



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-2934  
Fax: 262-242-9655

[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Public Works/Engineering  
Taped and Televised

**SEWER UTILITY DISTRICT COMMISSION**  
**Tuesday, March 11, 2025**  
**7:15 PM or immediately following the 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. February 11, 2025, Minutes
- 3) Resolutions  
**Action requested: review and recommend approval**
  - a. **RESOLUTION 4194** A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin for a Total Estimated Cost of \$455,000
  - b. **RESOLUTION 4195** A Resolution Establishing Financial Policy Statement 19: Sewer Credit Policy
- 4) Adjourn

*Dated: March 11, 2025*

*/s/ Andrew Nerbun, Mayor*

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

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

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



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**SEWER UTILITY DISTRICT COMMISSION**  
**Tuesday, February 11, 2025**  
**7:30 PM**  
**Christine Nuernberg Hall**

**Minutes**

1) Call to Order, Roll Call

Meeting was called to order at 7:30 PM.

**Present:**

Commissioner Andrew Nerbun  
 Commissioner Robert Strzelczyk  
 Commissioner Kelly Tolocko  
 Commissioner Dale Mayr  
 Commissioner Jeffrey Hansher  
 Commissioner Gregg Bach  
 Commissioner Peter Bratt  
 Commissioner William Gebhardt  
 Commissioner Brian Parrish -- **Excused**

Also present were City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Director of Public Works/City Engineering Lundeen, Administrative Assistant Schlereth, the press, and the interested public.

2) Approval of Meeting Minutes

a. December 10, 2024, Minutes

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

**MOVED BY:** Commissioner Hansher

**SECONDED BY:** Commissioner Strzelczyk

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Bratt, Gebhardt  
**NOT PRESENT:** Parrish

Attachment: 2.11.25 (10152 : February 11, 2025 Minutes)

## 3) Resolutions

**Action requested: review and recommend approval**

- a. **RESOLUTION 4181** A Resolution Approving the Purchase of a Replacement Pick-Up Truck and Related Components from Ewald Automotive Group, Oconomowoc, Wisconsin for a Total Estimated Cost of \$45,252

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

**MOVED BY:** Commissioner Mayr

**SECONDED BY:** Commissioner Hansher

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Bratt, Gebhardt

**NOT PRESENT:** Parrish

## 4) Adjourn

- a. Motion to Adjourn at 7:34 PM

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

**MOVED BY:** Commissioner Hansher

**SECONDED BY:** Commissioner Gebhardt

**AYES:** Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Bratt, Gebhardt

**NOT PRESENT:** Parrish

Respectfully Submitted,

*Ren Schlereth*  
Administrative Assistant



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Office of Sewer

**TO: Sewer Utility District Commission**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: March 11, 2025**  
**SUBJECT: RESOLUTION 4194 A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin for a Total Estimated Cost of \$455,000**

### **Background**

The Sewer Utility funds numerous capital accounts. The equipment replacement fund is a sinking fund for the replacement of sewer equipment. In the 2025 budget documents, staff prioritized replacement of the Superintendent and televising trucks for the sewer maintenance crew.

The annual budget process establishes total capital funding, and allocates those funds among the various accounts. The expenditure of those capital funds follows the City's procurement policy, generally requiring Sewer Utility Commission authorization.

### **Analysis**

In anticipation of the purchase of a replacement TV truck, the Sewer Utility District Commission recommended, and the Common Council approved the termination of the agreement for a joint TV truck with the Villages of Brown Deer and Shorewood. With that authorization, City staff is working with Shorewood staff to transfer title and insurance for that piece of equipment.

Sewer staff worked with several vendors to demonstrate different options for the truck and its associated televising equipment. Ultimately Sewer staff is recommending the purchase of an IBAK truck through the state contract. The IBAK truck is ideal for the Mequon Sewer Utility based upon the following:

#### *Camera*

- Only true HD camera available on the market. IBAK uses fiber optic, all other manufacturers use coax copper cable. Picture quality is the best.
- Camera is pressured with compressed air. This saves the Utility cost on the nitrogen bottles to fill competitors' cameras/tractors.
- Alarm system for the pressurized system that cannot be turned off. This will save the camera and avoid operator error.
- The camera head can be used with the push camera. This saves the Utility about \$18,000 over purchasing a separate system.

*Tractor*

- More robust (heavier) than competitors' models by comparison. This weight will help prevent the camera from tipping over. Tipping was an issue with the previous camera.
- The tractors are versatile and can use multiple camera heads.

*Wheels*

- IBAK provides 20 sets of tires to accommodate all environments.

*Cable*

- Fiber optic 4K technology has been used by IBAK since 2018. Again, only fiber optic cable on the market.
- Winch is necessary for lower and raising the camera in the manhole. This winch will be safer for utility employees and will help with the longevity of the cable.
- IBAK provides 1,600' of cable as compared to 1,200' from competitors.
- Tractor has a rear dual swivel that helps keep the cable from breaking at the termination point.

*Software*

- IBAK has their own software. The utility is currently utilizing 3rd party software and support has been difficult.
- The IBAK software will integrate with the City's GIS to help ensure accuracy, and thus lessen the chances of operator error.

*Service*

- Envirotech is located in Lannon, Wisconsin. This is the closest location for service over any of the competitors.
- Envirotech offers free service classes so Utility/Fleet staff can handle some easier repairs in house.

Sewer staff contacted references to get their opinion on the IBAK system and their relationship with Envirotech. All reviews were favorable.

**Fiscal Impact**

The FY2025 budget included the following anticipated expenses for the TV truck and CCTV equipment (total budget \$415,000):

- CCTV Truck and Camera: \$300,000
- New Push Camera: \$15,000
- Lateral Camera: \$100,000

IBAK provided a quote for \$451,635 and staff anticipates an additional \$3,000 (approximate) for logo and identification for a total estimated cost of \$455,000. While the estimate is more than anticipated when the budget was drafted last fall, staff advocates for the purchase to address many outstanding operational deficiencies. This piece of equipment is unique both in its configuration and operation, making it a valuable investment in the future of the Sewer Utility. Staff reviewed each piece with due diligence and recommends this specific configuration of

equipment.

Notably, in recent years the Sewer Utility has transferred undesignated cash reserves to the capital fund due to fiscally conservative management of the budget. There is sufficient funding in the equipment replacement capital account to accommodate this purchase, and the anticipated overage of nearly \$40,000 that is beyond the estimate included in the Utility's 2025 budget.

**Recommendation**

A recommendation is forthcoming from the Sewer Utility District Commission, March 11, 2025.

Attachments:

IBAK Quote for Televising Truck (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4194

A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin for a Total Estimated Cost of \$455,000

**RECITALS**

- A. The City of Mequon Sewer Utility equipment replacement program includes replacing televising truck #625.
- B. The Department of Public Works' Fleet Division solicited pricing for replacement trucks through the state contract.
- C. The bids were reviewed by staff for compliance with specified requirements.
- D. Adequate funds are available for all of the components of the truck replacement in the Sewer Equipment Replacement Fund, Account #610669 740005.
- E. The Sewer Utility District Commission, at its meeting on March 11, 2025, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the purchase with Envirotech Equipment of Lannon, Wisconsin, plus applicable identification and striping in the form attached hereto is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 11, 2025.

\_\_\_\_\_  
Caroline Fochs, City Clerk



19750 Edgewood Dr  
 Lannon, WI 53046  
 T: 800-381-9134  
 F: 262-264-0725  
 E: support@envirotechequipment.net

Quote No. **25-0024903**

3.a.a

Date: 1/22/2025

Terms: Net 30

Delivery: Our Truck

FOB:

**Customer**

City of Mequon  
 Attn: Jeremy  
 11333 N Cedarburg Rd  
 Mequon, WI 53092

Item	Ordered	Description	Price	Total
IBAK Truck W/Chassis	1	IBAK HD System Mounted in a E450 Gas Chassis with 14' box to Include the follow Equipment : Sourcewell Pricing (1) Retrus HD Back Eye Camera for HD System (1) Pressure Test Set (1) T66.1 HD Camera Tractor for 4" and Larger with 4" , 6" and 8" wheelset (1) Camera Connection for Orion 3 solid front connector (1) T66.1 HD Electric Lift Hd for HD Cameras (1) Set of Carbide Wheels for 8" and up (1) Set of Wheels for 12" and up with cradle (1) BS7- 10 Control for Camera and tractor functions 10" touch screen and 2 Joysticks (1) KW505 HD Synchronized power cable reel with 1640' of fiber Optic Cable (1) KW Reel foot -operated winch switch (1) 19" Industrial PC Rack mounted (3) 22" Monitors (1) IKAS Evolution Software and Support (1) Map Viewer - IKAS Evolution (1) Map Editor - IKAS Evolution (1) Map Route Assistant - IKAS Evolution (1) Shape File Import/Export - IKAS Evolution (1) MEPS 6.3KW (1) Removable Cold Weather Strips (1) Slat Wall under cabinets- For customer provided bins (1) Alumunim spray can holder on end of cabinet (1) Stainless Counters (1) Rubber Floor (1) Power Side Entry Step- Single (1) Push camera holder behind office door in work area (1) Power Rear Canopy (1) Downhole Equipment (1) Minilite 3 HD Push System with 260' of HD Pushrod BP3 Controls Rugged Tablet, daylight readable Screen, 12" High-resolution touch-Screen docking Station, Orion 3 Zoom HD/SD adaptive Pan & Tilt Camera  IBAK - Outfitting Walk- thru Design with partition wall and door. Includes Roof AC, (2) Wall heaters, rear back-up camera, 12V LED lighting Carpeted wall in studio, heavy duty tool box, 14 gallon wash down system , LED safety lighting - Directional arrow board, Strobe light and LED Side Markers on box Includes Delivery and Training  Options	326,579.00	326,579.00

Attachment: IBAK Quote for Televising Truck (RESOLUTION 4194 : Sewer TV Truck Purchase)

**Providing Customer Satisfaction  
 Through Trusted Partnerships**

*Note: Any and all shipping and sales tax will be added to this invoice.*

\$451,635.0

Tax ()

\$451,635.00



19750 Edgewood Dr  
 Lannon, WI 53046  
 T: 800-381-9134  
 F: 262-264-0725  
 E: support@envirotechequipment.net

Quote No. **25-0024903** 3.a.a

Date: 1/22/2025  
 Terms: Net 30  
 Delivery: Our Truck  
 FOB:

**Customer**  
 City of Mequon  
 Attn: Jeremy  
 11333 N Cedarburg Rd  
 Mequon, WI 53092

Item	Ordered	Description	Price	Total
Optional Equipment	1	Load Levelers - Sourcewell Pricing	7,800.00	7,800.00
Optional Equipment	1	LISY HD Lateral Launch Package to Include the following equipment: Sourcewell Pricing (1) T76 HD Tractor for 6" and Larger Lines (1) HD Camera Base Module to T76 (1) 4,2 SD for HD Lateral Launch Package for 6"-12" (1) Set of quick change funnel system (1) Lateral pushrod drum with 500' of cable (1) HD LISYCam color observation camera (1) 120' Pushrod (1) LISY 3.1 lift Holster	116,256.00	116,256.00
Option Equipment	1	Stationary Office Chair	1,000.00	1,000.00

Attachment: IBAK Quote for Televising Truck (RESOLUTION 4194 : Sewer TV Truck Purchase)

**Providing Customer Satisfaction  
 Through Trusted Partnerships**

*Note: Any and all shipping and sales tax will be added to this invoice.*

Sub-total	\$451,635.00
Tax ()	0.00
<b>Total</b>	<b>\$451,635.00</b>



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Office of Sewer

**TO: Sewer Utility District Commission**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: March 11, 2025**  
**SUBJECT: RESOLUTION 4195 A Resolution Establishing Financial Policy Statement**  
**19: Sewer Credit Policy**

### **Background**

Two utility customers recently contacted the Finance Department requesting credits to sewer bills due to private water infrastructure failures. In each case, the water meter registered usage, but water did not enter the sanitary sewer system. Each requested credits to their utility bills.

Typically, requests for utility bill credits are denied, but these requests had merit for consideration. To ensure equity in consideration and transparency in application, staff proposes the creation of a Sewer Credit Policy.

### **Analysis**

Mequon Sewer Utility customers are billed one of two ways. Residential, non-Water Utility customers are billed on a flat rate. Commercial, non-Water Utility and all other Water Utility customers are billed for sewer services using a volumetric rate, based upon metered water usage.

Currently, the only type of credit offered to Sewer Utility customers is an Irrigation Credit. The proposed Sewer Credit Policy memorializes the terms of that existing credit which acknowledges that water usage may be higher in the second and third quarters for irrigation or pool filling. Irrigation and pool filling are water usage that does not ultimately reach the sewer system, therefore a volumetric credit is provided for on the sewer bill.

The policy proposes consideration of a credit for water infrastructure failure that does not enter the sewer system. Water infrastructure failure that does enter the sewer system, for example a leaky faucet or running toilet, utilizes the Sewer Utility distribution system and results in sewerage treatment charges. Therefore as the Sewer Utility incurs charges, so should the utility rate payer. Water infrastructure failure that does not enter the sewer system, such as an underground leak or check valve failure on a private water system, does not ultimately enter the Mequon Sewer System and therefore does not incur charges, even though water usage was inaccurately registered.

The policy includes parameters for the applicability, application, process and calculation of a Sewer Credit. If adopted, it can be administered at a staff level without further approvals required of the Sewer Utility District Commission or Common Council.

Staff reviewed policies of several other Wisconsin municipalities and mirrored the language for

creation of the proposed Sewer Credit Policy, a copy of which is attached.

**Fiscal Impact**

If the metered water never enters the sanitary sewer system, there is no cost to the Sewer Utility and therefore no fiscal impact. As written, the utility customer would receive a credit which would apply to future quarterly bills. Therefore, the Utility would not need to refund revenue collected back to the customer.

**Recommendation**

A recommendation is forthcoming from the Sewer Utility District Commission on March 11, 2025.

Attachments:

City of Mequon Financial Policies - Policy Statement 19 (Sewer Credit Policy) (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4195

A Resolution Establishing Financial Policy Statement 19: Sewer Credit Policy

**RECITALS**

- A. In August 2024, the Common Council adopted updates to a series of Financial Policies that guide the City's financial operations.
- B. Subsequently, City staff proposes the addition of Policy 19: Sewer Credit Policy.
- C. The Sewer Utility District Commission, having reviewed the attached financial policy document, recommends to the Common Council that the policy contained herein be adopted and added to the City's suite of Financial Policies.
- D. The policy allows City staff to execute within the parameters defined in the policy, and further, administer requests for Sewer Credits per the terms of the policy.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that City of Mequon Financial Policy Statement 19: Sewer Credit Policy, in the form as attached, is adopted and implemented for use until further amended.

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on March 11, 2025.

\_\_\_\_\_  
Caroline Fochs, City Clerk

## **POLICY STATEMENT 19 SEWER CREDIT POLICY**

The Sewer Credit Policy is intended to address instances where high use utility bills are caused by water usage that was registered by the water meter but that did not enter the sanitary sewer system. It is the responsibility of the customer to ensure that all plumbing, fixtures and appliances in their building are maintained in sufficient operating condition.

The City of Mequon will consider sewer credits on a case-by-case basis. Sewage credits will be awarded in the form of a credit applied to the affected sewer customer's account. The City will only go back a maximum of one year when issuing a credit. Refunds by check will not be made after the sale of a property and new owners are listed on the deed.

No sewer credits will be approved for leaks inside a residence if the leaked water entered into the sewer system via inside floor drain. Any credit for indoor water leaks will only be approved if the customer can prove the water did not enter the sewer system.

All water that passes through the water meter must be paid for; therefore credits will only be considered on the sewer use portion of the utility bill.

### **Applicability**

The Mequon Sewer Utility automatically offers an Irrigation Credit during the second and third quarters within the annual billing cycle. The Irrigation Credit is limited to the higher of the first quarter water usage or 14,000 gallons. This policy of the Mequon Sewer Utility is not intended to conflate the potential Irrigation Credit offered or for irrigation usage outside of those billing cycles. Pool filling is also captured within the Irrigation Credit. The only exception to this policy is for an ice rink filling during the winter months. One continuous fill is allowed per season, and the customer must supply the beginning and ending water meter readings to utilityclerk@cityofmequonwi.gov prior to the end of the calendar quarter.

The Mequon Sewer Utility may approve a sewer charge credit upon receipt of adequate evidence (as an example: visual evidence observed by the Utility Department or in pictures or video) that proves to the City, in its sole discretion, that water that entered the water meter on site was not discharged into the sanitary sewer system, subject to the application process set forth.

No credits for sewer use will be approved for any water if such water entered the sanitary sewer system via any fixture, appliance or drain including water resulting from frozen pipes and/or meter.

### **Application**

- The customer must request a utility charge credit in writing on a form provided by the City. The customer must include with their written request confirmation of a malfunctioning meter, or the evidence described under "Applicability".
- The customer must request a utility charge credit per this policy within 270 days of first receiving a high water and sewer bill that is the basis for the request. Such a bill is deemed received upon mailing by the City.
- A customer may only receive one such utility charge credit from the City in any three year

- period.
- An **Application for Sewer Credit** form must be completed in full in order to be considered for a sewer credit.

**Process**

The City and the Mequon Sewer Utility reserve the right to deny any request that it deems to not meet the applicability criteria listed above. Customers must be current on their utility bills at time of credit request submittal to be eligible for a sewer credit.

Sewer credits must be greater than \$5, and will be applied to the customer's sewer account. Sewer credits will not be refunded to customers as cash.

**Calculation of Sewer Credit**

The eligible sewer credit will be calculated by subtracting the average water usage for the previous Quarters 1 & 4 that did not encompass the leak, from the quarter(s) for which the sewer credit is being applied for. If a customer does not have a history of accurate verified water reads, estimated readings cannot be used to calculate sewer credits and the customer is not therefore eligible for credit.



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utilityclerk@cityofmequonwi.gov  
Mequon Sewer Utility

**APPLICATION FOR SEWER CREDIT**

NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT: HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

UTILITY BILL IN QUESTION (indicate billing date or #): \_\_\_\_\_

CAUSE OF INACCURATE WATER METER READING (attach documentation): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE ISSUE IDENTIFIED: \_\_\_\_\_

DATE ISSUE REMEDIED: \_\_\_\_\_

HAVE ANY UTILITY CREDITS BEEN GIVEN IN THE PAST 3 YEARS: YES NO

VISUAL EVIDENCE PROVIDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I acknowledge that the information provided above is true and correct to the best of my knowledge. I have read and understand the City of Mequon’s Sewer Credit policy. Understanding that I am not eligible for another leak credit until 3 years from the granting of this credit, I still wish to make this application for a credit. If this is a rental the owner must also sign that he/she is aware no further adjustment for a water leak will be granted for a period of 3 years.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Attachment: City of Mequon Financial Policies - Policy Statement 19 (Sewer Credit Policy) (RESOLUTION 4195 : Sewer Utility Policy: Sewer