



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2914
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of the City Clerk
Taped and Televised

COMMON COUNCIL
Regular Meeting
Tuesday, January 13, 2026
7:30 PM
Christine Nuernberg Hall

Agenda

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Public Hearings: None

5) Personal Appearances and Public Comment:

Citizens wishing to address the Council on any matter **not** on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. Please speak into the microphone at the podium. The time limitation is **FIVE** minutes. **To speak or to have your opinion recorded, please complete a registration slip found on the table in the lobby and return it to the bin in the Council Chambers.**

6) Public Officials' Reports:

- a) Mayor
- b) City Administrator

7) Consent Agenda:

- a) Architectural Board meeting minutes of November 10, 2025
- b) Board of Appeals meeting minutes of August 7, 2025
- c) Common Council meeting minutes of December 9, 2025
- d) Finance-Personnel Committee meeting minutes of November 11, 2025
- e) Joint Mequon-Thiensville Bike & Pedestrian Way Commission meeting minutes of October 29, 2025
- f) Joint Review Board meeting minutes of November 19, 2024
- g) Public Safety Committee meeting minutes of September 9, 2025
- h) Public Welfare Committee meeting minutes of November 11, 2025
- i) Public Works Committee meeting minutes of November 11, 2025

8) Ordinances:

- a) **ORDINANCE 2025-1688** - An Ordinance to Approving an Agreement for Operation of the Mid-Moraine Municipal Court, Per § 66.0301 of the Wisconsin Statutes; **Recommended by**

Public Welfare Committee November 11, 2025; First Reading at Common Council November 11, 2025.

9) Resolutions:

- a) **RESOLUTION 4252** - A Resolution Approving an Agreement for General Legal Services During Fiscal Years 2026 and 2027 with Stafford Rosenbaum, LLP, of Madison, Wisconsin; **Recommendation Forthcoming by Finance-Personnel Committee January 13, 2026.**
- b) **RESOLUTION 4253** - A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.; **Recommendation Forthcoming by Finance-Personnel Committee January 13, 2026.**
- c) **RESOLUTION 4254** - A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026, Related to Fees Charged to Peddlers, Transient Merchants and Solicitors Licenses; **Recommendation Forthcoming by Finance-Personnel Committee January 13, 2026.**
- d) **RESOLUTION 4255** - A Resolution Consolidating the Pieper Power Education Center Polling Site and the Weyenberg Library Polling Site into One Location at Mequon City Hall for the February 17, 2026 Primary Election; **Recommendation Forthcoming by Public Welfare Committee January 13, 2026.**
- e) **RESOLUTION 4256** - A Resolution Authorizing Termination of the City's Existing Contract for Cleaning Services at City Hall, the Public Works Facility and the Public Safety Building with EC Wisconsin of Waukesha, Wisconsin, and Award of the Contract to Vanguard Cleaning Systems of Wauwatosa, Wisconsin for the Period March 1, 2026 - December 31, 2027; **Recommendation Forthcoming by Public Works Committee January 13, 2026.**

10) Specified Unfinished Business From Prior Meetings: None.

11) Specified New Business: None.

12) Potential Closed Session: Acquisition of Property Rights Related to the Relocation of Lift Station E to 2010 W. Ranch Road. The Common Council may convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and then may reconvene into open session to take such action as deemed appropriate.

13) Adjourn

Dated: January 13, 2026

/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 Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM



11333 N. Cedarburg Road
Mequon, Wisconsin 53092
Phone: (262) 236-2924
Fax: (262) 242-9818

www.cityofmequonwi.gov

INSPECTION DIVISION

ARCHITECTURAL BOARD MINUTES
Monday, November 10, 2025
6:00 PM
City Hall – Christine Nuernburg Hall

Minutes

1. Call to Order, Roll Call:

Present: Chairman Scott Reed

Members at Large: Paul Apfelbach, Michael Wade, Curtis Helm, Janet Ehn,
Ann Scherzinger

Architectural Board Liaison: Greg Golden

2. Meeting Minutes

Minutes from October 13, 2025, meeting were approved by District Representative Janet Ehn and seconded by District Representative Michael Wade. Vice-Chairman Paul Apfelbach abstained from the vote.

Minutes passed unanimously.

3. Application Submittals:

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 8 6:00 pm	Shed	Eric & Margaret Miller 616 E. Circle Road Subd: Lake Michigan Estates	Contractor: Auchter Construction Architect: Jeremy Hartline Arch.
<p>Moved to Tabled: <u>Reed</u></p> <p>Seconded by: <u>Apfelbach</u></p> <p>Tabled: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans tabled for redraw; stone to wrap at ends, siding and roof to be more consistent with house in style and materials.</p>				
2)	Dist. 1 6:10 pm	New Single-Family Residence	Joe & Ceci Bassindale 10950 W. Donges Bay Road Subd: N/A	Contractor: Owner Architect: Drexel
<p>Moved to Approve: <u>Ehn</u></p> <p>Seconded by: <u>Apfelbach</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted.</p>				
3)	Dist. 1 6:15 pm	New Single-Family Residence	Michael & Lisa Stella 12017 W. Mequon Road Subd: N/A	Contractor: KNL Trinity Homes Architect: Maddcadder
<p>Moved to Approve: <u>Ehn</u></p> <p>Seconded by: <u>Apfelbach</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted with the following conditions:</p> <ol style="list-style-type: none"> 1. Lower-level windows on left elevation should be framed for consistency. 2. Add window to garage on left elevation that matches the window on the right elevation. 3. Shingle gables on left, right and rear elevations to match the shingled gable on front elevation. 4. The Board strongly suggest that this home favors natural materials verses vinyl siding. 				

4)	Dist. 1 6:20 pm	Stable Remodel	Hawthorne 2000P LLC 10475 W. Hawthorne Road Subd: N/A	Contractor: Kahle Builders LLC Architect: Kahle Builders LLC
<p>Moved to Approve: <u>Apfelbach</u></p> <p>Seconded by: <u>Wade</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted.</p>				

5)	Dist. 3 6:30 pm	New Single-Family Residence	Veridian Homes LLC 8255 W. Bluebird Court Subd: The Enclave	Contractor: Veridian Homes LLC Architect: Veridian Homes LLC
<p>Moved to Approve: <u>Ehn</u></p> <p>Seconded by: <u>Scherzinger</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted with the following conditions:</p> <ol style="list-style-type: none"> 1. On right elevation remove Board and Batton and replace with horizontal siding (left of single garage door). 2. On front elevation vertical Board and Batton to end at trim board, do not wrap. 				

6)	Dist. 5 6:35 pm	New Single-Family Residence	Allan Builders 1342 W. Falcon Drive Subd: Highland Meadows	Contractor: Allan Builders Subd: David Pluim
<p>Moved to Approve: <u>Reed</u></p> <p>Seconded by: <u>Ehn</u></p> <p>Approved: <u>Yes</u></p> <p>Vote: <u>Unanimous</u></p> <p>Conditions: Plans approved as submitted with the condition that a window is added to the left elevation, second-floor, outside edge to complement right elevation (bedroom #3).</p>				

4. **Motion to Adjourn**

District Representative Michael Wade made a motion to adjourn the meeting.
Vice-Chairman Paul Apfelbach seconded the motion.

A vote was taken; vote pass unanimously.
Meeting adjourned at 6:45 p.m.



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2914
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of the City Clerk

BOARD OF APPEALS
Thursday, August 7, 2025
6:00 PM
Tolzman Community Room
Frank L. Weyenberg Library
11345 N. Cedarburg Road

Minutes

1) Call to Order

Present:

- Vice Chair James Wawrzyn
- Board Member Steve Helfer
- Board Member Ramona Larson
- Board Member Scott Reigle
- Board Member Allison Korger
- Chair Kathleen Massey -- **Excused**

2) Approve meeting minutes of June 5, 2025

Motion to approve the meeting minutes of June 5, 2025

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Helfer
SECONDED BY: Vice Chair Wawrzyn

AYES: Wawrzyn, Helfer, Larson, Reigle, Korger
--

Vice-Chair Wawrzyn explained the guidelines for the Board of Appeals as well as the process for the meeting. All parties planning to appear before the Board of Appeals were sworn.

- Thomas Essman 11444 N. Buntrock Ave.
- Karen Davis 11452 N. Buntrock Ave.
- Daniela Solomon 11440 N. Buntrock Ave.
- Julia Garcia 3887 E. High St. Oak Creek, WI
- Chuck Gabert 10027 Camelot Dr., Mount Pleasant, WI
- Greg Golden 11333 N. Cedarburg Rd.

3) Hear evidence concerning; debate, deliberate and decide the request of:

- a) Applicant:** Thomas Essman
- b) Owners:** Thomas & Kaitlyn Essman
- c) Appeal:** Opportunity will be given to all interested in being heard concerning the request for variances to Mequon Code Sec 58-249 (side yard offset of 15 feet and 15% maximum lot coverage) to build an attached garage with second floor living space at 11444 N. Buntrock Ave.

Building Inspections Supervisor Greg Golden spoke on behalf of the City of Mequon. He explained that the applicant is requesting two separate variances: side yard offset of less than 15 feet and maximum coverage of 15%. The property owner is requesting an offset of 10 feet 4 inches and a maximum of 19.8% lot coverage.

The appellant cited three nearby properties he believes violate offset requirements. Supervisor Golden reviewed these properties and found that 11440 N Buntrock meets the offsets, 11430 N Buntrock was granted variance in 1947 when it was built, and 6408 N Division was granted a variance in 1985. Applicant believes the narrowness of the lot creates hardship; however, the City already allows for a reduced side yard offset to account for that lot size.

Staff recommends denial of the side yard variance due to lack of hardship. Another option would be for the applicant to reach an agreement with the homeowner of 11452 N Buntrock to reduce the offset of the adjoining property with a deed restriction.

In regards to the second variance related to the maximum lot size variance, Staff recommends granting the variance provided the applicant submits a revised application that complies with the offsets.

Mr. Essman began his testimony by stating that they have an older home and a growing family. The garage is in disrepair, and the proposed location would provide the best access into a new garage entrance due to the layout of the driveway.

Members of the public were invited to provide their comments. Karen Davis is a neighbor to the north of the Essmans, and she expressed her concerns that the addition would block natural sunlight. She has worked to improve the landscaping of her own yard and is opposed to the addition as she feels it will negatively affect her property.

Daniela Solomon said she is not opposed to a new structure, but she is concerned about the potential for added noise from the garage. She hopes the new space is just for parking their vehicles and not other loud activities.

Vice Chair Wawrzyn asked if there were any issues with the grading around the Essman property that would be a factor in their requested variance. Supervisor Golden said this property did not have any such issues. The City created offsets and setbacks long ago to provide boundaries and fire separation between buildings. They can also help prevent safety issues and promote green spaces. The maximum lot coverage was created to ensure houses have more of a suburban setting rather than an urban setting.

Board Member Helfer asked if the project was located to the south, could the Essmans make a turn into the garage from the driveway. Mr. Essman said they had to do a few drawings and tried to find the best option. It would have take a lot of maneuvering of a vehicle to get it into the garage from that angle. The Essmans also tried to decrease the side of the garage/addition but modern vehicles need more space to fit into a garage.

Vice Chair Wawrzyn asked if they did consider the options proposed by the City to reduce the overall size. The Essmans felt it was too challenging to go from a 26-foot-deep garage to a 19-foot. They had not discussed a deed restriction with their neighbor as they were pursuing this variance option first.

Chuck Gabert just wanted to note that the sun goes east to west; therefore, the proposed addition should not impact the lighting in the neighbor's yard.

Hearing no objection, Vice Chair Wawrzyn closed the public portion of the hearing. The Board discussed the need to vote on each requested variance separately. The first request is for a variance to the side yard offset of 15 feet.

Motion to deny the variance requested for a 10 foot 4 inch side yard offset.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Helfer
SECONDED BY: Vice Chair Wawrzyn

AYES: Wawrzyn, Helfer, Larson, Reigle, Korger

The second variance relates to the 20% maximum lot coverage percentage (or the percentage of a property covered by buildings and structures). City Staff would support granting the variance for maximum lot coverage provided the Essmans submit a revised application that complies with the required offsets.

Motion to grant the variance for maximum lot coverage.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Reigle
SECONDED BY: Board Member Korger

AYES: Wawrzyn, Helfer, Larson, Reigle, Korger

Hear evidence concerning; debate, deliberate and decide the request of:

- a) **Applicant:** Jim Schreiner
- b) **Owners:** Jim & Lauren Schreiner
- c) **Appeal:** Opportunity will be given to all interested in being heard concerning the petition by Jim and Lauren Schreiner for an administrative appeal of a building permit denial for a sunroom located at 2633 W. Lake Isle Dr.

The City of Mequon withdrew its objection of the Schreiner’s building permit. The next step will be for Schreiners to get scheduled and appear before the Architectural Review Board.

4) Adjourn

Motion to adjourn at 6:45 PM.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Helfer
SECONDED BY: Board Member Reigle

AYES: Wawrzyn, Helfer, Larson, Reigle, Korger

Respectfully Submitted,
Beth Kong
Deputy Clerk



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

www.cityofmequonwi.gov

Office of the City Clerk
Taped and Televised

COMMON COUNCIL
Regular Meeting
Tuesday, December 9, 2025 - 7:30 PM
Christine Nuernberg Hall

Minutes

1) Call to Order

The meeting was called to order by Mayor Nerbun at 7:30 p.m.

2) Pledge of Allegiance

3) Roll Call

Present: Mayor Nerbun, Alderman Strzelczyk, Alderman Tolocko, Alderman Mayr, Alderman Hansher, Alderman Bach - (Remote), Alderman Parrish, Alderman Bratt, Alderman Gebhardt

Also Present: City Administrator Jones, Assistant City Administrator Wolff, City Attorney Sajdak, City Clerk Fochs, Director of Public Works / City Engineer Lundeen, Assistant City Engineer McGraw, Police Chief Riley, Fire Chief Bialk, Finance Director Arnett, Director of Community Development Tollefson, Executive Assistant Kong, press and interested public.

4) Public Hearing(s)

- a) **ORDINANCE 2025-1686** - An Ordinance Approving the Rezoning of Properties Located at 11030, 11020 and 10950 North Buntrock Avenue, 11027 North Weston Drive and the Property Immediately to the South from Town Center (TC) to Town Center (TC) with a Planned Unit Development (PUD), in Connection with a Planned Residential Development Consisting of Fifty-Eight (58) Row House-Style Dwelling Units, a Mixed-Use Commercial Building and Associated Open Space

MOTION:	Motion to open public hearing for Ordinance 2025-1686
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Jeffrey Hansher
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt

NAYS:	None
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to close public hearing for Ordinance 2025-1686
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to approve Ordinance 2025-1686
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Jeffrey Hansher
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- b) **ORDINANCE 2025-1687** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Allowing Two-Family Residential Cluster Developments as a Conditional Use within the City's Neighborhood Commercial (NC) Zoning District

MOTION:	Motion to open public hearing for Ordinance 2025-1687
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Jeffrey Hansher
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to close public hearing for Ordinance 2025-1687
MOVER:	Alderman Brian Parrish
SECONDER:	Alderman Peter Bratt
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

MOTION:	Motion to approve Ordinance 2025-1687
MOVER:	Alderman Jeffrey Hansher
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Alderman Gregg Bach, Alderman Peter Bratt, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	Alderman Dale Mayr (Recused)
RESULT:	Approved by Roll Call Vote

5) Personal Appearances and Public Comment:

Citizens wishing to address the Council on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when the item is considered on the agenda. Please speak into the microphone at the podium. The time limit is FIVE minutes. To speak or to have your opinion recorded, please complete a registration slip found on the table in the lobby and return it to the bin in the Council Chambers.

Rosemary O'Byrne of 1434 West Westport Circle petitioned the Council to allow a "creche" to be set up during the Christmas season in front of City Hall.

6) Public Officials' Reports

a) Mayor

1) Mayoral Proclamation Recognizing Tina Schwantes as Executive Director of the Mequon-Thiensville Chamber of Commerce

b) City Administrator

City Administrator Jones said that nomination papers are available for the three Aldermanic

seats that are up for re-election this year in districts 2, 3 and 5. The filing deadline is January 6, 2026. Property tax bills have been mailed out and can be paid in person and online.

7) Consent Agenda

- a) Architectural Board meeting minutes of October 13, 2025
- b) Common Council meeting minutes of November 11, 2025
- c) Festivals Committee meeting minutes of October 27, 2025
- d) Finance-Personnel Committee meeting minutes of October 14, 2025
- e) Planning Commission meeting minutes of October 27, 2025
- f) Public Safety Committee meeting minutes of September 9, 2025
- g) Public Works Committee meeting minutes of October 14, 2025
- h) **RESOLUTION 4244** - A Resolution Approving a Development Agreement Related to Necessary Infrastructure and Improvements for Riverland Meadows, a Single-Family Residential Subdivision Consisting of 12 Lots Located at 4001 W. Pioneer Road

MOTION:	Motion to approve all Consent Agenda Items
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

8) Ordinances: None.

9) Resolutions

- a) **RESOLUTION 4243** - A Resolution Approving the Final Plat for Swan Ridge Farms - Phase II, a Forty-Two (42) Lot Single-Family Subdivision within a Development Totalling Eighty-Three (83) Lots Located Immediately South and West of 10129 North Swan Road

Residents in the area of Swan Ridge spoke regarding water issues they have experienced in their subdivision. Jane Chevaco, Bob Quick and Tim Spears shared the flooding that has happened in their homes over the years. They asked how the City would help resolve these issues as this new

subdivision was constructed. Assistant City Engineer McGraw addressed the concerns citing some of the construction/mitigation that has already been completed as well as how the final grading of the project will also help to address those water issues. The homeowner's association also has some maintenance issues related to the retention pond that can be addressed to also help curb the issues with water. Additional vegetation will help and the water levels are monitored on a monthly basis to continue meeting the set standards available. The City is aware of a culvert that needs to be reviewed to ensure it is sized properly.

MOTION:	Motion to approve Resolution 4243
MOVER:	Alderman Brian Parrish
SECONDER:	Alderman Kelly Tolocko
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman William Gebhardt
NAYS:	Alderman Robert Strzelczyk
RESULT:	Approved by Roll Call Vote 7:1

- b) **RESOLUTION 4245** - A Resolution Approving Three (3) Letters of Engagement for the Completion of Statutorily-Required Audits of Tax Increment Financing Districts #3, #4 & #5 with Baker Tilly US, LLP, Milwaukee, Wisconsin in a Total Amount Not-To-Exceed \$57,500

MOTION:	Motion to approve Resolution 4245
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman William Gebhardt
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- c) **RESOLUTION 4246** - A Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2026 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$311,008

MOTION:	Motion to approve Resolution 4246
MOVER:	Alderman William Gebhardt
SECONDER:	Alderman Dale Mayr

AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- d) **RESOLUTION 4247** - A Resolution Adopting the City of Mequon's Annual Fee Schedule for Fiscal Year 2026

The Fee Schedule can be adjusted at any time and will have further consideration at the meetings on January 13, 2026.

MOTION:	Motion to approve Resolution 4247
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

- e) **RESOLUTION 4248** - A Resolution Authorizing a Second Amendment to the State/Municipal Financial Agreement (SMFA) with the Wisconsin Department of Transportation for Mequon Road, to Include Green Crosswalk Re-Painting at the Ozaukee Interurban Trail

MOTION:	Motion to approve Resolution 4248
MOVER:	Alderman Jeffrey Hansher
SECONDER:	Alderman Kelly Tolocko
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- f) **RESOLUTION 4249** - A Resolution Supporting the Application for a Transportation Alternatives Program (TAP) Grant through the Wisconsin Department of

Transportation (WisDOT) for Planning and Design of Sidepaths Along Portions of Donges Bay and Range Line Roads

MOTION:	Motion to approve Resolution 4249
MOVER:	Alderman Jeffrey Hansher
SECONDER:	Alderman Peter Bratt
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- g) **RESOLUTION 4250** - A Resolution Authorizing the Acquisition of One (1) Dodge Durango Sport Utility Vehicle from Ewald Automotive Group, Hartford, Wisconsin, and the Procurement and Installation of Related Equipment from Taft Outfitting, Oshkosh, Wisconsin for a Total Cost Not to Exceed \$47,741

MOTION:	Motion to approve Resolution 4250
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Roll Call Vote

- h) **RESOLUTION 4251** - A Resolution Approving a Change to the Southern Ozaukee Fire and EMS Department's Capital Improvement Program to Authorize the Purchase of One (1) Ambulance from American Response Vehicles of Columbia, Missouri for \$333,110

MOTION:	Motion to approve Resolution 4251
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman Jeffrey Hansher
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt

NAYS:	None
RESULT:	Approved by Roll Call Vote

10) Specified Unfinished Business from Prior Meetings

11) Specified New Business

- a) Appointment of Election Inspectors for the Period of January 1, 2026 - December 31, 2027
- b) Mid-Moraine Municipal Court Administrative Committee Representative
Appointment: Jessica Wolff

MOTION:	Motion to approve both New Business Items
MOVER:	Alderman William Gebhardt
SECONDER:	Alderman Dale Mayr
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Approved by Voice Acclamation

12) Potential Closed Session

- a) Personnel Evaluation of City Administrator: The Common Council may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c), Wisconsin State Statutes, considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then may reconvene into open session to take such action as deemed appropriate.

MOTION:	Motion to enter into closed session at 8:23 p.m.
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman Brian Parrish
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt, Mayor Nerbun
NAYS:	None

RESULT:	Approved by Roll Call Vote
----------------	----------------------------

13) Adjourn

MOTION:	Motion to adjourn at 9:20 p.m. following Closed Session
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman Jeffrey Hansher
AYES:	Alderman Kelly Tolocko, Alderman Jeffrey Hansher, Alderman Brian Parrish, Board Member Gregg Bach, Alderman Peter Bratt, Alderman Dale Mayr, Alderman Robert Strzelczyk, Alderman William Gebhardt
NAYS:	None
RESULT:	Passed

Respectfully Submitted,
 Beth Kong, Executive Assistant - Communications



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

www.cityofmequonwi.gov

Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, November 11, 2025
5:45 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney and Les Ahrens, City Assessor.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of October 14, 2025

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
--

3) License Applications

a. November, 2025 Licenses

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
--

4) Vouchers Paid

a. October 2025 Vouchers Paid List

A Committee member asked what the "Police seized assets" category was. Staff responded to the inquiry.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
--

5) Resolutions

- a. **RESOLUTION 4242** A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy

Finance Director Arnett shared the background of this resolution, while Administrator Jones and Attorney Sajdak added some commentary as well.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
--

- b. **RESOLUTION 4241** A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026

Administrator Jones briefed the Committee on the proposed 2026 compensation plan for non-represented employees. The basis of this plan stems from the Classification and Compensation Study that was completed in 2022. In addition to the proposed compensation plan, three positions are recommended to move from Pay Grade 3 to Pay Grade 4, beginning next year.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Parrish, Strzelczyk
--

- c. **RESOLUTION 4240** A Resolution Approving a Contract for Property Assessment Services During Fiscal Years 2026-2030 with Catalis Tax & CAMA, Inc., Alpharetta, Georgia, in an Amount Not-to-Exceed \$800,000

Finance Director Arnett presented the FY2026-FY2030 Assessment Contract with Catalis Tax & CAMA, Inc. This contract represents a zero percent increase from the current contract, which is set to expire at the end of FY2025. Les Ahrens, City Assessor, attended the meeting to answer any questions. A question was asked whether the new Land Management System would integrate with Market Drive (Assessment software program) so that digital property sketches would be available to the public online. Administrator Jones said that staff can look into that after the initial implementation of the Land Management System.

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

MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk
--

6) Discussion Items

a. 2025 YTD Budget Report as of September 30, 2025

Assistant Finance Director Keyser reviewed the Q3 General Fund Budget Report with Committee members.

b. Cash & Investment Report as of September 30, 2025

Assistant Finance Director Keyser shared the various revenues and expenditures that took place during Q3, as well as noted how much bank account interest and investment revenue was booked.

c. Finance - Personnel Work Plan

Administrator Jones explained what agenda items are coming in December.

7) Adjourn

A motion to adjourn was made at 6:25 PM by Alderman Gebhardt, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director



11333 N. Cedarburg Road
Mequon, WI 53092

Phone: 262-236-2934



www.cityofmequonwi.gov

Public Works Department

**Joint Mequon-Thiensville Bike and Pedestrian Way
Commission Thursday, October 29, 2025
9:00 AM
North Conference Room**

Minutes

1. Call to Order, Roll Call

Present:

Chair Kenneth Maciolek
Vice Chair Jim Doornek
Commissioner Ron Heinritz
Commissioner Rob Holyoke
Commissioner Clint Sergi
Commissioner Kristin Wade
Alderman Gregg Bach

Assistant City Engineer McCraw, Administrative Assistant Hoeft and
Community Development Director Tollefson were also present

The meeting was called to order at 9:00 a.m.

2. Approval of Meeting Minutes of October 9, 2025

Action

Commissioner Heinritz made a motion to approve the minutes
Commissioner Doornek seconded the motion

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Heinritz

SECONDED BY: Commissioner Doornek

AYES: Maciolek, Doornek, Heinritz, Holyoke, Sergi, Wade, Bach

3. Resident Communications

Citizens wishing to address the Commission on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limitation is FIVE minutes. Please state your name and address.

Mike Dane, a resident who resides at 124 E Mequon Road, addressed his concerns to the commission regarding the Lake Shore Drive and Mequon Road Design Alternatives. Mr. Dane was against Alternative 1 and in favor of Alternative 2.

4. Mequon Commons Concept Plans

Community Development Director Tollefson attended and spoke on the planning process for the Mequon Commons Concept plans. Director Tollefson was in attendance to listen to the Commission's comments and advance them to the Common Council at the November 11th meeting.

5. Lake Shore Drive and Mequon Road Design Alternative Recommendation

Assistant City Engineer McCraw shared with the Commission the feedback that was received from Mequon residents from the PIM meeting that was held on October 22nd. The findings will be brought to Common Council at the November 11th meeting. The Commission voted to recommend Alternative #2 to Council at the November 11th meeting.

Action: Roll Call Vote

RESULT: Approved by Voice Acclamation

AYES: Maciolek, Doornek, Holyoke, Sergi, Wade, Bach

NAYES: Heinritz

6. M-T Bikeway Master Plan Project Prioritization List Finalization

The Commission agreed that they are all in favor of the current priority projects as listed. Assistant City Engineer McCraw added Mequon Road to #3 on the Priority List. Assistant City Engineer McCraw discussed a section of item #6 on the priority list as a good opportunity for a possible Transportation Alternatives Program (TAP)-Safe Routes To School (SRTS) Grant. The Commission and Assistant City Engineer McCraw agreed that the portion of Range Line Road (Mequon Road to Donges Bay Road) and Donges Bay Road (Range Line Road to Port Washington Road) makes the best application for SRTS selection criteria with multiple schools within the project limits.

7. Other Business

No November meeting. Meeting was moved to October 29 to accommodate presenting at the Committee of the Whole Meeting on November 11th.

8. Adjourn

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Holyoke

SECONDED BY: Alderman Bach

AYES: Maciolek, Doornek, Heinritz, Holyoke, Sergi, Wade, Bach
--

Respectfully Submitted,
Kristine Hoelt

JOINT MEQUON-THIENSVILLE BIKE AND PEDESTRIAN WAY COMMISSION
MINUTES – October 29, 2025, Page 2 of 2



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

www.cityofmequonwi.gov

JOINT REVIEW BOARD
Tuesday, November 19, 2024
10:30 AM
North Conference Room
Minutes

1) Call to Order

Present:

Chair Andrew Nerbun
Board Member Chad Noel
Board Member Timothy Carr
Board Member Patrick Foy
Board Member Sarah Viera
Board Member Vicki Martin -- **Absent**
Board Member Matthew Joynt -- **Absent**
Board Member Lee Schienvogt -- **Absent**

Also Present: City Administrator Jones, Community Development Director Tollefson, Finance Director Engroff, Ehlers Senior Municipal Advisor Philip Cosson, and Administrative Assistant Robin Buzzell

Chairperson Mayor Andrew Nerbun called the meeting to order at 10:30 a.m.

2) Approve November 16, 2023, Meeting Minutes

Action

Board member Viera made a motion to approve November 16, 2023, minutes.

Board member Foy seconded the motion.

A voice vote was taken; vote passed (5-0)

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Viera

SECONDED BY: Foy

AYES: Foy, Nerbun, Carr, Viera, Noel

NOT PRESENT: Busalacchi, Godden, Joynt, Martin, Schienvogt

3) Appointments

a. Public Member

Action

Board member Foy made a motion to appoint Tim Carr as the Public Member.
Board member Veira seconded the motion.

A voice vote was taken; vote passed (5-0)

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Foy
SECONDED BY: Viera

AYES: Foy, Nerbun, Carr, Viera, Noel
NOT PRESENT: Busalacchi, Godden, Joynt, Martin, Schienvogt

b. Chairperson

Action

Board member Carr made a motion to appoint Andrew Nerbun as the Chairperson.
Board member Foy seconded the motion.

A voice vote was taken; vote passed (5-0)

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Carr
SECONDED BY: Foy

AYES: Foy, Nerbun, Carr, Viera, Noel
NOT PRESENT: Busalacchi, Godden, Joynt, Martin, Schienvogt

4) Review Annual PE-300 Reports and the performance and status of the City's active Tax Incremental Districts as required by Wis. Stat. § 66.1105 (4m) (f).

Elhers Senior Municipal Advisor Philip Cosson reviewed the performance and financial status of each Tax Increment District:

- TID #2 - closing and incremental revenue will be distributed once the audit is complete.
- TID #3 - will close in the next few years.
- TID #4 & TID 5 - will remain open and there are expenditures which will be presented.

TID #2 was created in 2002 and is the only industrial district in the city. A resolution has been created to close out this TID district. The base value when it was created was \$5.9M and the incremental value of the new growth created is \$34.1M. The year-end estimated fund balance is \$317,176 and the distribution to the other entities will most likely occur in the first half of the year will be approximately \$315,000.

TID #3 has had a significant amount of development and redevelopment since it was created in 2008. There were a variety of amendments made in 2013 to add territory and increase some of the project costs. It was amended again in 2018 to adjust project costs. The expenditure period has now passed, and the termination date is 2028. The base value when created was \$41M and

increased to \$186M in 2023 and \$207M in 2024. There currently is a negative fund balance which will be taken care of over the next year or two and all the remaining obligations projected will be paid off at closure in 2027 or 2028.

TID #4 & TID #5 were both created in 2012 and cover different segments of the Port Washington Road corridor. The properties located in these districts are mostly redevelopment sites and have time to be redeveloped over the 27 years. TID #4 base value when created was \$41.8M with an incremental value of \$27.69M in 2024. TID #5 had a base value of \$51.1M with an incremental value of \$26.3M in 2024. There is a significant positive fund balance at the end of 2023. There is currently no planned timing for closure of these districts and additional expenditures will mostly likely be incurred.

Community Development Director Tollefson stated there are two new projects occurring in TID #5 that will be included next year; a new Medi spa (this project did receive an incentive) and redevelopment of the restaurant on the southeast corner of Donges Bay Rd and Port Washington Road.

- 5) Approve "Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement"

Action

Board member Viera made a motion to approval the Resolution.

Board member Foy seconded the motion.

A voice vote was taken; vote passed (5-0)

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Viera
SECONDED BY: Foy

AYES: Foy, Nerbun, Carr, Viera, Noel
NOT PRESENT: Busalacchi, Godden, Joynt, Martin, Schienvogt

- 6) Adjourn

Action

Board member Foy made a motion to adjourn the meeting.

Board member Carr seconded the motion.

A voice vote was taken; vote passed (5-0)

The meeting concluded at 10:59 a.m.

Respectfully Submitted,

Robin Buzzell
Administrative Assistant



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-242-3500
Fax: 262-242-7655

www.cityofmequonwi.gov

Police and Fire Departments

PUBLIC SAFETY COMMITTEE
Tuesday, September 9, 2025
5:45 PM
North Conference Room

Minutes

- 1) Call to Order and Roll Call

Present:

Chair Gregg Bach
Alderman Dale Mayr
Alderman Kelly Tolocko

Also Present: Police Chief Riley, Administrative Captain Heinen, Administrative Coordinator Bowen

- 2) Approve Meeting Minutes

- a. Public Safety Committee - Regular Meeting - Jun 10, 2025 5:00 PM

RESULT: Accepted [Unanimous]
MOVED BY: Alderman Tolocko
SECONDED BY: Alderman Mayr

AYES: Bach, Mayr, Tolocko

- 3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4232** A Resolution Authorizing the Purchase of Police Squad Car Rifles from American Defense Manufacturing of New Berlin, Wisconsin, as well as Associated Equipment from Brownells of Grinnell, Iowa and Primary Arms, LLC of Houston, Texas for a Total Not-to-Exceed Cost of \$45,413

Chief Riley and Captain Heinen discussed the proposed purchase of new rifles for the squad cars.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Tolocko

AYES: Bach, Mayr, Tolocko

- 4) Information Items

- a. Crisis Response Unit

Minutes Acceptance: Minutes of Sep 9, 2025 5:45 PM (Approve Meeting Minutes)

Chief Riley explained the purpose and benefits of the Crisis Response Unit and Officer Larson's position within the CRU.

b. Updated Patrol Shift Hours

Chief Riley explained the change to patrol hours starting in January, 2026.

5) Adjourn

a. Motion to Adjourn

A motion to adjourn was made at 6:17 PM.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Mayr

AYES: Bach, Mayr, Tolocko

Respectfully Submitted,

Melina Bowen
Administrative Coordinator

Minutes Acceptance: Minutes of Sep 9, 2025 5:45 PM (Approve Meeting Minutes)



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

www.cityofmequonwi.gov

Office of the City Administrator

PUBLIC WELFARE COMMITTEE
Tuesday, November 11, 2025
5:15 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 5:16 p.m.

Present:

- Chair Dale Mayr
- Alderman Gregg Bach
- Alderman Brian Parrish

Also Present: Assistant City Administrator Wolff, Assistant Director of Community Development Zader, City Attorney Sajdak and City Clerk Fochs.

2) Approval of Meeting Minutes

Motion to approve the Public Welfare meeting minutes of August 12, 2025.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Bach

AYES: Mayr, Bach, Parrish

3) Ordinances

- a) **ORDINANCE 2025-1687** An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Allowing Two-Family Residential Cluster Developments as a Conditional Use within the City’s Neighborhood Commercial (NC) Zoning District.

Alderman Mayr recused himself from voting on this Ordinance. Assistant Director Zader explained that this will combine lots for a proposed plex development that would create four units per acre. Currently, the property has an unused tavern and underutilized land. The owner of the property is willing to invest in the property to develop a new residential cluster.

RESULT: **Approved by Roll Call Vote [2:1]**
MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bach

AYES: Bach, Parrish
RECUSED: Mayr

b) **ORDINANCE 2025-1688** An Ordinance Approving an Agreement for Operation of the Mid-Moraine Municipal Court, Per § 66.0301 of the Wisconsin Statutes.

Assistant City Administrator Wolff explained that the Mid-Moraine Municipal Court includes 20 members and is governed by an agreement that was last amended in 2022. Proposed amendments to the agreement would edit the list of member municipalities. Once approved, the agreement would be effective January 1, 2026.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bach
SECONDED BY: Alderman Parrish

AYES: Mayr, Bach, Parrish

4) Discussion Items

5) Work Calendar

Topics for December include speed deterrence and traffic calming measures. Based on feedback from the Department of Public Works, there are procedures for the public to request speed control signs. The Committee is agreeable to having a special meeting to discuss in more detail:

1. Residential street speeds lowered from 25 mph to 15-20 mph in target areas.
2. Roadways that are currently 45 mph are too fast (especially areas of Mequon Road).

Assistant Director Zader explained that some roadway speed limits are set by the Wisconsin Department of Transportation. Traffic counts and speed checks would be required before any speed adjustments would be considered. Once construction on Mequon Road is completed in the Spring, the issue of speed may be addressed, including requesting lower speeds.

The Committee agreed to plan a special meeting on November 25, 2025, at 5:00 p.m.

6) Adjourn

Motion to adjourn at 5:30 p.m.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bach
SECONDED BY: Alderman Parrish

AYES: Mayr, Bach, Parrish

Respectfully Submitted,
Beth Kong, Deputy Clerk



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-8145
Fax: 262-242-9655

www.cityofmequonwi.gov

Public Works Department

PUBLIC WORKS COMMITTEE
Tuesday, November 11, 2025
6:00 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Chair Hansher called the meeting to order at 6:00 p.m.

Present:

Chair Jeffrey Hansher
Alderman Kelly Tolocko
Alderman Peter Bratt

Also Present: Assistant City Administrator Wolff, Director of Public Works/City Engineer Lundeen, Deputy Director of Public Works Weyker, Buildings and Grounds Superintendent Bodoh, DPW Administrative Assistant Honeck

2) Approval of Minutes

a. Public Works Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Tolocko
SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4237** A Resolution Approving a Donation and Dedication Agreement Between the City of Mequon and Boys of Summer Select Baseball Academy Inc. for the Installation and Maintenance of Batting Cages at Lemke Park

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko, Bratt

4) Discussion Items

Discussion and Possible Action

a. Review of Enterprise Performance Standards for Vehicle Leasing

Deputy Director of Public Works Tim Weyker reviewed the leasing program with Enterprise, explaining the process for ordering, replacing, and evaluating fleet vehicles. The program continues to show positive results and its continuation, with standard annual review and reporting, was recommended.

b. Public Works Work Plan (11.11.25)

The plan outlines priorities for the coming months, while documenting significant completions in 2025.

5) Adjourn

a. Motion to adjourn at 6:12 p.m.

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

Respectfully Submitted,

Kaitlynn Honeck
Administrative Assistant



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

Administration

TO: Common Council
FROM: Jessica Wolff, Assistant City Administrator
DATE: January 13, 2026
SUBJECT: ORDINANCE 2025-1688 - An Ordinance Adopting an Agreement for Operation of the Mid-Moraine Municipal Court, Per § 66.0301 of the Wisconsin Statutes

Background

In 2010, the City of Mequon became a member of the Mid-Moraine Municipal Court System (MMMCS), a consortium of 20 municipalities that was founded in 1991 as part of an effort to establish an efficient and convenient forum for the adjudication of local ordinance violations within participating communities. As the consortium has grown to accept additional members since its founding, an intergovernmental agreement that governs the administration of the court system has been amended each time, to the point that the MMMCS is presently governed by a version of the agreement that has been amended fifteen times. The most current version of the agreement was amended in 2022.

Analysis

More recently, the Court received requests from the City of Sheboygan Falls and the Town of Fredonia to join the MMMCS and requests from the Town of Polk and the Town of West Bend to leave the System. Based on these requests and the Court's analysis, the additional workload is within the Court's ability to manage with current resources and poses no concern. The Court's Administrative Committee, which is comprised of representatives from each member municipality, has unanimously approved a motion to amend the current agreement for the addition of both organizations. Furthermore, the newly restated agreement also simplifies language, removes language that is no longer applicable, and replaces specific State Statute references with general references to eliminate the need to amend the agreement with the correct Statute, which happens from time to time.

Additionally, and as noted in the re-stated agreement, the City will now be required to adopt a "new" operating agreement by ordinance any time a participating jurisdiction withdraws from the Court, or whenever a new jurisdiction seeks to join the MMMCS. The re-stated agreement recommended for approval will be retroactively effective January 1, 2026.

Fiscal Impact

Removing two communities and adding two communities has minimal fiscal impact on the City of Mequon. If approved, there will be the same number of member organizations paying the Court's operational and capital costs. Both new organizations will have to pay the Court a start-up fee over three years to fund the MMMCS's costs to expand its scope of work to their respective jurisdictions. Lastly, the proposed agreement includes a clause that all communities must pay at least 0.25% of the Court's cost annually to ensure that organizations who might not have a case in any given year still support the administrative and capital costs of the Court.

A copy of the amended agreement with changes recommended by the MMMCS Administrative Committee is enclosed for review.

Recommendation

The Public Welfare Committee unanimously recommended approval on November 11, 2025, by a vote of 3-0.

Attachments:
2025 MMMC Operating Agreement

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1688

ORDINANCE 2025-1688 - An Ordinance Adopting an Agreement for Operation of the Mid-Moraine Municipal Court, Per § 66.0301 of the Wisconsin Statutes

THE COMMON COUNCIL OF THE CITY OF MEQUON, WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION 1.

1) Municipal Court Created

Establishment: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated the “Mid-Moraine Municipal Court,” which will become operative and function on January 1, 2026.

Agreement: The City hereby approves the attached “Agreement for the Operation of the Mid-Moraine Municipal Court” (the “Agreement”). The Common Council is directed to sign and execute the Agreement in accordance with Wis. Stat. § 66.0301.

2) Municipal Judge

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in one of the municipalities that is a party to the Agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond. The judge shall not act until the oath and bond have been filed as required by the statutes, and the requirements of §755.03(2) have been complied with.

Salary: The salary of the municipal judge shall be fixed by the municipalities that are parties to the Agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to Wisconsin statutes. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

3) Elections

Term: The municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall follow the requirements of the statute.

Electors: Electors in all municipalities that are parties to the Agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2026 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the Agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the Agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5) Municipal Court

Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the Agreement and the municipal judge.

Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as authorized and funded by the of the municipalities that are parties to the Agreement.

6) Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the Agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality on a quarterly basis after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7) Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars (\$200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

8) Abolition

The municipal court hereby established shall not be abolished while the Agreement is in effect.

SECTION 2.

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3.

This ordinance shall take effect and be in full force and effect as of January 1, 2026 and after its passage by the municipalities that are parties to the Agreement and publication as required by law. All prior versions of the Agreement shall be discontinued upon the Agreement taking effect.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk

Published: _____

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT**

This Agreement is entered into by and between the City of Cedarburg, Village of Germantown, Village of Grafton, City of Hartford, Town of Hartford, Town of Fredonia, Village of Fredonia, Village of Jackson, Village of Kewaskum, City of Mequon, Village of Newburg, Town of Polk, City of Port Washington, Village of Saukville, City of Sheboygan Falls, Village of Slinger, Village of Thiensville, Town of Trenton, City of West Bend, and Town of West Bend, municipal corporations organized and existing under the laws of the State of Wisconsin (each a “Member Municipality” and collectively the “Member Municipalities”), pursuant to Wis. Stat. § 66.0301.

The Member Municipalities contract and agree as follows:

1. **GENERAL.** The Mid-Moraine Municipal Court (the “Municipal Court”) shall be organized and shall operate pursuant to the *Wisconsin Statutes*, the ordinances adopted by the Member Municipalities, and the terms of this Agreement. In the event of conflicts, the provisions of the *Wisconsin Statutes* shall govern.
2. **ORGANIZATION.** Except for matters required by statutes to be determined by the respective governing bodies of Member Municipalities, the general operation of the Municipal Court shall be governed by the Municipal Court judge (the “Judge”) and the Court Administrative Committee.
3. **COURT ADMINISTRATIVE COMMITTEE.**
 - (a) **Composition.** The Court Administrative Committee shall be comprised of one representative of each Member Municipality, who shall be appointed by the mayor, president, or chairman of the Member Municipality, subject to confirmation by the Member Municipality’s governing body. To assure participation and continuity of representation, each Member Municipality may provide an alternate representative who shall act on Court Administrative Committee matters in the absence of the representative. Neither the representative nor the alternative representative of a Member Municipality shall be a police officer for the municipality or an attorney representing the municipality.
 - (b) **Powers and Duties.** Consistent with the terms of this Agreement, the Court Administrative Committee shall have general control over the operation of the Municipal Court, except where such control is specifically granted to the Judge or the governing bodies by statute or this Agreement, in which case the Court Administrative Committee shall be able to provide a recommendation. The Court Administrative Committee shall cause appropriate bank accounts to be established for the deposit of all fees, forfeitures, assessments, and costs paid into the Municipal Court and shall adopt appropriate accounting procedures to ensure the proper handling of said funds. The Court Administrative Committee shall review and approve the annual budget of the Municipal Court, as prepared by the Clerk and Judge.

- (c) **Procedure and Voting.** Meetings of the Court Administrative Committee shall be governed by *Robert's Rules of Order Revised*. A majority of the members of the Court Administrative Committee representing participating Member Municipalities shall constitute a quorum. A majority vote shall be required to adopt any motion or resolution.
- (d) **Voting Members.** The duly appointed and confirmed representative or alternate representative of each Member Municipality shall be a permanent voting member of the Court Administrative Committee.
- (e) **Officers.** The Officers of the Court Administrative Committee shall consist of a President, Vice President, Treasurer and Deputy Treasurer.
- (f) **Term.** Officers shall serve a term of three years. No Officer may serve in the same office for more than one term, except the Treasurer and Deputy Treasurer may serve for two consecutive terms, and except as otherwise provided in paragraph (j) of this section. The term of office of each Officer shall begin on July 1 and end on June 30.
- (g) **Compensation.** Officers and representatives shall serve without compensation.
- (h) **Nominating Committee.** The President shall appoint a nominating subcommittee consisting of three members on the Court Administrative Committee. The Nominating Committee shall endeavor to provide at least two candidates for each open Officer position, except the Nominating Committee need not find two candidates for a seat held by an incumbent that is seeking reelection.
- (i) **Election of Officers.** Officers shall be elected by the Court Administrative Committee at its Spring meeting.
- (j) **Vacancies.** Vacancies in the Vice President or Deputy Treasurer position shall be filled by the President. Any person filling an unexpired term may serve in that capacity until the term expires. Any such time spent filling an unexpired term shall not count toward the term limits identified in paragraph (f) of this section.
- (k) **Duties of the President.** The President shall preside over all meetings of the Court Administrative Committee; perform the duties customary to that office; appoint members of the standing committees; appoint such special committees as are necessary for the proper functioning of the Court Administrative Committee; fill vacancies in accordance with this Agreement; and perform such other functions as designated herein.
- (l) **Duties of the Vice President.** The Vice President shall act as President in the event of the President's absence or inability to serve and during any period in which the office of President is vacant. The Vice President shall become President after the President's term is completed.
- (m) **Duties of Treasurer.** The Treasurer shall act as Treasurer of the Court Administrative Committee and perform the duties customary to that office.

- (n) **Duties of Deputy Treasurer.** The Deputy Treasurer shall act as Treasurer in the event of the Treasurer's absence or inability to serve and during any period in which the office of Treasurer is vacant. The Deputy Treasurer shall become Treasurer after the Treasurer's term is completed.
4. **JUDGE'S SALARY.** The salary of the Judge shall be set by the Court Administrative Committee in accordance with Wis. Stat. § 755.04.
5. **COURT PERSONNEL.**
- (a) **Clerk.** The selection of the Clerk of the Municipal Court shall be made by the Judge and approved by the Court Administrative Committee. The Clerk must be appointed by the Judge pursuant to Wis. Stat. § 755.01 and § 755.10.
- (b) **Compensation.** The salary and fringe benefits of the Clerk and any other court personnel shall be established by the Court Administrative Committee after receiving the recommendation of the personnel and finance subcommittees.
- (c) **Administration.** The Judge, Clerk and any other court personnel shall be employees of the Municipal Court.
6. **FORFEITURES, FEES, PENALTY ASSESSMENTS, AND COSTS.** All forfeitures, fees, penalty assessments, domestic abuse assessments, and costs paid to the Municipal Court under a judgment before the Judge shall be disbursed to the respective Member Municipality treasurer within one (1) month after receipt of the money by the Municipal Court. The Municipal Court shall disburse the fees, costs, and assessments as provided in the Wisconsin Statutes. The Municipal Court may collect statutory fees and costs for any case that is settled between the parties following the entry of a judgment. All jail assessments paid to the Municipal Court under a judgment before the Judge shall be paid to the respective county treasurers on a monthly basis. The municipal portions of the court costs, as provided in Wis. Stat. § 814.65(1), shall be maintained in the Municipal Court operational account. Any excess revenue over budgeted expenditures shall be disbursed at the end of the fiscal year.
7. **BUDGET PROCESS.**
- (a) **Time and Approval.** The Clerk and the Judge shall submit a proposed budget to the Court Administrative Committee annually no later than November 15th of each year for the next succeeding year. The Court Administrative Committee shall approve the budget.
- (b) **Court Costs.** The local share of the court costs required to be collected pursuant to Wis. Stat. § 814.65(1) shall be applied to the expenses of the Municipal Court as determined in the budget. The local share shall not be credited to a Member Municipality's account.
- (c) **Expenses.** The net expenses, capital expenditures, operating expenses, or otherwise, and including those charged under Section 5, after application of the local share of court costs, shall be paid by the Municipal Court, which shall in turn charge each of the Member Municipalities its share. The total amount of the expenses assessed to each Member Municipality shall be proportional to the number of citations and complaints filed with the Municipal Court by each Member Municipality during the current calendar year. All Member Municipalities are required to pay at least 0.25% of the Municipal Court's total expenses, except as otherwise provided in this Agreement.

8. LOCATION OF SESSIONS. Each Member Municipality shall provide a place for the Judge to hold court, or it may authorize him or her to hold court in another Member Municipality at a convenient place. Court sessions shall be held exclusively in each such place at least quarterly and, to the extent reasonably possible, at a convenient time for the Member Municipality bringing the action.
9. DISCONTINUATION OF AGREEMENT. Revisions to this Agreement, including to add or remove a Member Municipality, shall constitute a discontinuation of the Agreement and formation of a new Municipal Court operating agreement. Consistent with Wis. Stat. § 755.01(4), adoption of a new agreement may only be effected by the enactment of identical ordinances by each affected municipality. A template for this ordinance is attached as Exhibit 1.
10. WITHDRAWAL OF MEMBER MUNICIPALITY. A Member Municipality may withdraw from this Agreement by giving notice in writing to the Judge no later than August 1st of any year (the “Withdrawal Year”). Upon giving such notice, the Member Municipality’s participation in the Municipal Court shall terminate at the end of the Withdrawal Year. A withdrawing Member Municipality shall have no obligation to reimburse the Municipal Court for expenses assessed pursuant to Section 7(c) for any year after the Withdrawal Year. The withdrawing Member Municipality shall cease to be a Member Municipality at the end of the term for which the Judge has been elected or appointed and upon adoption of a new agreement pursuant to Wis. Stat. § 755.01(4) and Section 9 of this Agreement.

The Member Municipalities that have noticed their withdrawal from the Municipal Court are identified in Exhibit 2.

11. NEW MEMBER MUNICIPALITIES. Additional municipalities may become Member Municipalities under such conditions as may be determined by the Court Administrative Committee. A municipality shall become a Member Municipality only upon adoption of a new agreement pursuant to the procedures specified in Wis. Stat. § 755.01(4) and Section 9 of this Agreement.

The Member Municipalities that have joined the Municipal Court for the first time as a result of this Agreement, as well as the effective dates for membership and the first-time Member Municipality expense allocations, are identified in Exhibit 3.

12. DISCONTINUATION EXPENSES. Any municipality that withdraws from this Agreement or seeks to join the Municipal Court for the first time shall be responsible for reimbursing the Municipal Court for all actual costs incurred by the Municipal Court as a result of the discontinuation of this Agreement and formation of a new agreement, to include legal fees. If more than one municipality withdraws or seeks to join the Municipal Court prior to discontinuation of this Agreement, such costs shall be shared equally between such municipalities.

13. ABOLITION OF MUNICIPAL COURT. The Municipal Court shall not be abolished while this Agreement is in effect. Upon abolition of the Municipal Court, any surplus of assets over expenses held by the Municipal Court shall be distributed to the Member Municipalities in proportion to their contributions to the expenses of the Municipal Court over the life of the Agreement. A Member Municipality that has withdrawn from the Municipal Court shall not be entitled to any such distribution.

14. SURVIVAL OF OBLIGATIONS. The obligation to contribute to expenses under Section 7(c) and the right to receive distributions under Section 6 shall survive the discontinuation of the Agreement or dissolution of the Municipal Court, except as otherwise provided in this Agreement.

This agreement is effective on January 1, 2026.

SIGNATURE PAGES FOLLOW

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINES MUNICIPAL COURT**

SIGNATURE PAGES

CITY OF CEDARBURG

Approved on: _____

By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF FREDONIA

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF FREDONIA

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF GERMANTOWN

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT**

SIGNATURE PAGES

VILLAGE OF GRAFTON

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF HARTFORD

Approved on: _____

By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF HARTFORD

Approved on: _____

By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

VILLAGE OF JACKSON

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT**

SIGNATURE PAGES

VILLAGE OF KEWASKUM

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF MEQUON

Approved on: _____

By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

VILLAGE OF NEWBURG

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

TOWN OF POLK

Approved on: _____

By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

CITY OF PORT WASHINGTON

Approved on: _____

By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT**

SIGNATURE PAGES

VILLAGE OF SAUKVILLE

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

CITY OF SHEBOYGAN FALLS

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF SLINGER

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

VILLAGE OF THIENSVILLE

Approved on: _____

By: _____
[Name], President

Attest: _____
[Name], Clerk

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT**

SIGNATURE PAGES

TOWN OF TRENTON

Approved on: _____

By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

CITY OF WEST BEND

Approved on: _____

By: _____
[Name], Mayor

Attest: _____
[Name], Clerk

TOWN OF WEST BEND

Approved on: _____

By: _____
[Name], Chairman

Attest: _____
[Name], Clerk

EXHIBIT 1

Ordinance Template for Adopting the Operating Agreement”¹

AN ORDINANCE TO ADOPT THE AGREEMENT FOR THE OPERATION OF THE
MID-MORAINÉ MUNICIPAL COURT PER § 66.0301 OF THE WISCONSIN STATUTES

**THE (COMMON COUNCIL) (VILLAGE BOARD) (TOWN BOARD) OF THE
_____ OF _____, DO ORDAIN AS FOLLOWS:**

SECTION 1.

1) Municipal Court Created

Establishment: Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes, there is hereby created and established a joint municipal court to be designated the “Mid-Moraine Municipal Court,” which will become operative and function on January 1, 2026.

Agreement: The (Town)(Village)(City) hereby approves the attached “Agreement for the Operation of the Mid-Moraine Municipal Court” (the “Agreement”). The (Common Council)(Village Board)(Town Board) is directed to sign and execute the Agreement in accordance with Wis. Stat. § 66.0301.

2) Municipal Judge

Qualifications: The joint court shall be under the jurisdiction of and presided over by a municipal judge, who shall be an attorney licensed to practice law in Wisconsin, and who resides in one of the municipalities that is a party to the Agreement forming this joint court.

Oath and Bond: The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and at the same time execute and file an official bond. The judge shall not act until the oath and bond have been filed as required by the statutes, and the requirements of §755.03(2) have been complied with.

Salary: The salary of the municipal judge shall be fixed by the municipalities that are parties to the Agreement which shall be in lieu of fees and costs. No salary shall be paid for any time during the term during which such Judge has not executed the official bond or official oath, as required by §755.03, Wis. Stats., and filed pursuant to Wisconsin statutes. The municipalities may by separate ordinance allocate funds for the administration of the municipal court pursuant to §66.0301 Wis. Stats.

¹ Note: This template ordinance is adopted from the Wisconsin Supreme Court “Starting a Municipal Court” guide, October 2017, available at: <https://www.wicourts.gov/courts/municipal/docs/startcourt.pdf>.

3) Elections

Term: The municipal judge shall be elected at large in the spring election in odd-numbered years for a term of four years commencing on May 1. All candidates for the position of municipal judge shall follow the requirements of the statute.

Electors: Electors in all municipalities that are parties to the Agreement shall vote for judge.

4) Jurisdiction

The municipal court shall have jurisdiction over incidents occurring on or after January 1, 2026 as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by State Law. In addition, it shall have exclusive jurisdiction over actions in the municipalities that are parties to the Agreement seeking to impose forfeitures for violations of municipal ordinances, resolutions and by-laws.

The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119, Wis. Stats.

The municipal court has jurisdiction over juvenile offenders when a municipality that is party to the Agreement enacts an ordinance under the authority of §938.17(2)(cm), Wis. Stats.

5) Municipal Court

Hours: The municipal court shall be open at such location and at such times as determined by the governing bodies of the municipalities that are parties to the Agreement and the municipal judge.

Employees: The Judge shall, in writing, appoint such clerks and deputy clerks as authorized and funded by the of the municipalities that are parties to the Agreement.

6) Collection of Forfeitures and Costs

The municipal judge may impose punishment and sentences as provided by Chapters 800 and 938 Wis. Stats., and as provided in the ordinances of the municipalities that are parties to the Agreement. All forfeitures, fees, assessments, surcharges and costs shall be paid to the treasurer of the municipality on a quarterly basis after receipt of the money by the municipal court. At the time of the payment, the municipal court shall report to the treasurer the title of the action, the nature of the offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

7) Contempt of Court

The municipal judge, after affording an opportunity to the person accused to be heard in defense, may impose a sanction authorized under §800.12 Wis. Stats. and may impose a forfeiture therefore not to exceed two-hundred dollars (\$200) or upon nonpayment of the forfeiture and the assessments thereon, a jail sentence not to exceed seven (7) days.

8) Abolition

The municipal court hereby established shall not be abolished while the Agreement is in effect.

SECTION 2.

All ordinances or parts of ordinances contravening or inconsistent with the provisions of this ordinance be and are hereby repealed.

SECTION 3.

This ordinance shall take effect and be in full force and effect from and after its passage by the municipalities that are parties to the Agreement and publication as required by law. All prior versions of the Agreement shall be discontinued upon the Agreement taking effect.

EXHIBIT 2

Withdrawn Member Municipalities

The Town of Polk and Town of West Bend (the “Withdrawn Member Municipalities”) have withdrawn from the Municipal Court, effective January 1, 2025.

The Withdrawn Member Municipalities shall have no obligation to reimburse the Municipal Court for expenses pursuant to Section 7(c) of this Agreement. The Withdrawn Member Municipalities may not participate in the Municipal Court (i.e., may not send citations to the Municipal Court) but will remain Member Municipalities until the end of the Judge’s term on April 30, 2027.

The Withdrawn Member Municipalities are exempt from the requirement to reimburse the Municipal Court for expenses arising from their withdrawals pursuant to Section 12, as their withdrawals were noticed under a prior agreement, which did not include such a requirement.

EXHIBIT 3

First-Time Member Municipalities

The City of Sheboygan Falls (“Sheboygan Falls”) and the Town of Fredonia (“Fredonia”) have joined the Municipal Court for the first time as a result of this Agreement (the “First-Time Member Municipalities”).

Effective Dates: Sheboygan Falls’ membership in the Municipal Court shall be effective on May 1, 2026. Fredonia’s membership shall be effective on January 1, 2026.

First-Time Member Municipality Expense Allocations: The First-Time Member Municipalities shall be responsible for certain fees associated with formation of this Agreement and joining the Municipal Court, as detailed below:

- **Capital Expenditures:** In addition to the amounts payable under Section 7(c), the City of Sheboygan Falls shall pay the Municipal Court a total of \$4,377.29 which shall be paid in three annual installments of \$1,459.10. The payments shall be made by January 15 of each of the years 2026, 2027, and 2028.
- **Capital Expenditures:** In addition to the amounts payable under Section 7(c), the Town of Fredonia shall pay the Municipal Court a total of \$1,048.35 which shall be paid in three annual installments of \$349.45. The payments shall be made by January 15 of each of the years 2026, 2027, and 2028.
- **Data Transfer Fee:** By July 31, 2026 the City of Sheboygan Falls shall pay the Municipal Court any reimbursement due to the Municipal Court for costs incurred by the Municipal Court related to the transfer of data from the City of Sheboygan Falls’ former municipal court to the Municipal Court.
- **Agreement Expenses:** The City of Sheboygan Falls and the Town of Fredonia shall each pay the Municipal Court \$1,113.00 to reimburse the Municipal Court for costs incurred by the Municipal Court related to the formation of this Agreement.



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: January 13, 2026
SUBJECT: A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period January 1, 2026 - December 31, 2027

Background

Section 62.09 of the Wisconsin Statutes creates the office of city attorney for all Wisconsin cities. Brian Sajdak, formerly of Wesolowski, Reidenbach & Sajdak, S.C., has served as Mequon's City Attorney since 2014. In 2022, as part of the City's efforts to periodically review its professional services, the City conducted an RFP process that resulted in the continued engagement of Mr. Sajdak under a three-year agreement between 2023-2025. More recently, City Attorney Sajdak moved his legal practice to Stafford Rosenbaum LLP, effective June 1, 2025. Last May, the Common Council approved the transfer of Mr. Sajdak's engagement as City Attorney from his prior firm to Stafford Rosenbaum.

Under terms of the most recent agreement with Mr. Sajdak - which expired on December 31 - the City enjoyed a favorable retainer-style arrangement that capped monthly legal expenses at an amount adjusted annually for inflation. In 2025, the monthly retainer paid to Mr. Sajdak equaled \$7,350, equivalent to \$88,200 annually. Upon Mr. Sajdak's move to Stafford Rosenbaum in mid-2025, the firm agreed to honor existing terms of his retainer agreement with the City, with the express acknowledgment that Mr. Sajdak would be transitioning to an hourly billing structure starting in 2026.

Analysis

Since mid-November, the City Administrator and City Attorney have been working to negotiate a new agreement that moves away from the previous retainer-style agreement and towards a contract arrangement that governs the use of legal services in a manner that is both effective and efficient. To this end, a copy of the proposed agreement - modeled after a similar document used by the Village of Germantown - is attached, along with five (5) attachments as further discussed below.

Summarily, the new agreement includes an initial term of two years, with the option to exercise up to five (5) one-year renewals. Like the previous agreement, the City Attorney will maintain periodic office hours at City Hall, albeit in a reduced fashion up to 16 hours per month.

Additionally, the new agreement continues to delineate between core (Attachment B) and non-routine (Attachment C) legal services and requires development and submittal an annual work plan to the City (Attachment D).

Notably, the proposed agreement includes a couple of changes from the previous version, as part of a broader effort to manage costs under the new hourly billing approach. One such modification is the inclusion of a City Attorney Contact Policy (Attachment A), which prescribes who may contact the City Attorney, as well as the authorization process to be followed if assistance or non-routine legal work is requested. Moreover, the requirement to provide a monthly report regarding legal matters and projects is being discontinued, so as to be most efficient with Mr. Sajdak's time.

Lastly, the proposed agreement contains several 'carry-over' projects that Mr. Sajdak has agreed to complete free of charge, given that these items were longstanding matters contained within previous monthly reports. A listing of these items, which total six (6) in number, are included in Section 3. F. on page 2 of the agreement.

Fiscal Impact

As indicated on page 1 of the proposed agreement, Mr. Sajdak's hourly billing rate for general legal services will be \$250 in 2026. As further noted in the agreement - and as an accommodation to the City as it transitions to the new billing structure - Mr. Sajdak has agreed to charge a reduced rate of \$220 for all items performed on a monthly basis (as listed in Attachment B) through June 30, 2026. Thereafter, the City will be billed at the higher rates delineated on page 1 of the agreement for the remainder of this year.

As also noted during the assignment of Mr. Sajdak's engagement to Stafford Rosenbaum in mid-2025, the transition to an hourly billing approach should make it easier for the City to allocate costs or receive reimbursement for certain legal work related to various categories either within, or outside, of the City's General Fund. Accordingly, Attachment E includes a list of sample billing categories (e.g., Open Records Requests, Mequon Water Utility, Tax Increment District #4, etc.) that will appear on monthly invoices, so that associated legal charges can be properly allocated and/or charged.

Nonetheless, it is anticipated that the new billing structure will increase the City's legal costs on a going forward basis. As such, the legal services budget has increased by \$20,000 for 2026, to account for Stafford & Rosenbaum's hourly billing rates over the coming year.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

Attachments:

LEGAL SERVICES AGREEMENT - 2026-27

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4252

A Resolution Approving an Agreement for Legal Services with Stafford Rosenbaum LLP of Madison, Wisconsin for the Period January 1, 2026 - December 31, 2027

RECITALS

- A. Wis. Stat. § 62.09 and Section 2-63(b) of the Mequon Municipal Code calls for the appointment of a City Attorney.
- B. Presently, Brian C. Sajdak of Stafford Rosenbaum LLP serves as the appointed City Attorney under a three-year engagement which was approved in 2022 and amended to reflect Attorney Sajdak's move to Stafford Rosenbaum LLP in May 2025.
- C. The current engagement agreement ran through December 31, 2025.
- D. The Common Council desires to continue to engage Stafford Rosenbaum LLP and services of Attorney Sajdak under the terms of the attached agreement.

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

- 1. The Agreement for Legal Services with Stafford Rosenbaum LLP, of Madison, Wisconsin, in the form attached hereto as Exhibit A, is approved subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.
- 2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk

AGREEMENT FOR LEGAL SERVICES

It is hereby agreed by and between the City of Mequon, Wisconsin, hereinafter referred to as the “City,” and the law firm of Stafford Rosenbaum LLP, hereinafter referred to as “City Attorney,” as follows:

1. *Term of Agreement.* The term of this Agreement shall commence January 1, 2026, and shall terminate December 31, 2027, subject, however, to the termination provisions of paragraph 5. Beginning January 1, 2028, this Agreement shall automatically renew for five additional, successive one-year terms unless otherwise terminated under paragraph 6.

2. *Duties and Responsibilities.* The City hereby retains the City Attorney to provide such municipal legal services as shall, from time to time, be requested in accordance with the City Attorney Contact Policy attached as Attachment A. The City Attorney may assume that requests for legal services that are made by or authorized by the Mayor, Common Council as a body, City Administrator, City Clerk, Police Chief, Finance Director, Director of Public Works, Director of Community Development, Assistant City Administrator, Assistant City Engineer, and Assistant Director of Community Development are in accordance with the City's Attorney Contact Policy.

City hereby appoints Brian C. Sajdak, a partner with the Stafford Rosenbaum law firm, to hold the office of city attorney under Wis. Stat. § 62.09(12) and Sec. 2-183(a) of the Mequon Municipal Code. In the event that Attorney Sajdak is unable or unwilling to serve as city attorney, City Attorney may assign another attorney to fill the office, subject to approval by the City.

City Attorney shall provide the routine legal services identified in Attachment B, which will generally constitute General Municipal Law Services. City Attorney will provide non-routine legal services identified in Attachment C as requested. In addition, City Attorney shall endeavor to complete an annual workplan, as initially specified for calendar year 2026, in Attachment D. The City Attorney and City Administrator shall collectively prepare an updated annual workplan for each subsequent year this Agreement is in place.

3. *Compensation.*
 - A. The City shall pay for legal services on an hourly basis as follows:

Type of Services	Description of Services	Hourly Rates	
General Municipal Law Services	Advising on issues of municipal law; attending meetings as directed; drafting municipal ordinances, resolutions, public construction contracts and other instruments as may be required; and performing such other duties as may be prescribed by law or requested.	Partners	\$250
		Associates	\$220
		Paralegals	\$160
Land Use and Development-Related Services	Advising and representing in the review, processing and action on land use and development-related matters, including annexation, zoning, land division, tax increment financing, urban service area amendments;	Partners	\$330
		Associates	\$270
		Paralegals	\$160

negotiating and drafting permits, agreements and other documents relating to land use and development issues.

Additional or Specialized Services

Litigation, Environmental, Employment or other Specialized/Non-Routine Services – Rates per matter will be determined on a case-by-case basis.

- B. City Attorney may adjust the hourly rates listed in Section A once per year. Any adjustment must be communicated to the City in writing prior to the anniversary date of this Agreement. Written notice shall include the revised rates and the effective date of the adjustment.
 - C. The City shall reimburse the City Attorney for time spent traveling on City-related business at the hourly rates set forth in Section A, except for Attorney Sajdak’s travel time for commuting for the purposes of providing regular “office hours” and attendance at meetings of the Common Council (and those standing committees which meet immediately prior to such Council meetings). Travel time will be charged on the basis of travel to/from City Attorney’s Milwaukee office, or to/from the billing individual’s origination/destination point, whichever is shorter. City Attorney personnel should, whenever possible, attempt to utilize travel time for other billable purposes on behalf of City or for other clients of the firm (e.g., telephone calls, document dictation, etc.).
 - D. The City shall reimburse the City Attorney for all expenses the City Attorney incurs in connection with services provided to the City.
 - E. The City Attorney shall provide an itemized statement each month that shows the total time worked and the nature of the work performed and the amount due to the City Attorney. Such itemized statement shall be broken into discrete matter categories to assist City in proper allocation of fees. An example of such categories is shown in Attachment E. The City shall pay any amounts due within 30 days of receipt of such an itemized statement. Errors or questions regarding any statement should be addressed pursuant to the Billing Information Statement previously provided to City.
 - F. Notwithstanding the above, City Attorney shall perform work related to the following “carry-over” matters at no charge (except for any cost reimbursements) to the City: (i) T-Mobile Fire Station 2 Lease Renewal/Extension; (ii) Poblocki Paving - City Hall Parking Lot; (iii) Ville du Parc Litigation; (iv) Berrada Claim; (v) Ranch Road Lift Station property rights acquisition (not including any litigation commenced by property owners); and (vi) Code Update Concerning Cell Tower Regulations.
 - G. Notwithstanding the above, work performed by Attorney Sajdak under the “Monthly Services” heading of Attachment B shall be billed by City Attorney at a rate of \$220 per hour through June 30, 2026. Commencing on July 1, 2026, these services will be billed at the standard hourly rates.
4. *Conflict of Interest.* The City Attorney will notify the City of any real or potential conflict

of interest regarding the City Attorney's representation of the City. The City Attorney may decline or withdraw from representation of the City in a matter as a result of any real or potential conflict of interest.

5. *Limited Liability Law.* City Attorney is registered as a limited liability partnership with the Wisconsin Department of Financial Institutions. In order to operate as a limited liability entity, City Attorney is required by Wisconsin Supreme Court Rule to file an annual registration with the State Bar of Wisconsin, maintain specified minimum levels of insurance (which City Attorney exceeds) and include an appropriate limited liability designation in its name (which is done through the use of “LLP”). City Attorney is also required to explain to the City the significance that operating as a limited liability entity has on City Attorney’s responsibility for acts and omissions. As a limited liability partnership, each attorney who will render services to the City may be liable for his or her acts and omissions, as may each attorney who actually supervises and controls that attorney. The firm as an entity may also be liable for the acts and omissions of its attorneys. However, individual attorneys in the firm who have no involvement with a matter are not subject to unlimited personal liability for that matter.
6. *Termination.* Either party, upon written notice to the other, may terminate this Agreement without cause upon the expiration of 60 days from the delivery of such written notice to the other party. In the event the City Attorney is unable to represent the City in any matter as a result of a conflict of interest, the City may terminate this Agreement immediately upon delivery of written notice of termination to the City Attorney. In the event of termination, the City Attorney will be compensated for services rendered and expenses incurred prior to such termination in accordance with the terms set forth above. Wisconsin’s *Rules of Professional Conduct for Attorneys* shall govern any termination of this Agreement.
7. *Return of City Records.* The City Attorney shall return to the City all City Records and files upon termination or expiration of this Agreement.
8. *Non-Assignment.* The City Attorney's rights and obligations under this Agreement are not assignable without the City's prior written consent.
9. *Modification of Agreement.* No modification of this Agreement will be valid unless it is in writing and is duly executed by both parties. The parties further agree that the provisions of this paragraph may not be waived, except as specifically herein set forth.

[SIGNATURE PAGE FOLLOWS]

CITY OF MEQUON

Date _____

Andrew Nerbun, Mayor

Caroline Fochs, City Clerk

STAFFORD ROSENBAUM LLP

Date _____

Brian C. Sajdak, Partner

- Attachment: A - City Attorney Contact Policy
- B - Core Services & Duties
- C - Non-Routine Services
- D - 2026 Work Plan
- E - Sample Billing Categories

ATTACHMENT "A"

CITY ATTORNEY CONTACT POLICY

There are times when the City, City officials and City staff need legal advice or legal services from the City Attorney. Because legal services are costly and because requests for legal services should be coordinated to avoid unnecessary expense, this CITY ATTORNEY CONTACT POLICY should be followed when seeking legal services.

1. Any person seeking legal services from the City Attorney should first determine whether the City already has a formal or informal legal opinion on file that addresses the question. Changes in the law or different circumstances may make it advisable to obtain legal advice even where the City has an existing opinion.
2. The Mayor, Common Council as a body, City Administrator, City Clerk, Police Chief, Finance Director, Director of Public Works, Director of Community Development, Assistant City Administrator, Assistant City Engineer, and Assistant Director of Community Development are each authorized to request legal services from the City Attorney, on the City's behalf, as they deem necessary.
3. Any elected City official is authorized to directly request legal advice from the City Attorney on matters related to his or her individual compliance with the open meetings law, ethics laws, and open records law. Any elected City official or appointed member of any City board, committee, or commission is authorized to request an advisory ethics opinion from the City Attorney pursuant to Wis. Stat. § 19.59(5)(a).
4. Individual alderpersons, appointed members of any City board, commission, or committee, City employees (except as identified above), and others who wish to request legal services may make such request through the Common Council, Mayor, or City Administrator. Except as provided in Section 3, individual alderpersons, appointed members of any City board, commission, or committee, City employees (except as identified above), and others who wish to request legal services directly from the City Attorney, shall do so as follows:
 - a. The individual requesting legal services shall inform the Mayor or City Administrator that he or she will be contacting the City Attorney.
 - b. The individual requesting legal services shall ask the City Attorney for an estimate of the amount of time required to provide the legal services. If the estimated time is more than 1 hour, the Common Council, Mayor, or City Administrator must approve the request for legal services.
5. Legal service requests relating to personnel, employment or labor law related matters shall be directed to the City Administrator or Assistant City Administrator, unless such request pertains to the City Administrator or Assistant City Administrator, in which case such request shall be directed to the Mayor.
6. Written formal legal opinions (generally those opinions which relate to organizational

matters or broader policy issues, and not those relating to individual or discrete matters without wider consequence or importance) from the City Attorney shall be provided as deemed appropriate by the City Attorney, or as may be expressly requested by the Common Council, Mayor, or City Administrator, or as may be required by law. In some cases, such as ethics opinions under Wis. Stat. § 19.59(5)(a), confidentiality rules may apply to legal opinions. In some cases, distribution of communications with legal counsel may need to be restricted to protect the City's interests, as determined by the Mayor, City Administrator and/or Common Council, in consultation with the City Attorney. Written and verbal communication between City Officials and the City Attorney may also be privileged. No person may disclose privileged communications without prior approval from the Common Council.

ATTACHMENT “B”

CORE SERVICES & DUTIES

Routine Legal Services shall include:

Weekly Services:

- Be available to provide telephone consultations, emails or videoconferences with City officials and City staff in accordance with the City Attorney Contact Policy.

Monthly Services:

- Attendance at all regular meetings of the Common Council and Board of Appeals, and such special meetings of these bodies as requested.
- Review of agendas and hearing notices as requested.
- Review of resolutions, ordinances and other materials submitted with Common Council meeting packets.
- Provide availability of up to 16 hours per month at City Hall to provide legal services, on days and times to be mutually agreed upon.
- Provide report on the status of all pending and threatened litigation in which the City is involved, all outstanding legal opinion requests and all other long-term projects.

Yearly:

- Preparation of responses to annual audit requests.
- Provide one training session on matters of interest to staff and/or members of boards and commissions (e.g., open meetings/records law, parliamentary procedure, etc.) as requested.

As Needed/Requested:

- Attend meetings of other boards and commissions not identified in monthly services above as requested.
- Review and direct processing of all claims received by the City.
- Review administrative policies and procedures.
- Review and approve bidding documents and requests for proposals for City projects.
- Review and approve destruction of documents per the City’s records retention policy.
- Review public records requests referred by the City’s records custodians. Review responsive documents when a determination as to disclosure must be made.
- Review all contracts with third-party providers and other agencies, upon request.
- Draft resolutions and ordinances.
- Draft correspondence and legal opinions regarding the above matters, upon request.
- Render general oral and written legal advice to authorized City officials and staff in accordance with the City Attorney Contact Policy.
- Provide information regarding legislation and court decisions having a significant impact on the City, or its officials, staff, or operations.
- Supervise other outside counsel as requested.

ATTACHMENT “C”

NON-ROUTINE SERVICES

Non-Routine Legal Services shall include:

- Attendance at meetings of the standing committees of the Council, Board of Review and meetings of other City boards and commissions as requested.
- Representation of the City and/or its elected officials, appointed officers and agents in civil litigation brought by or against the City in circuit court or Wisconsin appellate courts.
- Provide availability at City Hall for legal services, on days and times beyond those included in Routine Services.
- Negotiations, drafting agreements, and other services rendered with respect to land use development proposals and projects.
- Other legal services provided to the City which have no routine equivalent and are often paid for by another source including work which constitutes a project cost of a tax increment district, or work related to the issuance of industrial revenue bonds.
- Other legal services not specified as included in Routine Legal Services above.

ATTACHMENT “D”

2026 WORK PLAN

1. Renegotiate Mequon-Milwaukee Water Agreement
2. Assist staff in creation of Southwest Industrial Development Area
 - a. Ordinance establishing zoning
 - b. Possible Tax Increment District (Project Plan, etc.)
3. Resolve concerns regarding County-owned parcels and City Zoning
4. Complete “Carry-Over” Matters:
 - a. T-Mobile Fire Station 2 Lease Renewal/Extension
 - b. Poblocki Paving - City Hall Parking Lot Dispute
 - c. Ville du Parc Litigation
 - d. Berrada Claim
 - e. Ranch Road Lift Station property rights acquisition
 - f. Code Update Concerning Cell Tower Regulations
5. Comprehensive review/revision of one Chapter of the Municipal Code, as mutually agreed upon

ATTACHMENT “E”

SAMPLE BILLING CATEGORIES

- General Corporate
 - Generally, the Core Services and Duties in Attachment B except where such service could be billed to a non-general fund source (e.g., contract review for water matters would be billed under the water utility matter and not general corporate)
- Water Utility
- Sewer Utility
- Open Records Requests
- Board of Appeals
- TID 3
- TID 4
- TID 5
- General Development
- Project-Specific Development Matters
 - e.g., Swan Ridge Farms Subdivision, Southwest Industrial, etc.



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

Administration

TO: Finance-Personnel Committee
FROM: William Jones, City Administrator
DATE: January 13, 2026
SUBJECT: A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the City of Mequon and William H. Jones, Jr.

Background

On December 23, 2014, the Common Council approved an initial employment agreement with City Administrator William Jones, who began his duties with the City of Mequon on January 12, 2015. The agreement includes provisions whereby on an annual basis, the Common Council will review the performance, as well as the compensation and benefits, of the City Administrator.

Analysis

In December, the Common Council met to discuss and evaluate Mr. Jones' job performance during 2025. Following this review, the Common Council authorized an adjustment to the City Administrator's salary for 2026, as well as the restoration of a severance provision included in Mr. Jones' original employment agreement. Accordingly, a seventh amendment to the City Administrator's employment agreement was prepared to properly reflect the approved changes.

Fiscal Impact

The proposed seventh amendment adjusts the City Administrator's annual salary from \$185,000 to \$195,000 for 2026, retroactive to January 1. This reflects a market adjustment that corresponds to an independent analysis of compensation levels conducted amongst other managers and administrators from across the state in late 2025. More locally, the neighboring Village of Fox Point (pop. 6,591) is presently advertising a starting salary of up to \$180,000 for its Village Manager position, which currently remains vacant.

Additionally, the amendment restores a 12-month severance payment provision that, as noted, was part of the original employment agreement executed in 2015. More recently, this payment amount had been capped at \$150,000 in 2022, and the proposed change simply reinstates the original agreement's severance methodology - equal to twelve months of pay following six years of service to the City.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

Attachments:

SEVENTH AMENDMENT - WHJ JR. EMPLOYMENT AGREEMENT

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4253

A Resolution Authorizing a Seventh Amendment to the Employment Agreement Between the
City of Mequon and William H. Jones, Jr.

RECITALS

- A. Section 2-180 of the Mequon Municipal Code calls for the appointment of a City Administrator.
- B. The City of Mequon and William H. Jones, Jr., entered into an Employment Agreement on January 2, 2015, wherein the parties set forth their entire understanding regarding the employment of Mr. Jones as City Administrator for the City of Mequon.
- C. The City and Mr. Jones desire to amend the Employment Agreement upon such terms that are mutually agreeable to the parties.

BASED UPON THE FORGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the Seventh Amendment to Employment Agreement in the form as attached is approved, and that the Mayor and City Clerk are hereby authorized to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk

SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT

THIS SEVENTH AMENDMENT TO EMPLOYMENT AGREEMENT (“Amendment”), effective as of January 1, 2026, is by and between the CITY OF MEQUON, a Wisconsin municipal corporation (the “City”), and William H. Jones, Jr. (“Employee”).

RECITALS

A. The City and Employee entered into an Agreement on January 2, 2015, in which the parties set forth their entire understanding regarding the employment of the Employee as City Administrator (as amended prior to this date, the “Employment Agreement”).

B. The City and Employee desire to amend the Employment Agreement upon the terms set forth in this Amendment.

AGREEMENTS

NOW, THEREFORE, in consideration of the promises and agreements set forth in this Amendment, the parties agree as follows:

1. Section 5 of the Employment Agreement is hereby amended to read as follows:

During calendar year 2026, the CITY shall pay an annual base salary of \$195,000 to EMPLOYEE for his services under this Agreement. The City shall pay such base salary to EMPLOYEE in installments at the same time the CITY pays other employees. The CITY shall, as part of the first regular payroll following the execution of this Amendment, pay to EMPLOYEE an amount equal to the difference between the amount actually paid to EMPLOYEE from January 1, 2026, through the date of execution and the amount that would have been paid to EMPLOYEE had the parties executed this Amendment on or before January 1, 2026.

Upon approval of the Common Council in its sole discretion, the CITY may pay to EMPLOYEE a bonus from time to time based on performance, to adjust for inflation or for any other good reason.

2. Section 7 of the Employment Agreement is hereby amended to read as follows.

In the event EMPLOYEE is terminated by the Common Council, then the CITY agrees to pay the EMPLOYEE a severance payment equal to twelve (12) months base salary plus payment for any sick leave, vacation and/or holiday benefits accrued, provided that no such payment shall be due to the EMPLOYEE if such termination shall be for cause, cause being defined as misconduct, malfeasance, willful breach or habitual neglect of duty, defalcation, or any other conduct in derogation of the rights of the CITY as the employer as generally defined in the City’s Personnel Code.

In the event EMPLOYEE shall resign his position as City Administrator, he shall not be entitled to any severance compensation.

If EMPLOYEE should become permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of three (3) successive months or eight (8) successive weeks beyond any accrued sick leave, whichever is longer, CITY shall have the option to terminate this Agreement and such termination shall not be subject to the severance compensation requirement of this §7.

In the event of the EMPLOYEE’S death, this agreement shall terminate automatically and without any liability to the CITY or the EMPLOYEE’S estate, except EMPLOYEE’S estate shall be entitled to payment for 100% of any accrued and unused sick, vacation and holiday time.

Should EMPLOYEE resign from employment, EMPLOYEE shall provide at least 60 days written notice of the termination to CITY, unless the parties agree otherwise.

3. Except as provided in this Amendment, the terms, covenants and provisions of the Employment Agreement remain unmodified and in full force and effect. In the event of any conflict between the provisions of this Amendment and the provisions of the Employment Agreement, the terms and provisions of this Amendment control.

Effective and dated as of the date first set forth above.

CITY:

CITY OF MEQUON

EMPLOYEE:

Andrew J. Nerbun, Mayor

William H. Jones, Jr.

Caroline Fochs, City Clerk



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

City Clerk

TO: Common Council
FROM: Caroline Fochs, City Clerk
DATE: January 13, 2026
SUBJECT: A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026, Related to License Fees Charged to Peddlers, Transient Merchants and Solicitors

Background

During the Finance-Personnel Committee's December meeting, a review of the fees the City charges for Peddler, Transient Merchant and Solicitor Licenses was requested. Currently, the fee is structured to charge the business entity \$100, and for each person who is engaged in selling or soliciting, \$15 to cover staff time and the fee charged to the City for a background check. The average number of sellers per license is three.

In determining the correct fee for any license, the Committee should consider applicable statutes such as § 66.0628:

Fees imposed by a political subdivision.

(1) In this section:

(a) "Political subdivision" means a city, village, town, or county.

(b) "Reasonable relationship" means that the cost charged by a political subdivision for a service provided to a person may not exceed the political subdivision's reasonable direct costs that are associated with any activity undertaken by the political subdivision that is related to the fee.

(2) Any fee that is imposed by a political subdivision shall bear a reasonable relationship to the service for which the fee is imposed.

Therefore, fees should have a justifiable basis for how they are determined.

Analysis

Staff from the City Clerk's Office, Finance Department and the Police Department are involved in the processing of each license. Considering the overall time involved, and using the 2025 hourly billing rate which captures staff's wages and overhead, the actual cost to the City is approximately \$270 for each license issued. Therefore, the Committee could make the case that a fee increase is justifiable.

Fiscal Impact

Staff contacted surrounding municipalities to inquire about their fees and found all were charging a similar fee or less. However, with the ability to recapture actual costs, staff believes an increase is in order. Accordingly, it is recommended that a fee increase to \$150 for the business entity and \$50 per seller/solicitor would allow the City to recoup actual costs in a fashion that is consistent with other City fees. Based on the 2024-2025 licensing period, this change in fees would result in an increase of \$1,300 annually.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on January 13, 2026.

Attachments:

None

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4254

A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2026,
Related to License Fees Charged to Peddlers, Transient Merchants and Solicitors

RECITALS

A. The City fee schedule is reviewed and recommended for implementation by the Finance-Personnel Committee on an as-needed basis.

B. The City fee schedule includes an overhead cost model that incorporates overhead costs in the fee calculation methodology used by all departments where staff time is involved in providing a service to insure, where appropriate, that all City costs associated with providing a particular service are recovered.

C. City staff has reviewed the fee schedule and recommends adjustments to Peddler, Transient Merchant and Solicitor licensing fees to reflect actual costs to the City.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the 2026 City Fee Schedule related to Peddler, Transient Merchant and Solicitor License fees be adjusted to \$150 for the business entity and \$50 for each seller/solicitor, and implemented for use as hereby stated until further amended.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

City Clerk

TO: Common Council
FROM: Caroline Fochs, City Clerk
DATE: January 13, 2026
SUBJECT: A Resolution Consolidating the Pieper Power Education Center Polling Site and the Weyenberg Library Polling Site into One Location at Mequon City Hall for the February 17, 2026 Primary Election

Background

On February 17, 2026 a primary election will be held in the City of Mequon for County Supervisory District 24. There are three (3) candidates that need to be narrowed to two (2) for the April 7, 2026, Spring Election. Because turnout is anticipated to be very low, and due to the high use of absentee ballots, staff sees an opportunity to reduce costs and labor by consolidating polling sites for this election. If approved, this consolidation will be for the February 17, 2026 election only, and election day voting will return to regular polling locations for the April 7, 2026 Spring Election.

Analysis

Last year, on February 18, 2025, an election was held in Mequon with only the Superintendent of Public Instruction and Cedarburg School Board Member races on the ballot. The Common Council approved the consolidation to one polling site, City Hall, and the election ran very smoothly. During this election, the City saw a 15% voter turnout which equated to 2,900 total voters. The total number of registered voters in Supervisory District 24 is 2,700. Assuming a similar turnout in 2026 with a typical 50% absentee vote, election day walk-in traffic is projected to be approximately 200 residents.

Consolidation saves not only tax dollars but also staff time and energy. Public Works crews are responsible for set-up and take-down of polling sites, and the process is very labor-intensive. By consolidating sites crews are freed up to work on other City projects. Also, on election day, staff from the City Clerk's Office can remain at City Hall instead of visiting each site several times throughout the day. This frees up staff time for other duties and decreases overtime, while allowing staff to more closely monitor election day activities.

Making the public aware of the change is of course very important. In order to inform Mequon residents, efforts will be made to give notice in a variety of ways, including use of the City's website, the Community Sign, the *Weekly Bulletin*, Facebook, newspaper articles and sending a postcard to all registered voters in Supervisory District 24.

Fiscal Impact

The savings for the City include a reduced need for election workers and less overtime, among other savings, and an increase in staff availability. The savings are estimated to be \$6,900; however, this figure is offset by the cost of sending postcards to affected residents, which is estimated to be approximately \$1,000.

Recommendation

A recommendation is forthcoming from the Public Welfare Committee on January 13, 2026.

Attachments:

None

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4255

A Resolution Consolidating the Pieper Power Education Center Polling Site and the Weyenberg Library Polling Site into One Location at Mequon City Hall for the February 17, 2026 Primary Election

RECITALS

- A. A Local Primary Election will be held on February 17, 2026.
- B. The City of Mequon will have one race on the ballot, County Supervisor, District 24.
- C. City staff anticipates the voter turnout will be such that an opportunity exists to consolidate polling sites, resulting in a savings of labor costs and tax dollars.

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

- 1. The affected polling sites of Pieper Power Education Center, 8200 N. County Line Road, and Weyenberg Library, 11345 N. Cedarburg Road, in the City of Mequon are consolidated into a single location at Mequon City Hall, 11333 N. Cedarburg Road, Mequon, Wisconsin, 53092 for the February 17, 2026, Primary Election.
- 2. Subsequent to the February 17, 2026, Primary Election, all polling locations will return to their regular locations unless changed by future action of the Common Council.
- 3. City staff are authorized and directed to effectuate this change in accordance with Wis. Stat. § 5.25 and guidance from the Wisconsin Elections Commission.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262/236-2914
Fax: 262/242-9655

www.cityofmequonwi.gov

Building and Grounds

TO: Common Council
FROM: Justin Bodoh, Building Superintendent
DATE: January 13, 2026
SUBJECT: A Resolution Authorizing Termination of the City's Existing Contract for Cleaning Services at City Hall, the Public Works Facility and the Public Safety Building with EC Wisconsin of Waukesha, Wisconsin, and Award of the Contract to Vanguard Cleaning Systems of Wauwatosa, Wisconsin for the Period March 1, 2026 - December 31, 2027

Background

The City currently contracts with EC Wisconsin for cleaning services at three City facilities: City Hall, Public Safety Building and the Department of Public Works. As part of routine oversight, staff has conducted multiple walkthroughs of City buildings. These walkthroughs have identified several missed or skipped cleaning items that are not meeting City expectations or contract standards. Attempts to correct and enforce the contract have failed.

The existing contract allows for termination with thirty (30) days written notice.

Analysis

Service Performance: Staff walkthroughs of City facilities have identified recurring cleaning deficiencies under the current EC Wisconsin contract. These deficiencies include items that were missed or inconsistently completed and have persisted despite routine monitoring.

Contractual Authority: The City's contract with EC Wisconsin allows for termination with thirty (30) days written notice, providing the City with a clear and lawful mechanism to discontinue services without penalty.

Alternative Provider: Vanguard was the runner-up during the original procurement process and has prior experience cleaning City facilities. Based on previous performance, staff is confident in Vanguard's ability to meet City standards. Vanguard's contract with the City of Mequon would start March 1, 2026, giving EC Wisconsin 46 days notice from Council authorization to terminate the City's existing contract.

Cost Considerations: Vanguard has agreed to honor its previous proposal cost of \$6,776 per month, which is competitive and consistent with the City's budget. Awarding the contract to

Vanguard avoids the need to rebid services, limits service disruption, and maintains fiscal stability.

Risk Assessment: Awarding the contract to a previously vetted vendor reduces transition risk and ensures continuity of cleaning services. Providing 30-day notice allows adequate time for transition planning and coordination.

Fiscal Impact

The proposed contract amount of \$6,776 per month is consistent with previously reviewed and budgeted janitorial service costs. No additional budget appropriation is required. Further, Vanguard has agreed to honor their 2025 pricing for the 2026 season and remove the 4% increase from their proposal (email attached).

Recommendation

A recommendation is forthcoming from the Public Works Committee on January 13, 2026.

Attachments:

City of Mequon RFP 11-2024 v1 - VCS-WI, Email Vanguard Price 2026

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION - 4256

A Resolution Authorizing Termination of the City's Existing Contract for Cleaning Services at City Hall, the Public Works Facility and the Public Safety Building with EC Wisconsin of Waukesha, Wisconsin, and Award of the Contract to Vanguard Cleaning Systems of Wauwatosa, Wisconsin for the Period March 1, 2026 - December 31, 2027

RECITALS

- A. The City of Mequon has an existing contract with EC Wisconsin for janitorial services at City Hall, the Department of Public Works Building, and the Public Safety Building.
- B. City staff has conducted routine walkthroughs of these facilities and identified recurring performance deficiencies, including missed or skipped cleaning items.
- C. The contract with EC Wisconsin provides for termination upon thirty (30) days written notice.
- D. Vanguard was the runner-up during the most recent procurement process and previously provided janitorial services to the City in a satisfactory manner.
- E. Vanguard has agreed to honor its previous proposal cost of \$6,776 per month for janitorial services at City Hall, the Department of Public Works Building, and the Safety Building.

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

- 1. The cleaning services contract with EC Wisconsin is hereby terminated, subject to a thirty (30) day written notice, in accordance with the terms of the contract.
- 2. City staff is authorized and directed to provide the required termination notice to EC Wisconsin.
- 3. The cleaning services contract is hereby awarded to Vanguard in the amount of \$6,776 per month for cleaning services at City Hall, the Department of Public Works Building, and the Safety Building.

Approved by: Andrew Nerbun, Mayor

Date Approved: January 13, 2026

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on January 13, 2026.

Caroline Fochs, City Clerk



PROPOSAL FOR SERVICES

CUSTOMIZED FOR:

Kristen Lundeen
CITY OF MEQUON
10800 N Industrial Drive
Mequon, WI 53092



PRESENTED: November 20, 2024

VANGUARD CLEANING SYSTEMS OF WISCONSIN
11220 W Burleigh St. Suite 100 | Wauwatosa, WI 53222
Page 81 of 95



Greetings Kristen -

We appreciate the opportunity to participate in another round of RFP exercises with the City of Mequon. Since implementing services for the city in February 2019, we've strived to be a valued vendor partner with the city entities, working closely with Justin Bodoh to ensure our program continued to fulfill the quality standards required, along with meeting the security requirements in the Public Safety complex. If selected to extend our partnership for another contract term, services would continue uninterrupted with the full complement of crew personnel, along with our dedicated operations manager Edgar Mendoza, and me overseeing the region's operational success.

Per our RFP facility walk through conducted on November 12th, we have outlined our service offering with a 3 year detailed pricing table on Page 4 of the RFP response that aligns with the city's scope of work requirements on pages 5-8.

From all of us here at Vanguard Cleaning Systems, we remain committed to providing a client-focused experience. I am grateful for your time, attention, and consideration to participate once again in the city's RFP process and we are enthusiastic about a potential extension of our partnership.

Kind Regards,



MICHAEL HAMERLIND | *Regional Director of Sales and Operations*

TALK+TEXT: 414-882-8866 | e: mhamerlind@vgcswi.com

Vanguard Cleaning Systems of WI

www.vanguardcleaningwi.com

11220 W. BURLEIGH ST., #100, WAUWATOSA, WI 53222

ALL CLEANING COMPANIES ARE NOT THE SAME.

For our Minnesota and Wisconsin based team, our difference is our people. **PERIOD >>**

THE INDUSTRY EXPERTS: YOUR VANGUARD TEAM



CINDY BANCHY | PRESIDENT



MIKE HAMERLIND | REGIONAL DIRECTOR



MONI MUELLER | CONTROLLER



CHRISTINE LUNZ | ACCOUNT EXECUTIVE



RANDY SAMARAKA | ACCOUNT EXECUTIVE



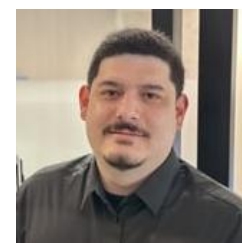
KATIE DAHLUHN | ACCOUNTING



PAUL RAUCH | BRAND SERVICES



PAUL KUHN | BRAND SERVICES



EDGAR MENDOZA | BRAND SERVICES



STEPHANIE TAYLOR | BUSINESS DEVELOPMENT



CHARLIE TOLAR | ADMIN SPECIALIST



CONTRACT PRICING AND SERVICE OPTIONS

PROGRAM SPECS							
PROGRAM PRICING INCLUDES:	<input checked="" type="checkbox"/> LABOR	<input checked="" type="checkbox"/> VACUUMS ONLY			<input checked="" type="checkbox"/> CHEMICALS		
SERVICE FREQUENCY	5X/WEEK						
SERVICE DAYS	<input checked="" type="checkbox"/> MON	<input checked="" type="checkbox"/> TUE	<input checked="" type="checkbox"/> WED	<input checked="" type="checkbox"/> THU	<input checked="" type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN

PROGRAM PRICING			
	2025	2026	2027
CITY HALL	\$2,635.00	\$2,740.00	\$2,740.00
DPW	\$1,250.00	\$1,300.00	\$1,300.00
PUBLIC SAFETY	\$2,891.00	\$3,007.00	\$3,007.00
CONTRACT TOTAL	\$6,776.00	\$7,047.00	\$7,047.00
COMMENTS	REFLECTS A STEADY PRICE HOLD SINCE 2021. EXTENDING FOR a 4 th YEAR THRU 2025	REFLECTS A 4% INCREASE AFTER A 4 YEAR PRICE HOLD	REFLECTS A PRICE HOLD ON THE 2026 BASELINE

CITY OF MEQUON SCOPE OF WORK: CITY HALL

Areas to be Cleaned
• North Conference Room (352 SF)
• South Conference Room/Lunchroom (1,497 SF)
• Administrative Conference Room (236 SF)
• Lower Conference Rooms (2,063 SF)
• Community Development Conference Room (155 SF)
• Engineering Conference Room (151 SF)
• Council Chambers and Executive Conference Room (2,883 SF)
• East Lobby (626 SF)
• South Lobby (1,497 SF)
• Faculty Offices (11,090 SF)
• Restrooms (11)
• Locker Rooms (2)

	MON	TUE	WED	THU	FRI	OTHER
Vacuum all door mats	X	X	X	X	X	
Clean and disinfect toilets, urinals (change urinal cakes as needed), sinks, mirrors, countertops, baby changing stations, and trash can lids in restrooms (except restrooms between Council Chambers and North Conference room – see tasks 3X per week below)	X	X	X	X	X	
Sweep and mop all restroom floors	X	X	X	X	X	
Spot clean doors, walls, and all dividers in restrooms	X	X	X	X	X	
Refill soap dispensers, paper towels, and toilet paper in restrooms	X	X	X	X	X	
Clean mirrors in all restrooms	X	X	X	X	X	
Empty all trash and recycling (keep separate) throughout City Hall and replace liners as needed	X	X	X	X	X	
Sweep/Dust Mop & remove any black marks on floor in main lobby	X	X	X	X	X	
Wipe down & disinfect microwave, tables, countertops, trash can lids and sinks in lunch room	X	X	X	X	X	
Straighten chairs and spot clean windows and doors in south conference room/lunchroom and in council chambers	X	X	X	X	X	
Wipe down all bubblers	X	X	X	X	X	
Wipe down all conference room tables	X	X	X	X	X	
Clean and disinfect toilets, urinals (change urinal cakes as needed), sinks, mirrors, countertops, baby changing stations, and trash can lids in restrooms between Council Chambers and North Conference Room	X		X		X	
Vacuum main walkways and behind counters	X		X		X	
Vacuum south conference room/lunchroom	X		X		X	
Sweep/dust mop stairs	X		X		X	
Sweep/dust mop locker rooms	X		X		X	
Vacuum lower elevator lobby		X		X		
Sweep/dust mop lower conference room		X		X		
Dust all hanging pictures, wipe down counters, and ledges		X		X		
Vacuum all carpeted areas throughout entire building		X		X		
Dust all windowsills, baseboard heaters, and council chambers furniture		X		X		
Dust or wipe down TV table and refrigerator in lunchroom		X		X		
Wipe down bathroom stall partitions		X		X		
Vacuum back stairs						2X/Month
Vacuum council chambers						2X/Month
Dust all mini-blinds						1X/Month
Dust all furniture & appliances						1X/Month

CITY OF MEQUON SCOPE OF WORK: DPW BUILDING

Areas to be Cleaned
• Entrance Area (1)
• Offices (6)
• Lunchroom/Training Room (1)
• Breakroom/Lobby (1)
• Conference Rooms (2)
• Locker Rooms (3)
o Men's
o Women's
o Mechanic's
• Restrooms (5)
o Unisex in Water Department Garage
o Unisex/Handicap in Lobby
o Women's in Locker Room
o Men's in Locker Room
o Unisex in Mechanic's Garage

	MON	TUE	WED	THU	FRI	OTHER
Offices						
Empty trash and recycling	X	X	X	X	X	
Dust window ledges and tables	X	X	X	X	X	
Sweep & mop floors	X	X	X	X	X	
Conference Rooms						
Empty trash and recycling	X	X	X	X	X	
Wipe down tables and chairs	X	X	X	X	X	
Sweep floors	X	X	X	X	X	
Mop floors as needed	X	X	X	X	X	
Lunchroom/Training Room, Breakroom/Lobby & Entrance Area						
Empty trash & recycling	X	X	X	X	X	
Wipe down tables and chairs	X	X	X	X	X	
Wipe down counters and window ledges	X	X	X	X	X	
Sweep & mop floors	X	X	X	X	X	
Spot clean glass doors	X	X	X	X	X	
Sweep & mop floor & vacuum mat in entrance area	X	X	X	X	X	
Locker Rooms						
Sweep & mop floors	X	X	X	X	X	
Mop shower areas	X	X	X	X	X	
Wipe down benches	X	X	X	X	X	
Wipe down top of lockers	X	X	X	X	X	
Restrooms						
Empty trash	X	X	X	X	X	
Refill dispensers	X	X	X	X	X	
Sweep and mop floors	X	X	X	X	X	
Clean inside & outside of toilet bowls and urinals	X	X	X	X	X	
Clean sinks & mirrors	X	X	X	X	X	
Spot clean all stall & urinal dividers	X	X	X	X	X	

CITY OF MEQUON SCOPE OF WORK: PUBLIC SAFETY BUILDING

Areas to be Cleaned
• Lobbies (2)
• Offices/Conference Rooms (16)
• Common Areas/Stairwells/Lunchrooms/Halls & Corridors (18)
• Restrooms (11)
• Locker Rooms (4)
• Booking & Holding Cells (6)

	MON	TUE	WED	THU	FRI	OTHER
Lobbies						
Wipe all doorknobs & handles	X	X	X	X	X	
Cleaning with proper chemicals all commonly touched surfaces	X	X	X	X	X	
Vacuum all mats	X	X	X	X	X	
Dust mop floors	X	X	X	X	X	
Spot wet mop floors as needed	X	X	X	X	X	
Clean & sanitize drinking fountain	X	X	X	X	X	
Low dust horizontal surfaces					X	
Spot clean all windows					X	
Damp clean window ledges					X	
Wet Mop all floors					X	
Remove fingerprints from glass surfaces					X	
Wipe down all door frames						1X/Month
High dust horizontal surfaces						1X/Month
Remove dust & cobwebs from ceiling						1X/Month
Offices/Conference Rooms						
Vacuum carpet	X	X	X	X	X	
Empty wastebaskets and replace liners	X	X	X	X	X	
Low dust horizontal surfaces					X	
Dust interior window ledges					X	
Damp clean window ledges					X	
Dust furniture					X	
High dust horizontal surfaces						1X/Month
Remove dust & cobwebs from ceiling						1X/Month
Dust blinds						1X/Month
Common Areas/Stairwells/Lunchrooms/Halls & Corridors						
Vacuum carpet	X	X	X	X	X	
Empty wastebaskets and replace liners	X	X	X	X	X	
Clean & sanitize drinking fountains	X	X	X	X	X	
Dust mop floors	X	X	X	X	X	
Spot wet mop floors as needed	X	X	X	X	X	
Wipe railings in stairwells	X	X	X	X	X	
Wet mop floors and stairwells					X	
Remove fingerprints from glass surfaces					X	
High dust horizontal surfaces						1X/Month
Remove dust & cobwebs from ceiling						1X/Month

CITY OF MEQUON SCOPE OF WORK: PUBLIC SAFETY BUILDING

	MON	TUE	WED	THU	FRI	OTHER
Restrooms						
Empty wastebaskets and replace liners	X	X	X	X	X	
Clean, sanitize, and polish all fixtures	X	X	X	X	X	
Sweep floors	X	X	X	X	X	
Damp mop floors with germicidal disinfectant	X	X	X	X	X	
Dust metal partitions	X	X	X	X	X	
Clean & sanitize toilets & urinals inside & out	X	X	X	X	X	
Clean & sanitize showers	X	X	X	X	X	
Clean & polish chrome fittings	X	X	X	X	X	
Clean & polish glass & mirrors	X	X	X	X	X	
Replenish soap, toilet paper, and paper towels	X	X	X	X	X	
Change urinal cakes as required	X	X	X	X	X	
Low dust horizontal surfaces					X	
Damp clean baseboards					X	
Remove fingerprints from all surfaces					X	
Spot clean metal partitions					X	
Wash & sanitize exterior of all containers					X	
Remove spots, marks, stains & splashes from walls					X	
High dust horizontal surfaces						1X/Month
Remove dust & cobwebs from ceiling						1X/Month
Wash and sanitize metal partitions						1X/Month
Locker Rooms						
Wipe all benches	X	X	X	X	X	
Spot wet mop floors as needed	X	X	X	X	X	
Clean top of lockers						1X/Month
Remove dust & cobwebs from ceiling						1X/Month
Booking & Holding Cells						
Tasks Daily-Depending on use (check daily, only clean once a cell has been used)						
Check for any cells used (red light), wipe down/disinfect all touchable surfaces	X	X	X	X	X	
Sweep floor	X	X	X	X	X	
Mop Floor	X	X	X	X	X	



CITY MUNICIPALITY/COUNTY GOVERNMENT REFERENCES

CITY OF DELAFIELD

CONTACT: CASSIDY HAMMEL, BUSINESS MANAGER

E: chammel@delafieldlibrary.org

P: 262-303-4594

SITE TYPE: City Municipality servicing City Hall, DPW, Library, and Fish Hatchery (Event Space)
SERVICED SINCE APRIL 2022

CITY OF WOODBURY

CONTACT: ZACHARY BERG, DIRECTOR OF FACILITIES

E: zachary.berg@woodburymn.gov

P: 651-714-3539

SITE TYPE: City Municipality servicing City Hall, DPW, Public Safety, 3 Fire Stations, Central Park
SERVICED SINCE NOVEMBER 2018

WASHINGTON COUNTY PARKS AND REC.

CONTACT: MARK PRCHAL, PARKS AND REC MANAGER

E: mark.prchal@co.washington.mn.us

P: 651-279-4692

SITE TYPE: 7 Day per week cleaning of 11 Park Site Facilities, 2 Seasonal RV Campground Facilities,
Swim Beach Facilities, and Rentable Shelter Facilities
SERVICED SINCE May 2021



VALUE-ADDED SOLUTIONS

A ONE-STOP-SHOP TO HELP STREAMLINE YOUR VENDOR BASE SO YOU HAVE TIME TO FOCUS ON OTHER THINGS

HARD FLOOR CARE



CARPET CARE



BATHROOM RESTORATION



WINDOW WASHING



HIGH DUSTING



POWER WASHING



CONSUMABLE SUPPLY
PROCUREMENT



POST CONSTRUCTION CLEANING



EMERGENCY EVENT CLEANING



CONTACT YOUR SALES REPRESENTATIVE FOR PRICING AND OPTIONS ON ANY OF THESE VALUE-ADDED OFFERING



VANGCLE-01

NCHUNG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0757776 HUB International Insurance Services Inc. PO Box 4047 Concord, CA 94524-4047	CONTACT NAME: Allison Scher PHONE (A/C, No, Ext): (415) 276-2801 FAX (A/C, No): (951) 231-2572 E-MAIL ADDRESS: cal.cpu@hubinternational.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Everest National Insurance Company		10120
INSURER B : James River Insurance Company		12203
INSURER C : Federal Insurance Company		20281
INSURER D : National Union Fire Insurance Company of Pittsburgh, PA		19445
INSURER E :		
INSURER F :		

INSURED
 Saint Croix Management, Inc. dba Vanguard Cleaning Systems of Wisconsin & its Unit Franchisees
 11220 West Burleigh Street, Suite #100
 Wauwatosa, WI 53222

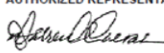
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			RM1GL00056-241	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> PD Ded: \$2,000						MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Per Occurrence						PERSONAL & ADV INJURY \$ 1,000,000
GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY			CA43600360-09	5/1/2024	5/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		9363-96-89	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 10,000,000
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE \$ OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Crime			03-933-34-41	5/1/2024	5/1/2025	EmplThft/Forgery/Alt 1,000,000
D	Crime			03-933-34-41	5/1/2024	5/1/2025	Clients Prop 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 *Please Note: Workers Compensation and Owned Auto is handled by the individual Vanguard office, not HUB International. Please contact your service representative for certificate requirements on these policies.

For Information Purposes Only.

CERTIFICATE HOLDER * FOR INFORMATION PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

From: Christine Lunz <clunz@vgcswi.com>
Sent: Friday, December 19, 2025 11:46 AM
To: Justin Bodoh <jbodoh@cityofmequonwi.gov>
Subject: RFP: Vanguard Cleaning Systems of Wisconsin

Hi Justin – Nice talking with you today and can you please confirm receipt of attached.

And that everything opened, okay too?

Included updated COI with since the original submission had expired dates and assumed that'd be important. We'd be happy to honor the year-one pricing, \$6,776 – then move forward with the outlined % on page 4 for the following year in 2027. If we can do the fast turnaround and start in February, it's completely acceptable with us, to start off at year 1.

Can you confirm that you were thinking the same thing (\$6,776) starting with year-1 and let me know if I can do anything else to help as you prepare for the council, I'm here to help!

-Christine



Christine Lunz

Sales Account Executive

Vanguard Cleaning Systems of Wisconsin

11220 W. Burleigh St., #100, Wauwatosa, WI 53222

Work: 414.441.8886

email: clunz@vgcswi.com

[Meet the Team!](#)





Private Office:
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church St.
Franklin, WI 53132
(414) 529-8900

www.ci.mequon.wi.us

Office of the City Attorney

TO: Mayor and Common Council
FROM: Brian C. Sajdak, City Attorney
DATE: January 13, 2026
SUBJECT: Closed Session for Acquisition of Property Rights Related to the Relocation of Lift Station E to 2010 W. Ranch Road

Background

The Common Council may enter into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. This section would allow the Council to enter into closed session for the purpose of considering and defining the strategies the Council would use for negotiations related to the potential use or acquisition of property.

Recommendation

Should the Council decide that it wishes to enter closed session, a motion to enter closed session pursuant to Wis. Stat. §19.85(1)(e) for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.