Attachments:

Exhibit A: OH Utility Scope of Work Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3850

A Resolution Authorizing the City of Mequon's Notice of Intent to We Energies for the
Relocation of Overhead Utilities within Town Center Tax Increment District No. 3

A. The Common Council authorized Town Center Tax Increment District No. 3 Project Plan, dated April 2008, identifies the relocation of the overhead utilities as a principal improvement project towards creating a vibrant and aesthetically pleasing neighborhood.

B. Under the Town Center Tax Increment District No. 3, the Common Council previously made expenditures to relocate overhead utilities along Cedarburg and Mequon Roads within the district.

C. Tax Increment District No. 3 encourages redevelopment of parcels located within the district boundary through the combination of lands, new land uses and the removal of underutilized, undervalued structures that impede the use of land or that present poor aesthetic conditions.

D. Funds for the relocation of the overhead utilities have been included in the TID budget and are available for use prior to the close of the mandatory expenditure period in April 2023.

E. WE Energies owns, operates and maintains the principal utility and allows for other communication and utility infrastructure use of their facilities.

F. WE Energies acknowledges the City of Mequon's interest for relocation and will partner with the City to plan for, design and construct the relocation of identified utility and communications infrastructure.

G. The Common Council acknowledges the Committee of the Whole's intent to relocate overhead utilities and communications infrastructure at the locations identified in Exhibit A, subject to final approval of the design, location, timing and cost of the said public infrastructure project.

H. The Public Works Committee at its meeting on June 8, 2021, recommends approval of the City's notice of intent to We Energies for relocation of overhead utilities in an effort to initiate the planning and construction efforts for the project.

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

1. A notice of intent to We Energies for the relocation of overhead utilities and

communications infrastructure is approved.

2. The Mayor, City Clerk, and other appropriate City staff are directed and authorized to forward notice of intent to We Energies subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

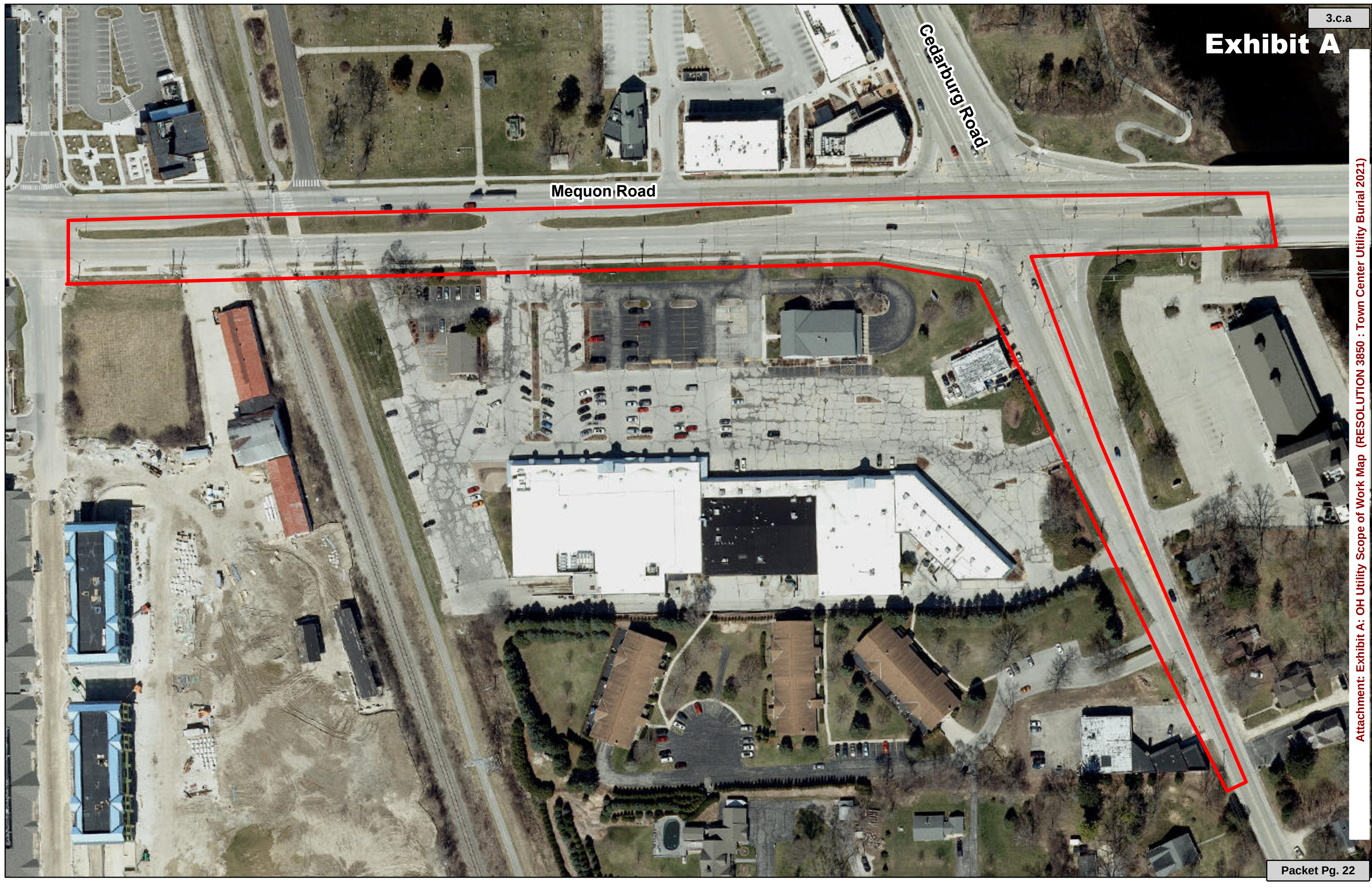
Approved by: John Wirth, Mayor

Date Approved: June 8, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 8, 2021.

Caroline Fochs, City Clerk

Exhibit A



Attachment: Exhibit A: OH Utility Scope of Work Map (RESOLUTION 3850 : Town Center Utility Burial 2021)



11333 N. Cedarburg Road
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Office of Public Works

TO: Public Works Committee
FROM: Tim Weyker, Deputy Director of Public Works
DATE: May 27, 2021
SUBJECT: RESOLUTION 3852 A Resolution Approving the Purchase and Installation of a Replacement Plow Truck and Related Components from Lakeside International, LLC Milwaukee, Wisconsin, Universal Truck Equipment, Galesville, Wisconsin and Olson Trailer & Body, Green Bay, Wisconsin for a Total Cost of \$199,433

Background

The Department of Public Works Equipment Replacement Program provides for the purchase and replacement of vehicles and equipment for all divisions across the Department. The Wastewater Division and the Water Utility have separate budgets that support the replacement of their respective equipment. The replacement program provides funding for smaller items such as lawn mowers and chain saws to larger vehicles such as plow trucks, loaders, and excavators.

Department policy is to replace at least one of the City's 19 plow trucks each year. The recent fleet study completed by Mercury and Associates lists the City's current replacement cycle at 15-16 years for plow trucks. They recommend plow truck replacement on a 10-12 year cycle.

This resolution pertains only to one unit (plow truck) of the 2021 Equipment Replacement Program. Highway Plow #318 will be replaced with a similar unit. The current 2001 plow truck has an odometer reading of over 113,000 miles and the box & tailgate are rusted out to the point that it is unsafe to lift the dump box to spread salt. Currently, this truck can only be used to push snow off the road.

Analysis

The City received proposals for each of the following components of the 2021 Plow Truck: chassis, plow & wing, and body/plow installation.

- The low bid of \$87,897 for the chassis is from Lakeside International LLC, of Milwaukee. This bid represents only a 1% increase from the City's most recent plow truck chassis purchase in 2019. In addition to meeting the requirements as specified, Lakeside International supplied a list of available options. After reviewing additionally available options, the following are recommended by staff which will likely be included in future bid specifications:
 1. \$770.00 - Air Bag for Right Front Spring (This is a factory installed option to help handle the added weight of the wing for snow plowing and was installed in-house on previous plow truck purchases.)

2. \$191.00 - ABS Brake Traction Control
3. \$48.00 - Pre-trip Light Inspection
4. \$76.00 - Fresh Air Cabin Air Filter
5. \$1,995.00 - 60-month extended warranty (24-month warranty standard)

The low bid price, plus the recommended additional options totals \$90,977, which is still a lower cost than the next closest bid for truck chassis only.

- The low proposal of \$25,672 for the plow & wing is from Universal Truck Equipment, Inc., of Galesville. This represents a 28% increase from the plow & wing purchase in 2019, which can be attributed to a rise in steel prices.
- The low bid of \$82,784 for the body/plow installation is from Olson Trailer & Body, LLC, of Green Bay. This represents a 13% increase from the body/plow installation price in 2019.

The combined cost of the above three components as bid represents an overall 9.7% increase from the 2019 plow truck purchase. Even though there is a 9.7% increase from the purchase two years ago, the plow truck also comes with significant upgrades/improvements, most notably; front right air bag installation, ABS brake traction control, and a 60-month extended warranty.

Bid and quote summaries are attached.

Additional components such as a grease system and the plow cutting edges will also be purchased for a price not-to-exceed \$3,500.

Fiscal Impact

There are adequate funds available in the Department of Public Works Equipment Replacement Account #410787-725012-10359 for these purchases as recommended.

Recommendation

It is staff's recommendation that the Public Works Committee favorably endorse, and the Common Council approve the attached resolution approving the purchase of a plow truck and related components to the respective low bidders shown above for a total cost of \$199,433.

Attachments:

- 2021 46,000 GVW Truck Chassis Bid Summary (DOC)
- 2021 Plow & Wing Quote Summary (DOC)
- 2021 Body & Plow Equipment Install Bid Summary(DOC)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3852

A Resolution Approving the Purchase and Installation of a Replacement Plow Truck and Related Components from Lakeside International, LLC Milwaukee, Wisconsin, Universal Truck Equipment, Galesville, Wisconsin and Olson Trailer & Body, Green Bay, Wisconsin for a Total Cost of \$199,433

RECITALS

A. The City of Mequon Department of Public Works equipment replacement program includes replacing plow truck #318.

B. The Department of Public Works' Fleet Division solicited bids and/or quotes for three separate components of the plow truck replacement: chassis, plow & wing, and body/plow installation.

C. All of the bid proposals and quotes were reviewed by staff for compliance with requirements specified.

D. Adequate funds are available for all of the components of the plow truck replacement in the Department of Public Works equipment replacement fund, Account # 410787-725012-10359.

E. The Committee on Public Works, at its meeting on June 8, 2021, approved staff's recommendation.

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

1. The Agreement for the Purchase of a 46,000 GVW Plow Truck Chassis, as let for bid, is approved and awarded to Lakeside International, LLC of Milwaukee, Wisconsin in an amount not-to-exceed \$90,977, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Agreement for the Purchase of a Universal Plow and Wing, as quoted, is approved and awarded to Universal Truck Equipment, Inc. of Galesville, Wisconsin in an amount not-to-exceed \$25,672, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

3. The Agreement for the Purchase of the Body and Plow Equipment Installation, as let for bid, is approved and awarded to Olson Trailer & Body LLC of Green Bay, Wisconsin in

an amount not-to-exceed \$82,784, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

Approved by: John Wirth, Mayor

Date Approved: June 8, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 8, 2021.

Caroline Fochs, City Clerk

**CITY OF MEQUON
WISCONSIN**

BIDS RECEIVED FOR: 2021 46,000 GVW Truck Chassis

BID NUMBER #1821

BID OPENING: 05-06-2021

TIME: 10:00AM

BIDDER	Truck Country	Lakeside International		
BODY MAKE	Freightliner	International		
MODEL	114 SD	HV 607		
BID	\$91,780	\$87,897		

Attachment: 2021 46,000 GVW Truck Chassis Bid Summary (RESOLUTION 3852 : 2021 Equipment

**CITY OF MEQUON
WISCONSIN**

QUOTES RECEIVED FOR: 2021 Plow & Wing

BIDDER	Universal Truck Equipment	Truck Equipment	Wausau Equipment	
MAKE	Universal	Universal	Henke	
MODEL	UTA-12-43SL	UTA-12-43SL	42R12	
BID	\$25,672	\$26,425	\$26,537	

**CITY OF MEQUON
WISCONSIN**

BIDS RECEIVED FOR: 2021 Body & Plow Equipment Installation

BID NUMBER #1822

BID OPENING: 05-26-2021

TIME: 10:00AM

BIDDER	Truck Equipment	Casper Truck	Olson Trailer & Body	Wausau Equipment
BODY MAKE	Galion	Henderson	Duraclass	Duraclass
MODEL	453-U10	Mark E 10' SS	SL – 316	SL-316
BID	\$85,675	\$94,597	\$82,784	\$95,583

Attachment: 2021 Body & Plow Equipment Install Bid Summary (RESOLUTION 3852 : 2021 Equipment



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Office of City Attorney

TO: Public Works Committee
FROM: Brian Sajdak, City Attorney
DATE: June 1, 2021
SUBJECT: RESOLUTION 3853 A Resolution Authorizing Execution of a Contract with D&H Demolition, LLC, of Milwaukee, Wisconsin for Demolition of the Property Located at 10036 N. Port Washington Road in an Amount Not to Exceed \$78,452, Plus the Applicable Costs of Electrical Utility Disconnection

Background

Following an emergency medical response to the Port Zedler Motel (10036 N. Port Washington Road) during which the condition of the property was noted to be in poor shape, City inspections staff completed an inspection on the property. Following that inspection, on November 8, 2019, the City issued a Raze or Repair Order for the property because the buildings on the property had become so damaged, dilapidated and out of repair that they are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation.

When the Owner of the property failed to comply with the Raze Order, the City pursued an order from the Ozaukee County Circuit Court to require the Owner to comply with the Raze Order or, in the alternative, to allow the City to enter onto the Property to raze the structures. On September 2, 2020, the Circuit Court issued an order consistent with that request. To date, the Owner has failed to raze the structures, and City staff recommends entering into a contract for the razing of the structures consistent with the authority granted under the Court order.

Analysis

In February, City staff issued a Request-for-Proposals (RFP) for the demolition of the Port Zedler Motel. Five contractors provided proposals for the demolition; however, the cost of the proposals was highly divergent with base proposals ranging from \$51,375 to \$118,715. In addition, the proposals each addressed any environmental remediation necessary as a per unit cost, without an estimate. As such, it was impossible to equitably analyze the proposals from a true apples-to-apples comparison.

In order to obtain a more concrete cost proposal, TRC Environmental Group completed a pre-demolition asbestos inspection and identified materials that require abatement prior to demolition. Staff then issued a revised RFP for the demolition in May, which included the environmental report. Four contractors provided revised proposals as shown below:

D&H	\$78,452
Great Lakes	\$96,475
MRD Group	\$89,350

New Berlin Grading \$150,715

While the highest proposal increased significantly, the other proposals are more in-line with each other. In addition, it should be noted that D&H's second proposal is roughly \$5,400 lower than their initial proposal (which did not include abatement). Staff is familiar with D&H's work as they were the contractor utilized by the owner to raze the buildings on the Alpine Village property. Staff also checked their references and received satisfactory responses.

Fiscal Impact

D&H is the most cost-effective proposal. By statute, the costs of the demolition can be charged to the property as a special charge. This special charge becomes a lien on the property to help ensure that the City recovers its costs. Furthermore, the property is within TID 5, and it could be anticipated that any developer looking to redevelop the site might seek an incentive to recoup this cost.

Recommendation

Staff recommends that the Public Works Committee endorse, and the Common Council approve the resolution awarding a contract for the demolition of the structures at 10036 North Port Washington Road, to D&H Demolition, LLC of Milwaukee, Wisconsin for a Total Contract Value of \$78,452, plus the cost of We-Energies disconnection of the power utilities on site.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3853

A Resolution Authorizing Execution of a Contract with D&H Demolition, LLC, of Milwaukee, Wisconsin for Demolition of the Property Located at 10036 N. Port Washington Road in an Amount Not to Exceed \$78,452, Plus the Applicable Costs of Electrical Utility Disconnection

A. On November 8, 2019, the City issued a Raze or Repair Order (the “Order”) for the property known as the Port Zedler Motel at 10036 N. Port Washington Road (the “Property”) because the buildings on the property had become so damaged, dilapidated and out of repair that they are dangerous, unsafe, unsanitary, or otherwise unfit for human habitation.

B. The Owner of the Property failed to comply with the Order.

C. The City subsequently pursued an order from the Ozaukee County Circuit Court to require the Owner to comply with the Order or, in the alternative, to allow the City to enter onto the Property to raze the structures.

D. On September 2, 2020, the Circuit Court issued an order consistent with that request.

E. To date, the Owner has failed to raze the structures.

F. Staff issued a Request for Proposals for the razing of the structures on the Property and Received a Responsive Proposal from D & H Demolition, LLC in Milwaukee in the amount of \$78,452 plus the cost charged by We-Energies for the disconnection of the electric, which was the lowest of the four proposals received.

G. Following a Review of the Proposal and the references provided, staff believes that D & H Demolition is qualified.

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

1. Staff are authorized to enter into a contract with D & H Demolition, LLC of Milwaukee, Wisconsin, for the razing of the structures on the property located at 10036 N. Port Washington Road in an amount not to exceed \$78,452 plus the cost charged by We-Energies for the disconnection of the electric, 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. The Finance Director is authorized and directed to charge the City's costs of razing the structures against the Property as a special charge under Wis. Stat. § 66.0413(1)(f).

Approved by: John Wirth, Mayor

Date Approved: June 8, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 8, 2021.

Caroline Fochs, City Clerk



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www.ci.mequon.wi.us

Office of Public Works

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: June 8, 2021
SUBJECT: Little Free Library Policy Discussion

Recently, City staff received a number of inquiries regarding the installation of Little Free Libraries within the City. For those not familiar, Little Free Libraries are the small structures, typically located adjacent to walkways, which operate on a “need a book, take a book, have a book, leave a book” philosophy. Originally popular in vacation areas, they have become a commonplace in many neighborhoods. For additional information, please reference: <https://littlefreelibrary.org/>. Attached to this memo is a map of the registered Little Free Libraries in the 53092 zip code.

Unintentionally, both Public Works staff and Community Development staff were directing the inquiries in opposite directions. From the Public Works perspective, Little Free Libraries, if permitted, should be located on private property. Locating the infrastructure on private property allows patrons to stay out of traffic while accessing the library, avoids potential damage from snow plow operations, and limits any concerns regarding the need for permitting or waivers. According to Community Development staff, the libraries would be considered structures and therefore would have to meet building setbacks.

In addition to concerns regarding location and access, staff is also concerned regarding frequency. In the absence of regulation, multiple libraries could be located within the same neighborhood or within short distances. For some that may not be an issue, but it at least warrants a discussion regarding regulation.

Alderman Parrish forwarded one such inquiry. Staff indicated that if it was a single inquiry, we could address at a staff level. However, if there was a larger number of requests, it warranted a policy discussion. In addition to the initial inquiry, staff received three additional inquiries, all within the past month.

Staff is seeking guidance with respect to the City’s policy on regulating Little Free Libraries. While Staff is not interested in making the process to seek City permission to install a Little Free Library arduous, current regulations would not allow installation either within the right-of-way or on private property without a minimum level of acknowledgement. To facilitate the conversation, staff offers the following guiding questions:

- Does the City want to regulate Little Free Libraries?
 - If no, staff will respond to inquiries that they do not require City permission or permitting. Please note that staff advocates at least a minimum level of policy language to address the terms for installation.
 - If yes, please follow the questions below.
- If yes, should they be located on public right-of-way or private property?
 - If within the right-of-way, staff will require a right-of-way permit and a waiver,

specifying operation and maintenance responsibilities, as well as indicating that the City is not responsible for replacement or repair from damage of City operations including snow removal, mowing and the road program.

- If on private property, should they be allowed within the setback waiver as an exception? Or should staff complete a zoning code change to permit Little Free Libraries? Please find attached an example of a zoning code amendment from the Little Free Library website.
- Should the City institute a minimum spacing requirement to spread the libraries out throughout the City, or simply react and regulate as the requests are presented?
- Should the City implement additional location parameters? For example, should Little Free Libraries be located adjacent to sidewalks, bike paths or other pedestrian facilities that allows access to the structure while staying out of traffic? Would they be permitted within islands of cul-de-sacs, which are often utilized for snow storage? Many roads in Mequon are aligned with ditches, which complicates access to the structures.

At this stage, the majority of the recent resident requests are on hold, pending the outcome of this policy discussion. Based upon the direction of the Committee, staff will either return with policy language, or indicate to the residents that the City will not be regulating the structures.

Attachments:

Little Library Map (53092) (PDF)

Little Library Zoning Code Amendment (PDF)

☐ Near Me ☒ Zip Code ☐ City/State/Province/Region ☐ Country ☐ Steward's Name/Library Name ☐ Charter Number

53092

Search



Introduced by: Ms. Durham
Date of introduction: March 24, 2020

ORDINANCE NO. 20-

TO AMEND *NEW CASTLE COUNTY CODE* CHAPTER 7 (“PROPERTY MAINTENANCE CODE”), SECTION 7.01.002. (“AMENDMENTS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE”), CHAPTER 3 (“GENERAL REQUIREMENTS”), SECTION PM 302.10. (“OUTSIDE STORAGE OF HOUSEHOLD ITEMS.”) TO PROVIDE FOR LITTLE FREE LIBRARIES AND NEIGHBORHOOD BOOK EXCHANGE BOXS

WHEREAS, New Castle County recognizes the importance of reading and strong communities in creating a high quality of life, and for building and maintaining great neighborhoods; and

WHEREAS, when children grow up in book-rich environments, literacy rates are typically high; and

WHEREAS, access to books has been cited as the number one predictor of a child’s ability to thrive in school; and

WHEREAS, access to books remains a problem in many parts of our County, especially for children living in low income areas – nearly 2/3 of children living in poverty have no books at home; and

WHEREAS, in an attempt to promote such access, New Castle County hereby recognizes the mission of non-profit organizations such as Little Free Library Ltd., which help to inspire a love of reading, to build a sense of community, and to spark a spirit of creativity by fostering neighborhood book exchanges around the world through programs such as “Little Free Libraries®”; and

WHEREAS, programs such as Little Free Libraries® and similar book sharing box exchanges allow millions of books to be circulated each year, which profoundly increases access to books for readers of all ages and backgrounds; and

WHEREAS, in New Castle County, we believe everyone deserves a book to read, and book sharing boxes such as Little Free Libraries® would provide access to books in areas where they otherwise are scarce or nearly non-existent, and thereby will motivate children and others to read, and, consequently, will help to deepen community connections; and

WHEREAS, New Castle County, in seeking to foster a sense of community and a love of reading and, thereby, increase literacy rates, hereby seeks to clarify that book sharing box exchanges are encouraged and, moreover, are permissible under *New Castle County Code*.

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. *New Castle County Code* Chapter 7 (“Property Maintenance Code”), Section 7.01.002. (“Amendments to the International Property Maintenance Code”), Chapter 3 (“General Requirements”), Section PM 302.10. (“Outside Storage of Household Items.”) is hereby amended by adding the underlined language and deleting the language that is stricken, as set forth below.

Section PM 302.10. Outside storage of household items. The outside storage of items designed and manufactured to be used and stored in an enclosed building is prohibited in any residential zoning district. Such items include, but are not limited to, the following: appliances or interior furniture, housewares, exercise equipment, plumbing fixtures, irrespective of age or condition.

Section PM 302.10.1. Book sharing box exchanges. The establishment and maintenance of Little Free Libraries® and similar book sharing boxes intended for use as book exchanges, as suggested in the guidelines set forth by the non-profit organization “Little Free Library, Ltd.”, are expressly excluded from the prohibitions established by Section PM 302.10, and, as such, are allowed to be placed on private property, subject to the requirements set forth in subsections a. and b.

- a. Little Free Libraries® and similar book sharing boxes must securely protect their contents from rainfall and other weather hazards, be safely secured, e.g. to the ground or a wall, and be clearly marked in such a way to clearly indicate that the box is a book sharing box and part of a book exchange. Little Free Libraries and similar book exchange boxes may be placed on private property only by or with the permission of the property owner. Little Free Libraries® and book exchange boxes must be placed in well-lit and safe areas within eight (8) feet of a public street.
- b. By establishing a Little Free Library® or similar book exchange, the property owner is automatically establishing an easement for public access to the Little Free Library® or book exchange box. In addition, law enforcement officers shall be provided unfettered access to all Little Free Library® and similar book exchange boxes, when the circumstances so warrant.

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided in 9 *Del. C.* § 1156.

Adopted by County Council
of New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: A primary goal of this Ordinance is to promote access to books for all ages, especially youth, to increase the love of reading and to combat illiteracy in New Castle County. This Ordinance aims to accomplish these goals by amending Chapter 7 of the *New Castle County Code* to allow for neighborhood book exchanges, which are commonly referred to as little free libraries.

FISCAL NOTE: There is no discernable fiscal impact.



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Office of Engineering

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: June 8, 2021
SUBJECT: 2020 Work Plan (6.8.21)

Attached for the Board's review is a copy of the proposed work plan for 2021.

Attachments:
2021 Work Plan (6.8.21) (PDF)

Month	Agenda Topics
June	- Approval of the Purchase and Installation of a Replacement Plow Truck and Related Components from Lakeside International, LLC Milwaukee, Wisconsin, Universal Truck Equipment, Galesville, Wisconsin and Olson Trailer & Body, Green Bay, Wisconsin for a Total Cost of \$199,433 - Authorization of the City of Mequon's Notice of Intent to We Energies for the Relocation of Overhead Utilities within Town Center Tax Increment District No. 3 - Identification of Public Improvement Projects within Tax Increment District No. 3 for Design and Development Prior to April 15, 2023 - Policy Discussion Regarding the Regulation of Little Free Libraries
July	Resolution Approving the Acquisition of a Drainage Easement and the Award of a Contract to Replace a Failed Storm Sewer Culvert Across the Property at 9731 N. Courtland Drive for a Total Cost of \$34,625

Future Agenda Topics

- Review of Standard Specifications for Land Development, for update and specifically as it relates to regulations of berms
- Concrete driveway ordinance review
- Sidewalks on Wauwatosa Road
- Prioritization of Drainage CIP
- Review/reprioritization of Shorecliff drain tile CIP project
- Prioritization of culvert replacement associated with the Prairie View Lane drainage study
- Hawthorne Road
- EAB Update
- WisDOT Update (quarterly)
- Sidewalk Snow Removal Policy

2021 Completed Items:

- Contract Award for the Demolition of the City Owned Residential Structures at 11236 and 11242 North Cedarburg Road - Approval of the Lion's Club Special Event Agreement for Lion's Fest at Rotary Park - Extension of the 2020 Policy for Mequon Community Pool and Parks Operations Due to COVID-19 - Establishment a Template Memorandum of Understanding for Private Water Trusts Operating in the Public Right-of-Way - Approval of a Special Event Agreement for Annual Gathering on the Green Festivities Held During the Third Week of July in Rotary Park - Approval of an Annual Special Event Agreement for the Jewish Food Festival in August at Rotary Park - Award of the Reuter Pavilion Roof and Gutter Replacement Contract to Larson's Building Services of Mequon, Wisconsin in the Amount of \$28,660 - Notification to the Wisconsin Department of Transportation (WisDOT) of the City's Intent to Install an Eastbound Turn Lane on Mequon Road at its Intersection with Weston Drive, in Connection with the Ozaukee Inter-Urban Trail Crossing Improvement Project in the Town Center Neighborhood 2021 Road Program Contract Authorization - Repeal of the 2021 Policy for Mequon Community Pool and Parks Operations Due to COVID-19 and	- Authorization of City Staff to Exceed the Public Works Equipment Replacement Capital Account Balance by \$225,000 During 2021 for the Purchase of a New Loader Vehicle with Snowplow and Wing Attachments - Approval of the Purchase of a 2016 Dynapac CP142 9-Wheel Rubber Tire Roller from Centex Equipment Sales of Early, Texas for a Total Cost of \$39,000 - Award of the 2021 Crack Sealing Contract to Thunder Road of Genesee, Wisconsin in an Amount Not-to-Exceed \$181,000 - Award of the 2021 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, of Waunakee, Wisconsin, in an Amount Not-to-Exceed \$188,000 - Awarding of the 2021 Road Improvements Contract to Payne & Dolan of Jackson, Wisconsin, in the Amount of \$1,047,750 - Award of the Rotary Park Parking Lot Improvements Contract to Stark Pavement of Brookfield, Wisconsin in the Amount of \$487,000 - Authorization for the Execution of an Agreement with WE Energies for the Replacement of Street Lights in Phase I of the Mequon Business Park at a Cost of \$275,000 - Award of a Contract for HVAC Preventative Maintenance Services During the Period May 1, 2021 - April 30, 2022 to Dillett Mechanical Services, Waukesha, Wisconsin in the Amount of \$
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Establishment of the Mequon Community Pool and Parks Standard Operating Procedures Due to COVID-19

- Authorization of the Execution of an Amended State Municipal Agreement with the Wisconsin Department of Transportation for Design and Construction of the Highland Road Interchange and Subsequent Authorization for Execution of an Amendment to the Intergovernmental Agreement with Ozaukee County for the Same
- Approval of a Contract with SMB Landscape Contractors, Thiensville, Wisconsin for Baseball Field Management Services at Rennie and Schmit Fields During the 2021 Season in the Amount of \$15,500

- Award of a Three-Year Contract for Maintenance to Northern Exposure Landscaping, Inc., of Mequon, Wisconsin at an Annual Cost of \$25,000
- Award of a Contract for Ash Tree Removal Services to Wallace Tree and Landscape Inc. of Glendale, Wisconsin in the Amount of \$13,750
- Authorization an agreement with the Wisconsin Department of Transportation to purchase for a temporary limited easement at Katherine Kearney Carpenter Park for the I-43 North South Freeway Project.